

Register of Delegations and Authorisations from the General Manager

Type of delegation or authorisation	Legislation or Policy (if relevant)	Function being delegated or authorised	Delegated or authorised role	Team	Directorate	Scope (if limited)	Conditions (if any)	GM last approved
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Acquisitions and Serials Officer	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Acquisitions and Serials Officer	Library and Community Hub	Community Life			21-Dec-21
Parks		Bookings	Administration Assistant - Operations Centre	Operations	City Assets			21-Dec-21
Receipt of Goods		Docket to be noted Goods Received	All Council Officers	All Teams	All Directorates			21-Dec-21
Approval to Occupy	Environmental Planning and Assessment Act 1979	Occupation Certificate	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Authorised Officers under named Acts	Swimming Pools Act 1992	Authorised Officer	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Building and Development Fee Refunds		Processing of Refunds	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Building and Security Deposits - Development Applications		Processing of Building and Security Deposits	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Certificates - Building	Environmental Planning and Assessment Act 1979	Building - Section 6.26 Environmental Planning and Assessment Act 1979	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Approval and Refusal Class 1 and 10 Buildings	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Approval and Refusal Class 2-9 Buildings less than \$2,000,000	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Approval and Refusal Class 2-9 Buildings over \$2,000,000	Area Building Surveyor	City Development	City Strategy			21-Dec-21

Certificates - Construction	Environmental Planning and Assessment Act 1979	Essential Services - Fire Safety	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Occupation	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Certificate - Section 735A (Outstanding Notices)		Production of 735A certificate	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Class 1 and 10 Buildings One and Two Storey Only – up to and including 5 objections	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Class 2 – 9 Buildings less than \$2,000,000 – up to and including 5 objections	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Change of Use – Fit Out of Existing Buildings	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Section 4.55 Modifications: Where an original DA was approved under delegation and no objection	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Hoardings		Approval	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 <i>of the Local Government Act 1993</i>	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Orders/Notices/Infringements	Environmental Planning and Assessment Act 1979	Power to issue fines/notices/orders under the Environmental Planning and Assessment Act 1979	Area Building Surveyor	City Development	City Strategy			21-Dec-21
Orders/Notices/Infringements	Swimming Pools Act 1992	Power to issue fines under the <i>Swimming Pools Act 1992</i>	Area Building Surveyor	City Development	City Strategy			21-Dec-21

Development Applications	Development Applications to be referred to Burwood Local Planning Panel (BLPP)	Burwood Local Planning Panel referral criteria: Conflict of Interest Development for which the applicant or land owner is: a. the council b. a councillor c. a member of council staff who is principally involved in the exercise of councils under the Environmental Planning and Assessment Act 1979 d. a member of Parliament (either Parliament of New South Wales or Parliament of the Commonwealth) e. a relative (with the meaning* of the Local Government Act 1993) of a person to in (b) to (d) But not development for the following purposes: a. internal alterations and additions to any building that is not a heritage item b. advertising signage c. maintenance and restoration of a heritage item d. 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) *Relative in relation to a person, means any of the following: a. 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, b. the spouse or de facto partner of the person or of a person referred to in paragraph (a).	Burwood Local Planning Panel	N/A	N/A			N/A
Development Applications	Development Applications to be referred to Burwood Local Planning Panel (BLPP)	Burwood Local Planning Panel referral criteria: Contentiousness 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.	Burwood Local Planning Panel	N/A	N/A			N/A

Development Applications	Development Applications to be referred to Burwood Local Planning Panel (BLPP)	Burwood Local Planning Panel referral criteria: Departure from Development Standards Development that contravenes a development standard imposed by an environmental planning instrument by more than 10% or non-numerical development standards. 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.	Burwood Local Planning Panel	N/A	N/A			N/A
Development Applications	Development Applications to be referred to Burwood Local Planning Panel (BLPP)	Burwood Local Planning Panel referral criteria: Sensitive Development a. Designated development b. Development to which State Environmental Planning Policy No 65 – Design Quality of Residential Apartment Development applies c. Development involving the demolition of a heritage items d. Development for the purpose of new licenced premises, that will require one of the following liquor licenses: • A club licence under the Registered Clubs Act 1976 • A hotel (general bar) licence under the Liquor Act 2007 • An on-premises licence for public entertainment venues under the Liquor Act 2007 e. Development for the purpose of sex services premises and restricted premises f. Development applications for which the developer has offered to enter into a planning agreement (VPAs)	Burwood Local Planning Panel	N/A	N/A			N/A

Development Applications	Development Applications to be referred to Burwood Local Planning Panel (BLPP)	Burwood Local Planning Panel referral criteria: Planning Proposals 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: a. The correction of an obvious error in a local environmental plan b. Matters that are a consequential, transitional, machinery or other minor nature, or c. Matters that the General Manager considers will not have any significant adverse impact on the environment or adjoining land A proposal is to be referred to the BLPP before it is forwarded to the Minister under Section 3.34 of the Environmental Planning and Assessment Act 1979.	Burwood Local Planning Panel	N/A	N/A			N/A
Expenditure		Up to \$10,000 for area of responsibility	Business Partner - People & Culture	People and Culture	People and Performance			2-Feb-22
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Business Partner - People & Culture	People and Culture	People and Performance	Self authorisation prohibited		21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$10,000 for area of responsibility	Business Partner - People & Culture	People and Culture	People and Performance	Self authorisation prohibited		2-Feb-22
Payroll		Process Payroll	Business Partner - People & Culture	People and Culture	People and Performance			2-Feb-22
People Management		Unsuccessful Application Letters	Business Partner - People & Culture	People and Culture	People and Performance			2-Feb-22
People Management		Sign statements of Service/Employment	Business Partner - People & Culture	People and Culture	People and Performance			12-Mar-24
Receipt of Payment		Receipting of payments	Casual Librarian	Library and Community Hub	Community Life			21-Dec-21

Receipt of Payment		Receipting of payments	Casual Library Customer Support Officer	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Casual Library Technician	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Children, Families and Cultural Development Officer		Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Children's and Early Literacy Librarian	Library and Community Hub	Community Life			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Children's and Early Literacy Officer	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Children's and Early Literacy Officer	Library and Community Hub	Community Life			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Children's and Youth Services Librarian	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Children's and Youth Services Librarian	Library and Community Hub	Community Life			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Children's and Early Literacy Librarian	Library and Community Hub	Community Life			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Collection and Access Support Officer	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Collection and Access Support Officer	Library and Community Hub	Community Life			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Collections and Quality Assurance Officer	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Collections and Quality Assurance Officer	Library and Community Hub	Community Life			21-Dec-21
Bookings		Process hall and Woodstock Park bookings and produce invoices	Community Facilities & Parks Bookings Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Bookings		Processing of Booking Refunds	Community Facilities & Parks Bookings Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24

Authorised Officers under named Acts	Biosecurity Act 2015	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Biosecurity Act 2015	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Boarding Houses Act 2012	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Boarding Houses Act 2012	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21

Authorised Officers under named Acts	Companion Animals Act 1998	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Food Act 2003	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23

Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			31-Oct-22
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23

Authorised Officers under named Acts	Protection of the Environment Operations Act 1997	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Protection of the Environment Operations Act 1997	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Public Health Act 2010	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21

Authorised Officers under named Acts	Road Transport Act 2013	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Swimming Pools Act 1992	Authorised Officer	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21

Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Entry into Premises	Public Health Act 2010	Enabling council officers to carry inspections by entering any premises under S 108 Public Health Act 2010	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23

Entry into Premises	Boarding House Act 2012	Enabling council officers to carry inspections by entering any premises under S 76 of the Boarding House Act 2012	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Entry into Premises	Protection of the Environment Operations Act 1997	Enabling council officers to carry inspections by entering any premises under S196 of the Protection of the Environment Operations Act 1997	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Entry into Premises	Food Act 2003	Enabling council officers to carry inspections by entering any premises under s 37 of the Food Act 2003	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23

Entry into Premises	Biosecurity Act 2015	Enabling council officers to carry inspections by entering any premises under s 98 of the Biosecurity Act 2015	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Inspections and Investigations	Environmental Planning & Assessment Act 1979	To exercise functions conferred or imposed on Council under the <i>Environmental Planning & Assessment Act 1979</i>	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23

Inspections and Investigations	Public Health Act 2010	To exercise functions conferred or imposed on Council under the <i>Public Health Act 2010</i>	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Boarding House Act 2012	To exercise functions conferred or imposed on Council under the Boarding House Act 2012	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Protection of the Environment Operations Act 1997	To exercise functions conferred or imposed on Council under the Protection of the Environment Operations Act 1997	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23

Inspections and Investigations	Food Act 2003	To exercise functions conferred or imposed on Council under the Food Act 2003	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Biosecurity Act 2015	To exercise functions conferred or imposed on Council under the Biosecurity Act 2015	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Biosecurity Act 2015	Power to issue fines under the Biosecurity Act 2015	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23

Orders/Notices/Infringements	Companion Animals Act 1998	Power to issue fines under the <i>Companion Animals Act 1998</i>	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Environmental Planning and Assessment Act 1979	Power to issue fines/notices/orders under the Environmental Planning and Assessment Act 1979	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Food Act 2003	Issue Improvement Notice pursuant to Section 58 of the <i>Food Act 2003</i>	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Impounding Act 1993	Power of issue Infringement Notices under the <i>Impounding Act 1993</i>	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21

Orders/Notices/Infringements	Local Government Act 1993	Power to issue fines under the Local Government Act 1993	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Local Government Act 1993	Intention to Serve Order and Notices pursuant to the Local Government Act 1993	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Protection of the Environmental Operation Act 1997	Power to issue fines under the Protection of the Environmental Operation Act 1997	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Public Health Act 1991	Power to issue fines under the Public Health Act 1991	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23

Orders/Notices/Infringements	Roads Act 1993 and Roads Regulation 2008	Power to issue Infringement Notices under the Roads Act 1993 and Roads Regulation 2008	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Road Transport Act 2013, the Road Rules 2014 and Road Transport (General) Regulation 2013	Power to issue Infringement Notices under the Road Transport Act 2013, the Road Rules 2014 and Road Transport (General) Regulation 2013	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Swimming Pools Act 1992	Power to issue fines under the Swimming Pools Act 1992	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Boarding House Act 2012	To issue fines under the Boarding House Act 2012	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			24-Jan-23
Expenditure		Up to \$5,000 for area of responsibility	Coordinator Business Information Services	Business Information Services	Corporate Services			11-Jul-23

Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Coordinator Business Information Services	Business Information Services	Corporate Services	Self authorisation prohibited		21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$5,000 for area of responsibility	Coordinator Business Information Services	Business Information Services	Corporate Services	Self authorisation prohibited		11-Jul-23
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Coordinator Business Information Services	Business Information Services	Corporate Services			11-Jul-23
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Coordinator Business Information Services	Business Information Services	Corporate Services			11-Jul-23
Records Management	State Records Act 1998	Authorisation of disposal of records in accordance with Section 24 <i>State Records Act 1998</i>	Coordinator Business Information Services	Business Information Services	Corporate Services			11-Jul-23

Records Management	State Records Act 1998	Compliance with State Records Act 1998	Coordinator Business Information Services	Business Information Services	Corporate Services			11-Jul-23
Expenditure		Up to \$10,000 for area of responsibility	Coordinator Community Development	Community & Culture	Community Life			12-Mar-24
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Coordinator Community Development	Community & Culture	Community Life			12-Mar-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$10,000 for area of responsibility	Coordinator Community Development	Community & Culture	Community Life			12-Mar-24
Authorised Officers under named Acts	Biosecurity Act 2015	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21

Authorised Officers under named Acts	Biosecurity Act 2015	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Boarding Houses Act 2012	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Boarding Houses Act 2012	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Companion Animals Act 1998	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Food Act 2003	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21

Authorised Officers under named Acts	Food Act 2003	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			31-Oct-22
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Protection of the Environment Operations Act 1997	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Protection of the Environment Operations Act 1997	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Public Health Act 2010	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23

Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Road Transport Act 2013	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Swimming Pools Act 1992	Authorised Officer	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23

Entry into Premises	Public Health Act 2010	Enabling council officers to carry inspections by entering any premises under S 108 Public Health Act 2010	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Entry into Premises	Boarding House Act 2012	Enabling council officers to carry inspections by entering any premises under S 76 of the Boarding House Act 2012	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Entry into Premises	Protection of the Environment Operations Act 1997	Enabling council officers to carry inspections by entering any premises under S196 of the Protection of the Environment Operations Act 1997	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Entry into Premises	Food Act 2003	Enabling council officers to carry inspections by entering any premises under s 37 of the Food Act 2003	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Entry into Premises	Biosecurity Act 2015	Enabling council officers to carry inspections by entering any premises under s 98 of the Biosecurity Act 2015	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Expenditure		Up to \$15,000 for area of responsibility	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Coordinator Community Safety	Community Safety	Community Life	Self authorisation prohibited		21-Dec-21

Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Inspections and Investigations	Environmental Planning & Assessment Act 1979	To exercise functions conferred or imposed on Council under the <i>Environmental Planning & Assessment Act 1979</i>	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Public Health Act 2010	To exercise functions conferred or imposed on Council under the <i>Public Health Act 2010</i>	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Boarding House Act 2012	To exercise functions conferred or imposed on Council under the Boarding House Act 2012	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Protection of the Environment Operations Act 1997	To exercise functions conferred or imposed on Council under the Protection of the Environment Operations Act 1997	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Food Act 2003	To exercise functions conferred or imposed on Council under the Food Act 2003	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Biosecurity Act 2015	To exercise functions conferred or imposed on Council under the Biosecurity Act 2015	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23

Orders/Notices/Infringements	Biosecurity Act 2015	Power to issue fines under the <i>Biosecurity Act 2015</i>	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Companion Animals Act 1998	Power to issue fines under the <i>Companion Animals Act 1998</i>	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Environmental Planning and Assessment Act 1979	Power to issue fines/notices/orders under the Environmental Planning and Assessment Act 1979	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Food Act 2003	Issue Improvement Notice pursuant to Section 58 of the <i>Food Act 2003</i>	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Impounding Act 1993	Power of issue Infringement Notices under the <i>Impounding Act 1993</i>	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Local Government Act 1993	Power to issue fines under the <i>Local Government Act 1993</i>	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Local Government Act 1993	Intention to Serve Order and Notices pursuant to the Local Government Act 1993	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21

Orders/Notices/Infringements	Protection of the Environmental Operation Act 1997	Power to issue fines under the Protection of the Environmental Operation Act 1997	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Public Health Act 1991	Power to issue fines under the Public Health Act 1991	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Roads Act 1993 and Roads Regulation 2008	Power to issue Infringement Notices under the Roads Act 1993 and Roads Regulation 2008	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Road Transport Act 2013, the Road Rules 2014 and Road Transport (General) Regulation 2013	Power to issue Infringement Notices under the Road Transport Act 2013, the Road Rules 2014 and Road Transport (General) Regulation 2013	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Swimming Pools Act 1992	Power to issue fines under the Swimming Pools Act 1992	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Environmental Planning & Assessment Act 1979	Power to provide factual supportive information to Revenue NSW for matters pertaining to infringement notices	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Boarding House Act 2012	To issue fines under the Boarding House Act 2012	Coordinator Community Safety	Community Safety	Community Life			24-Jan-23

Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$15,000 for area of responsibility	Coordinator Community Safety	Community Safety	Community Life	Self authorisation prohibited		21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Coordinator Community Safety	Community Safety	Community Life			21-Dec-21
Expenditure		Up to \$5,000 for area of responsibility	Creative Events Producer	Community & Culture	Community Life			12-Mar-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$5,000 for area of responsibility	Creative Events Producer	Community & Culture	Community Life			12-Mar-24
Expenditure		Up to \$5,000 for area of responsibility	Cultural Projects & Public Art Producer	Community & Culture	Community Life			12-Mar-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$5,000 for area of responsibility	Cultural Projects & Public Art Producer	Community & Culture	Community Life			12-Mar-24
Bookings		Process hall and Woodstock Park bookings and produce invoices	Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Applications and Certificates related to development	Environmental Planning and Assessment Act 1979	Rejection on the grounds of incomplete documents	Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Applications and Certificates related to development	Environmental Planning and Assessment Act 1979	Release where all prerequisites are met	Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Applications and Certificates related to development	Environmental Planning and Assessment Act 1979	Refusal to release where insufficient information is supplied	Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Development Applications	Environmental Planning and Assessment Act 1979	Rejection of Development Applications on the grounds of incomplete documents	Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Receipt of Payment		Receipting of payments	Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24

Waste Services Matters		Processing of all waste-related matters including missed collections, stolen bins, additional bins, clean-up services and request for new services	Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Busking	Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Parking	Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Promotions/Charitable	Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Pre-Paid Works on Council Property	Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Certificate of Animal Registration		NSW Pet Registry	Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Applications and Certificates related to development	Environmental Planning and Assessment Act 1979	Rejection on the grounds of incomplete documents	Customer Service Systems & Registers Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Applications and Certificates related to development	Environmental Planning and Assessment Act 1979	Release where all prerequisites are met	Customer Service Systems & Registers Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Applications and Certificates related to development	Environmental Planning and Assessment Act 1979	Refusal to release where insufficient information is supplied	Customer Service Systems & Registers Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Development Applications	Environmental Planning and Assessment Act 1979	Rejection of Development Applications on the grounds of incomplete documents	Customer Service Systems & Registers Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Receipt of Payment		Receipting of payments	Customer Service Systems & Registers Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24

Waste Services Matters		Processing of all waste-related matters including missed collections, stolen bins, additional bins, clean-up services and request for new services	Customer Service Systems & Registers Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Busking	Customer Service Systems & Registers Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Parking	Customer Service Systems & Registers Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Promotions/Charitable	Customer Service Systems & Registers Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Pre-Paid Works on Council Property	Customer Service Systems & Registers Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Certificate of Animal Registration		NSW Pet Registry	Customer Service Systems & Registers Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Receipt of Payment		Receipting of payments	Customer Services Team Leader					21-Dec-21
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Building and Development Fee Refunds		Processing of Refunds	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Building and Security Deposits - Development Applications		Processing of Building and Security Deposits	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Certificates - Building	Environmental Planning and Assessment Act 1979	Building - Section 6.26 Environmental Planning and Assessment Act 1979	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Certificate - Section 735A (Outstanding Notices)		Production of 735A certificate	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Rejection of Development Applications on the grounds of incomplete documents	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Class 1 and 10 Buildings One and Two Storey Only – up to and including 5 objections	Development Assessment Officer	City Development	City Strategy			21-Dec-21

Development Applications	Environmental Planning and Assessment Act 1979	Class 2 – 9 Buildings less than \$2,000,000 – up to and including 5 objections	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Change of Use – Fit Out of Existing Buildings	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Section 4.55 Modifications: Where an original DA was approved under delegation and no objection	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Hoardings		Approval	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 <i>of the Local Government Act 1993</i>	Development Assessment Officer	City Development	City Strategy			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Digital Services Librarian	Library and Community Hub	Community Life			21-Dec-21
Consultants		Appointment	Director City Assets	City Assets	City Assets			21-Dec-21
Contracts		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	City Assets	City Assets	Within area of responsibility		21-Dec-21
Parking charges		Refund of parking meter ticket	Director City Assets	City Assets	City Assets			12-Mar-24
Permits	Permit Parking Scheme Policy	Approval of additional Parking Permits over and above the maximum generally allowable under the Policy	Director City Assets	City Assets	City Assets			12-Mar-24
Disposal of Assets Valued At or Below \$5,000		Approval for the Disposal of Scrap or Low Value Assets within area of responsibility	Director City Assets	City Assets	City Assets			21-Dec-21
Expenditure		Up to \$250,000 for area of responsibility	Director City Assets	City Assets	City Assets			21-Dec-21

Expense Claims (formerly known as "petty cash")		Authorisation for amounts over \$150	Director City Assets	City Assets	City Assets	Self authorisation prohibited		21-Dec-21
Grants Management		Submissions	Director City Assets	City Assets	City Assets			21-Dec-21
Legal Action (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)		Act in relation to court proceedings - 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).	Director City Assets	City Assets	City Assets			21-Dec-21
Legal Action (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)		Approve legal action – 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	Director City Assets	City Assets	City Assets			21-Dec-21
Local Emergency Management		Functions of the Deputy Chair, Local Emergency Management Committee and Local Emergency Management Officer (Executive Support Functions)	Director City Assets	City Assets	City Assets			21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$250,000 for area of responsibility	Director City Assets	City Assets	City Assets	Self authorisation prohibited		21-Dec-21
People Management		Disciplinary Letters	Director City Assets	City Assets	City Assets			21-Dec-21
People Management		Higher Grade Pay	Director City Assets	City Assets	City Assets			21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Director City Assets	City Assets	City Assets			21-Dec-21
People Management		Long Service Leave Applications	Director City Assets	City Assets	City Assets			21-Dec-21
People Management		Unsuccessful Application Letters	Director City Assets	City Assets	City Assets			21-Dec-21

People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Director City Assets	City Assets	City Assets			21-Dec-21
Mobile Phones		Approval of Mobile Phone Allocation	Director City Assets	City Assets	City Assets			21-Dec-21
Traffic Committee		Attendance at Meetings representing Council	Director City Assets	City Assets	City Assets			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Expenditure - Grant Funding	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Consultants		Appointment	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Director City Strategy	City Strategy	City Strategy	Within area of responsibility		21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Exercise the power under section 4.16 of the Act to determine development applications subject to the following limitations: (a) the delegate is satisfied that the concerns of any objectors identified in written objections received by Council have been considered by the assessment officer in the assessment report, and (b) the development is not one which has been specified by the Minister by direction or circular, as requiring determination by the Burwood Local Planning Panel, (c) the development is not one which has been specified by the Minister by direction or circular, legislation or any other Environmental Planning Instrument as requiring determination by a NSW Sydney District Planning Panel or the NSW Independent Planning Commission.	Director City Strategy	City Strategy	City Strategy			7-Dec-23
Development Applications	Environmental Planning and Assessment Act 1979	Refusals on merit issues and on content or lack of information with new applications	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Disposal of Assets Valued At or Below \$5,000		Approval for the Disposal of Scrap or Low Value Assets within area of responsibility	Director City Strategy	City Strategy	City Strategy			21-Dec-21

Existing Use Rights		Advice to be provided only in writing	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Expenditure		Up to \$250,000 for area of responsibility	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation for amounts over \$150	Director City Strategy	City Strategy	City Strategy	Self authorisation prohibited		21-Dec-21
Grants Management		Grant Refunds	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Grants Management		Submissions	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Legal Action (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)		Act in relation to court proceedings - 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).	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Legal Action (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)		Approve legal action – 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	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Mobile Phones		Approval of Mobile Phone Allocation	Director City Strategy	City Strategy	City Strategy			21-Dec-21
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)	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$250,000 for area of responsibility	Director City Strategy	City Strategy	City Strategy	Self authorisation prohibited		21-Dec-21
People Management		Disciplinary Letters	Director City Strategy	City Strategy	City Strategy			21-Dec-21
People Management		Higher Grade Pay	Director City Strategy	City Strategy	City Strategy			21-Dec-21

People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Director City Strategy	City Strategy	City Strategy			21-Dec-21
People Management		Long Service Leave Applications	Director City Strategy	City Strategy	City Strategy			21-Dec-21
People Management		Unsuccessful Application Letters	Director City Strategy	City Strategy	City Strategy			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Referral of Applications under Part 4 or Division 6.7 of EP&A Act	Environmental Planning and Assessment Act 1979	Authority to refer any other Application made under Part 4 of the Environmental Planning and Assessment Act 1979 (including Development Applications, Modification to Development Consent Applications, Review of Determination Applications) or Division 6.7 of the Environmental Planning and Assessment Act 1979 (Building Information Certificate Applications) for determination which would ordinarily be delegated for determination to a Council Officer which, in the opinion of either the Burwood Council's Director City Strategy or Manager City Development considers it to be in the public interest to have considered and determined by the Burwood Local Planning Panel.	Director City Strategy	City Strategy	City Strategy			7-Dec-23
Refund of Planning Contributions (Section 7.12 of EP&A Act)		Refunds up to \$100,000	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Traffic Committee		Attendance at Meetings representing Council	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Voluntary Planning Agreements (VPAs)		Negotiation of terms and revisions prior to Council approval	Director City Strategy	City Strategy	City Strategy			21-Dec-21
Consultants		Appointment	Director Community Life	Community Life	Community Life			21-Dec-21
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Director Community Life	Community Life	Community Life	Within area of responsibility		21-Dec-21
Disposal of Assets Valued At or Below \$5,000		Approval for the Disposal of Scrap or Low Value Assets within area of responsibility	Director Community Life	Community Life	Community Life			21-Dec-21

Expenditure		Up to \$200,000 for area of responsibility	Director Community Life	Community Life	Community Life			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation for amounts over \$150	Director Community Life	Community Life	Community Life	Self authorisation prohibited		21-Dec-21
Grants Management		Grant Refunds	Director Community Life	Community Life	Community Life			21-Dec-21
Grants Management		Submissions	Director Community Life	Community Life	Community Life			21-Dec-21
Legal Action (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)		Act in relation to court proceedings - 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).	Director Community Life	Community Life	Community Life			21-Dec-21
Legal Action (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)		Approve legal action – 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	Director Community Life	Community Life	Community Life			21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$200,000 for area of responsibility	Director Community Life	Community Life	Community Life	Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Director Community Life	Community Life	Community Life			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Director Community Life	Community Life	Community Life			21-Dec-21
Mobile Phones		Approval of Mobile Phone Allocation	Director Community Life	Community Life	Community Life			21-Dec-21

People Management		Disciplinary Letters	Director Community Life	Community Life	Community Life			21-Dec-21
People Management		Higher Grade Pay	Director Community Life	Community Life	Community Life			21-Dec-21
People Management		Long Service Leave Applications	Director Community Life	Community Life	Community Life			21-Dec-21
People Management		Unsuccessful Application Letters	Director Community Life	Community Life	Community Life			21-Dec-21
Bank Guarantees		Release - within area of responsibility	Director Corporate Services	Corporate Services	Corporate Services	Within area of responsibility		21-Dec-21
Banking		Processing of Electronic Funds Transfers (EFT)	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
Cheque signatories		Authorised to sign or counter sign Council cheques	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
Councillor Expenses		Approve reimbursement of Councillor Expense Claims	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
Consultants		Appointment	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Director Corporate Services	Corporate Services	Corporate Services	Within area of responsibility		21-Dec-21
Disposal of Assets Valued At or Below \$5,000		Approval for the Disposal of Scrap or Low Value Assets within area of responsibility	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
Expenditure		Up to \$200,000 for area of responsibility	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation for amounts over \$150	Director Corporate Services	Corporate Services	Corporate Services	Self authorisation prohibited		21-Dec-21
Grants Management		Grant Refunds	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
Grants Management		Submissions	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21

Legal Action (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)		Act in relation to court proceedings - 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).	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$200,000 for area of responsibility	Director Corporate Services	Corporate Services	Corporate Services	Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
Legal Action (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)		Approve legal action – 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	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
Mobile Phones		Approval of Mobile Phone Allocation	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
People Management		Disciplinary Letters	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
People Management		Higher Grade Pay	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
People Management		Long Service Leave Applications	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
People Management		Unsuccessful Application Letters	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
Statutory Returns - Planning and Environment		Long Service Levy (Payment of Fees from Development Applications) - greater than \$20,000	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21

Statutory Returns - Planning and Environment		PlanFIRST Returns - Greater than \$20,000	Director Corporate Services	Corporate Services	Corporate Services			21-Dec-21
Consultants		Appointment	Director People and Performance	People and Performance	People and Performance			21-Dec-21
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Director People and Performance	People and Performance	People and Performance	Within area of responsibility		21-Dec-21
Disposal of Assets Valued At or Below \$5,000		Approval for the Disposal of Scrap or Low Value Assets within area of responsibility	Director People and Performance	People and Performance	People and Performance			21-Dec-21
Expenditure		Up to \$200,000 for area of responsibility	Director People and Performance	People and Performance	People and Performance			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation for amounts over \$150	Director People and Performance	People and Performance	People and Performance	Self authorisation prohibited		21-Dec-21
Grants Management		Grant Refunds	Director People and Performance	People and Performance	People and Performance			21-Dec-21
Grants Management		Submissions	Director People and Performance	People and Performance	People and Performance			21-Dec-21
Legal Action (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)		Act in relation to court proceedings - 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).	Director People and Performance	People and Performance	People and Performance			21-Dec-21
Legal Action (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)		Approve legal action – 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	Director People and Performance	People and Performance	People and Performance			21-Dec-21
Mobile Phones		Approval of Mobile Phone Allocation	Director People and Performance	People and Performance	People and Performance			21-Dec-21

Network Drives/Email /Skype/ Intranet/Internet		Monitoring Program – Performance related [two officers must be present]	Director People and Performance	People and Performance	People and Performance			21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$200,000 for area of responsibility	Director People and Performance	People and Performance	People and Performance	Self authorisation prohibited		21-Dec-21
Payroll		Payroll Approval Sign Off	Director People and Performance	People and Performance	People and Performance			21-Dec-21
Payroll		Sign off of Termination Pays	Director People and Performance	People and Performance	People and Performance			21-Dec-21
People Management		Disciplinary Letters	Director People and Performance	People and Performance	People and Performance			21-Dec-21
People Management		Higher Grade Pay	Director People and Performance	People and Performance	People and Performance			21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Director People and Performance	People and Performance	People and Performance			21-Dec-21
People Management		Long Service Leave Applications	Director People and Performance	People and Performance	People and Performance			21-Dec-21
People Management		Performance related - Network, Email, Skype for Business, Intranet and Internet reviews – two Officers must be present	Director People and Performance	People and Performance	People and Performance			21-Dec-21
People Management		Unsuccessful Application Letters	Director People and Performance	People and Performance	People and Performance			21-Dec-21
People Management		Union and Industrial Matters	Director People and Performance	People and Performance	People and Performance			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Director People and Performance	People and Performance	People and Performance			21-Dec-21
People Management		Workplace Conflicts or Grievances	Director People and Performance	People and Performance	People and Performance			21-Dec-21
Public Interest Disclosures		Network, Email, Skype for Business, Intranet and Internet reviews – two Council Officers sign access request	Disclosures Coordinator					21-Dec-21
Expenditure		Up to \$10,000 for area of responsibility	Enfield Aquatic Centre Coordinator	Enfield Aquatic Centre	Community Life			21-Dec-21

Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Enfield Aquatic Centre Coordinator	Enfield Aquatic Centre	Community Life	Self authorisation prohibited		21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$10,000 for area of responsibility	Enfield Aquatic Centre Coordinator	Enfield Aquatic Centre	Community Life	Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Enfield Aquatic Centre Coordinator	Enfield Aquatic Centre	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Enfield Aquatic Centre Coordinator	Enfield Aquatic Centre	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Enfield Aquatic Centre Customer Services Officers	Enfield Aquatic Centre	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Enfield Aquatic Centre Lifeguards	Enfield Aquatic Centre	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Enfield Aquatic Centre Shift Supervisors	Enfield Aquatic Centre	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Enfield Aquatic Centre Team Leader Programs	Enfield Aquatic Centre	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Enfield Aquatic Centre Team Leader Operations	Enfield Aquatic Centre	Community Life			21-Dec-21
Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Engineer Traffic and Design	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Permits		Filming	Engineer Traffic and Design	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21

Permits		Road Closure	Engineer Traffic and Design	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Permits		Work Zone	Engineer Traffic and Design	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Traffic Committee		Attendance at Meetings representing Council	Engineer Traffic and Design	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Waste Services Matters		Raising of Commercial Garbage Fees	Environmental and Waste Project Officer					21-Dec-21
Authorised Officers under named Acts	Biosecurity Act 2015	Authorised Officer	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Boarding Houses Act 2012	Authorised Officer	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Food Act 2003	Authorised Officer	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Protection of the Environment Operations Act 1997	Authorised Officer	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Public Health Act 2010	Authorised Officer	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Swimming Pools Act 1992	Authorised Officer	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Entry into Premises	Public Health Act 2010	Enabling council officers to carry inspections by entering any premises under S 108 Public Health Act 2010	Environmental Health Officer	Community Safety	Community Life			24-Jan-23

Entry into Premises	Boarding House Act 2012	Enabling council officers to carry inspections by entering any premises under S 76 of the Boarding House Act 2012	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Entry into Premises	Protection of the Environment Operations Act 1997	Enabling council officers to carry inspections by entering any premises under S196 of the Protection of the Environment Operations Act 1997	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Entry into Premises	Food Act 2003	Enabling council officers to carry inspections by entering any premises under s 37 of the Food Act 2003	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Entry into Premises	Biosecurity Act 2015	Enabling council officers to carry inspections by entering any premises under s 98 of the Biosecurity Act 2015	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 of the Local Government Act 1993	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Inspections and Investigations	Environmental Planning & Assessment Act 1979	To exercise functions conferred or imposed on Council under the Environmental Planning & Assessment Act 1979	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Public Health Act 2010	To exercise functions conferred or imposed on Council under the Public Health Act 2010	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Boarding House Act 2012	To exercise functions conferred or imposed on Council under the Boarding House Act 2012	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Protection of the Environment Operations Act 1997	To exercise functions conferred or imposed on Council under the Protection of the Environment Operations Act 1997	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Food Act 2003	To exercise functions conferred or imposed on Council under the Food Act 2003	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Biosecurity Act 2015	To exercise functions conferred or imposed on Council under the Biosecurity Act 2015	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Biosecurity Act 2015	Power to issue fines under the Biosecurity Act 2015	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Environmental Planning and Assessment Act 1979	Power to issue fines/notices/orders under the Environmental Planning and Assessment Act 1979	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Food Act 2003	Issue Improvement Notice pursuant to Section 58 of the Food Act 2003	Environmental Health Officer	Community Safety	Community Life			21-Dec-21

Orders/Notices/Infringements	Local Government Act 1993	Power to issue fines under the Local Government Act 1993	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Local Government Act 1993	Intention to Serve Order and Notices pursuant to the Local Government Act 1993	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Protection of the Environment Operation Act 1997	Power to issue fines under the Protection of the Environment Operation Act 1997	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Public Health Act 1991	Power to issue fines under the Public Health Act 1991	Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Boarding House Act 2012	To issue fines under the Boarding House Act 2012	Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Expenditure		Up to \$5,000 for area of responsibility	Events Producer	Community & Culture	Community Life			12-Mar-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$5,000 for area of responsibility	Events Producer	Community & Culture	Community Life			12-Mar-24
Expenditure		Up to \$5,000 for area of responsibility	Executive Assistant to General Manager	Place Management and Communication	General Manager's Office			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Executive Assistant to General Manager	Place Management and Communication	General Manager's Office	Self authorisation prohibited		21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$5,000 for area of responsibility	Executive Assistant to General Manager	Place Management and Communication	General Manager's Office	Self authorisation prohibited		21-Dec-21
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Executive Planner	City Development	City Strategy			21-Dec-21
Certificate - Section 10.7 - Planning	Environmental Planning and Assessment Act 1979	Exercise the functions of Council to issue a planning certificate under section 10.7 of the Environmental Planning and Assessment Act 1979	Executive Planner	City Development	City Strategy			7-Dec-23
Development Applications	Environmental Planning and Assessment Act 1979	Class 2 – 9 Buildings less than \$2,000,000 – up to and including 5 objections	Executive Planner	City Development	City Strategy			21-Dec-21

Development Applications	Environmental Planning and Assessment Act 1979	Section 4.55 Modifications: Where an original DA was approved under delegation and no objection	Executive Planner	City Development	City Strategy			21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Executive Planner	City Development	City Strategy			21-Dec-21
Orders/Notices/Infringements	Environmental Planning and Assessment Act 1979	Power to issue fines/notices/orders under the Environmental Planning and Assessment Act 1979	Executive Planner	City Development	City Strategy			21-Dec-21
Certificate - Section 10.7 - Planning	Environmental Planning and Assessment Act 1979	Exercise the functions of Council to issue a planning certificate under section 10.7 of the Environmental Planning and Assessment Act 1979	Executive Strategic Planner	City Planning	City Strategy			7-Dec-23
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Executive Strategic Planner - Heritage Advisor		City Strategy			21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Executive Strategic Planner - Heritage Advisor		City Strategy			21-Dec-21
Access to Information	Government Information (Public Access) Act 2009	Approval of Refunds	Governance Officer	Governance and Risk	Corporate Services			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Group Manager Community, Library and Aquatic Services					21-Dec-21
Bookings		Approval of Booking Refunds and Overpayments Enfield Aquatic Centre	Group Manager Community, Library and Aquatic Services					21-Dec-21
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Group Manager Community, Library and Aquatic Services			Within area of responsibility		21-Dec-21
Enfield Aquatic Centre		Approval of Refunds	Group Manager Community, Library and Aquatic Services					
Expenditure		Up to \$50,000 for area of responsibility	Group Manager Community, Library and Aquatic Services					21-Dec-21

Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Group Manager Community, Library and Aquatic Services			Self authorisation prohibited		21-Dec-21
Grants Management		Funding Acquittal	Group Manager Community, Library and Aquatic Services					21-Dec-21
Legal Action <i>(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)</i>		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Group Manager Community, Library and Aquatic Services				With the approval of their Director	21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$50,000 for area of responsibility	Group Manager Community, Library and Aquatic Services			Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Group Manager Community, Library and Aquatic Services					21-Dec-21
Grants Management		Grant Refunds	Group Manager Community, Library and Aquatic Services (within area of responsibility)					21-Dec-21
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Group Manager Corporate Planning and Communications			Within area of responsibility		21-Dec-21
Expenditure		Up to \$20,000 for area of responsibility	Group Manager Corporate Planning and Communications		People and Performance			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Group Manager Corporate Planning and Communications		People and Performance	Self authorisation prohibited		21-Dec-21
Grants Management		Funding Acquittal	Group Manager Corporate Planning and Communications		People and Performance			21-Dec-21

Legal Action <i>(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)</i>		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Group Manager Corporate Planning and Communications		People and Performance		With the approval of their Director	21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$20,000 for area of responsibility	Group Manager Corporate Planning and Communications		People and Performance	Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Group Manager Corporate Planning and Communications		People and Performance			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Group Manager Corporate Planning and Communications		People and Performance			21-Dec-21
Authorised Officers under named Acts	Biosecurity Act 2015	Authorised Officer	Group Manager Environment and Health					21-Dec-21
Authorised Officers under named Acts	Boarding Houses Act 2012	Authorised Officer	Group Manager Environment and Health					21-Dec-21
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Group Manager Environment and Health					21-Dec-21
Authorised Officers under named Acts	Food Act 2003	Authorised Officer	Group Manager Environment and Health					21-Dec-21
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Group Manager Environment and Health					21-Dec-21
Authorised Officers under named Acts	Protection of the Environment Operations Act 1997	Authorised Officer	Group Manager Environment and Health					21-Dec-21
Authorised Officers under named Acts	Public Health Act 2010	Authorised Officer	Group Manager Environment and Health					21-Dec-21
Authorised Officers under named Acts	Swimming Pools Act 1992	Authorised Officer	Group Manager Environment and Health					21-Dec-21

Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Group Manager Environment and Health			Within area of responsibility		21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Group Manager Environment and Health					21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Group Manager Environment and Health					21-Dec-21
Expenditure		Up to \$50,000 for area of responsibility	Group Manager Environment and Health					21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Group Manager Environment and Health			Self authorisation prohibited		21-Dec-21
Grants Management		Funding Acquittal	Group Manager Environment and Health					21-Dec-21
Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 of the Local Government Act 1993	Group Manager Environment and Health					21-Dec-21
Inspections and Investigations		Refund of Inspection Fees	Group Manager Environment and Health					21-Dec-21
Legal Action (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)		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Group Manager Environment and Health				With the approval of their Director	21-Dec-21
Orders/Notices/Infringements	Biosecurity Act 2015	Power to issue fines under the Biosecurity Act 2015	Group Manager Environment and Health					21-Dec-21
Orders/Notices/Infringements	Environmental Planning and Assessment Act 1979	Power to issue fines/notices/orders under the Environmental Planning and Assessment Act 1979	Group Manager Environment and Health					21-Dec-21

Orders/Notices/Infringements	Food Act 2003	Issue Improvement Notice pursuant to Section 58 of the Food Act 2003	Group Manager Environment and Health					21-Dec-21
Orders/Notices/Infringements	Food Act 2003	Issue Prohibition Order pursuant to Section 60 of the Food Act 2003	Group Manager Environment and Health					21-Dec-21
Orders/Notices/Infringements	Local Government Act 1993	Intention to Serve Order and Notices pursuant to the Local Government Act 1993	Group Manager Environment and Health					21-Dec-21
Orders/Notices/Infringements	Protection of the Environmental Operation Act 1997	Power to issue fines under the Protection of the Environmental Operation Act 1997	Group Manager Environment and Health					21-Dec-21
Orders/Notices/Infringements	Public Health Act 1991	Power to issue fines under the Public Health Act 1991	Group Manager Environment and Health					21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$50,000 for area of responsibility	Group Manager Environment and Health			Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Group Manager Environment and Health					21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Group Manager Environment and Health					21-Dec-21
Authorised Officers under named Acts	Biodiversity Conservation Act 2016 (section 12.13)	Authorised Officer	Group Manager Operations	Operations	City Assets			21-Dec-21
Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Group Manager Operations	Operations	City Assets			31-Oct-22
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Group Manager Operations	Operations	City Assets			21-Dec-21
Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Group Manager Operations	Operations	City Assets			21-Dec-21
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Group Manager Operations	Operations	City Assets	Within area of responsibility		21-Dec-21

Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Group Manager Operations	Operations	City Assets			21-Dec-21
Expenditure		Up to \$80,000 for area of responsibility	Group Manager Operations	Operations	City Assets			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Group Manager Operations	Operations	City Assets	Self authorisation prohibited		21-Dec-21
Grants Management		Funding Acquittal	Group Manager Operations	Operations	City Assets			21-Dec-21
Legal Action <i>(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)</i>		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Group Manager Operations	Operations	City Assets		With the approval of their Director	21-Dec-21
Local Emergency Management		Functions of the Local Emergency Management Officer (Operational Support)	Group Manager Operations	Operations	City Assets			21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$80,000 for area of responsibility	Group Manager Operations	Operations	City Assets	Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Group Manager Operations	Operations	City Assets			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Group Manager Operations	Operations	City Assets			21-Dec-21
People Management		Overtime/Leave in Lieu Approval	Group Managers					21-Dec-21
Receipt of Payment		Receipting of payments	Home Library and Disabilities Officer	Library and Community Hub	Community Life			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Home Library Officer	Library and Community Hub	Community Life			21-Dec-21
People Management		Superannuation Matters	Human Resources Officer	People and Culture	People and Performance			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Information Technology Librarian	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Information Technology Librarian	Library and Community Hub	Community Life			21-Dec-21

Code of Conduct		Investigate Breaches (including Discrimination on the basis of sex, age, race etc., Harassment and Ethical or other misconduct concerns)	Internal Ombudsman					21-Dec-21
Code of Conduct		Network, Email, Skype for Business, Intranet and Internet reviews – two Council Officers sign access request	Internal Ombudsman					21-Dec-21
Consultants		Appointment - Code of Conduct investigation matters	Internal Ombudsman					21-Dec-21
Expenditure		Up to \$50,000 for area of responsibility	Internal Ombudsman					21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Internal Ombudsman			Self authorisation prohibited		21-Dec-21
Legal Action <i>(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)</i>		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Internal Ombudsman				With the approval of their Director	21-Dec-21
Network Drives/Email /Skype/ Intranet/Internet		Monitoring Program – Code of Conduct and PIDs	Internal Ombudsman					21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$50,000 for area of responsibility	Internal Ombudsman			Self authorisation prohibited		21-Dec-21
People Management		Performance related - Network, Email, Skype for Business, Intranet and Internet reviews – two Officers must be present	Internal Ombudsman					21-Dec-21
Public Interest Disclosures		Investigate Public Interest Disclosures	Internal Ombudsman					21-Dec-21
Public Interest Disclosures		Network, Email, Skype for Business, Intranet and Internet reviews – two Council Officers sign access request	Internal Ombudsman					21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Landscape Technician and Project Officer					21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Landscape Technician and Project Officer					21-Dec-21

Receipt of Payment		Receipting of payments	Learn to Swim Instructors	Enfield Aquatic Centre	Community Life			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Learning Experiences Officer	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Learning Experiences Officer	Library and Community Hub	Community Life			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Learning Experiences Support Officer	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Learning Experiences Support Officer	Library and Community Hub	Community Life			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Lending Services Officer					21-Dec-21
Receipt of Payment		Receipting of payments	Lending Services Officer					21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Library Project Change Manager	Library and Community Hub	Community Life			21-Dec-21
Expenditure		Up to \$10,000 for area of responsibility	Library Project Change Manager	Library and Community Hub	Community Life			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Library Project Change Manager	Library and Community Hub	Community Life	Self authorisation prohibited		21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$10,000 for area of responsibility	Library Project Change Manager	Library and Community Hub	Community Life	Self authorisation prohibited		21-Dec-21
Receipt of Payment		Receipting of payments	Library Project Change Manager	Library and Community Hub	Community Life			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Library Services Coordinator	Library and Community Hub	Community Life			21-Dec-21
Expenditure		Up to \$10,000 for area of responsibility	Library Services Coordinator	Library and Community Hub	Community Life			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Library Services Coordinator	Library and Community Hub	Community Life	Self authorisation prohibited		21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$10,000 for area of responsibility	Library Services Coordinator	Library and Community Hub	Community Life	Self authorisation prohibited		21-Dec-21

People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Library Services Coordinator	Library and Community Hub	Community Life			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Library Services Coordinator	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Library Services Coordinator	Library and Community Hub	Community Life			21-Dec-21
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Major Capital Works & Projects Manager	Major Capital Works & Projects	City Assets			12-Mar-24
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Major Capital Works & Projects Manager	Major Capital Works & Projects	City Assets			12-Mar-24
Expenditure		Up to \$70,000 for area of responsibility	Major Capital Works & Projects Manager	Major Capital Works & Projects	City Assets			12-Mar-24

Grants Management		Funding applications (within area of responsibility)	Major Capital Works & Projects Manager	Major Capital Works & Projects	City Assets			12-Mar-24
Legal Action (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)		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Major Capital Works & Projects Manager	Major Capital Works & Projects	City Assets			12-Mar-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$70,000 for area of responsibility	Major Capital Works & Projects Manager	Major Capital Works & Projects	City Assets			12-Mar-24
Expense Claims (formerly known as "petty cash")		Approval of reimbursements up to \$150	Major Capital Works & Projects Manager	Major Capital Works & Projects	City Assets			12-Mar-24

People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Major Capital Works & Projects Manager	Major Capital Works & Projects	City Assets			12-Mar-24
Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Major Capital Works & Projects Manager	Major Capital Works & Projects	City Assets			12-Mar-24
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Manager City Development	City Development	City Strategy			21-Dec-21
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Manager City Development	City Development	City Strategy			21-Dec-21
Authorised Officers under named Acts	Swimming Pools Act 1992	Authorised Officer	Manager City Development	City Development	City Strategy			21-Dec-21
Building and Development Fee Refunds		Approval of Refunds	Manager City Development	City Development	City Strategy			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Decision by Council	Manager City Development	City Development	City Strategy			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Refund of Construction Certificate	Manager City Development	City Development	City Strategy			21-Dec-21
Certificate - Section 10.7 - Planning	Environmental Planning and Assessment Act 1979	Sign off against 10.7 certificate	Manager City Development	City Development	City Strategy			21-Dec-21
Certificate - Section 10.7 - Planning	Environmental Planning and Assessment Act 1979	Exercise the functions of Council to issue a planning certificate under section 10.7 of the Environmental Planning and Assessment Act 1979	Manager City Development	City Development	City Strategy			7-Dec-23
Certificate - Section 735A (Outstanding Notices)		Subdivision	Manager City Development	City Development	City Strategy			21-Dec-21
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Manager City Development	City Development	City Strategy	Within area of responsibility		21-Dec-21

Court or Tribunal Proceedings	Environmental Planning and Assessment Act 1979	Offence arising under the Environmental Planning and Assessment Act 1979	Manager City Development	City Development	City Strategy			21-Dec-21
Court or Tribunal Proceedings	Local Government Act 1993	Offence arising under the Local Government Act 1993	Manager City Development					21-Dec-21
Court or Tribunal Proceedings	Environmental Planning and Assessment Act 1979	Enforcement of Orders made by Burwood Council under the Environmental Planning and Assessment Act 1979	Manager City Development	City Development	City Strategy			21-Dec-21
Court or Tribunal Proceedings	Local Government Act 1993	Enforcement of Orders made by Burwood Council under the Local Government Act 1993	Manager City Development					21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Exercise the power under section 4.16 of the Act to determine development applications subject to the following limitations: (a) the delegate is satisfied that the concerns of any objectors identified in written objections received by Council have been considered by the assessment officer in the assessment report, and (b) the development is not one which has been specified by the Minister by direction or circular, as requiring determination by the Burwood Local Planning Panel, (c) the development is not one which has been specified by the Minister by direction or circular, legislation or any other Environmental Planning Instrument as requiring determination by a NSW Sydney District Planning Panel or the NSW Independent Planning Commission.	Manager City Development	City Development	City Strategy			7-Dec-23
Development Applications	Environmental Planning and Assessment Act 1979	Development Consents Approved by Council	Manager City Development	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Functions conferred or imposed on the Director-General of DOPI under SEPP No. 1 – Development Standards/Clause 4.6 Objections	Manager City Development	City Development	City Strategy			21-Dec-21

Development Applications	Environmental Planning and Assessment Act 1979	Refund of Development Application Fees	Manager City Development	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	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	Manager City Development	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Where the original DA was approved under delegation and up to ten signatures from separate households within the notification area has been received	Manager City Development	City Development	City Strategy			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Manager City Development	City Development	City Strategy			21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Manager City Development	City Development	City Strategy			21-Dec-21
Existing Use Rights		Advice to be provided only in writing	Manager City Development	City Development	City Strategy			21-Dec-21
Expenditure		Up to \$50,000 for area of responsibility	Manager City Development	City Development	City Strategy			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager City Development	City Development	City Strategy	Self authorisation prohibited		21-Dec-21
Grants Management		Funding Acquittal	Manager City Development	City Development	City Strategy			21-Dec-21
Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 of the Local Government Act 1993	Manager City Development	City Development	City Strategy			21-Dec-21
Inspections and Investigations		Refund of Inspection Fees	Manager City Development	City Development	City Strategy			21-Dec-21

Legal Action (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)		Act on Council's behalf and / or sign agreements in relation to the following matters within the jurisdiction of the organisational directorate to which they are assigned: * Agreements arising out of mediation and conciliation including agreements reached pursuant to Section 34 of the Environmental Planning and Assessment Act 1979 * Consent orders in any Court or Tribunal except the High Court of Australia * Other order or agreement in proceedings in any Court or Tribunal except the High Court of Australia subject to any overriding decision or direction of the Director to whom they report	Manager City Development	City Development	City Strategy			21-Dec-21
Legal Action (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)		Give all instructions to legal providers in relation to offences and proceedings matters arising from the following: * Boarding Houses Act 2012 * Biosecurity Act 2015 * Companion Animals Act 1998 * Environmental Planning and Assessment Act 1979 * Impounding Act 1993 * Local Government Act 1993 * Protection of the Environment Operations Act 1997 * Road Transport Act 2013 * Roads Act 1993 * Swimming Pools Act 1992 subject to any overriding decision or direction of the Director to whom they report	Manager City Development	City Development	City Strategy			21-Dec-21
Legal Action (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)		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Manager City Development	City Development	City Strategy		With the approval of their Director	21-Dec-21

Orders/Notices/Infringements	Environmental Planning and Assessment Act 1979	Power to issue fines/notices/orders under the Environmental Planning and Assessment Act 1979	Manager City Development	City Development	City Strategy			21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$50,000 for area of responsibility	Manager City Development	City Development	City Strategy	Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager City Development	City Development	City Strategy			21-Dec-21
Referral of Applications under Part 4 or Division 6.7 of EP&A Act	Environmental Planning and Assessment Act 1979	Authority to refer any other Application made under Part 4 of the Environmental Planning and Assessment Act 1979 (including Development Applications, Modification to Development Consent Applications, Review of Determination Applications) or Division 6.7 of the Environmental Planning and Assessment Act 1979 (Building Information Certificate Applications) for determination which would ordinarily be delegated for determination to a Council Officer which, in the opinion of either the Burwood Council's Director City Strategy or Manager City Development considers it to be in the public interest to have considered and determined by the Burwood Local Planning Panel.	Manager City Development	City Development	City Strategy			7-Dec-23
Strata Schemes (Freehold Development Act 1973)	Freehold Development Act 1973	Approval of strata plans	Manager City Development	City Development	City Strategy			21-Dec-21
Strata Schemes (Leasehold Development Act 1986)	Leasehold Development Act 1986	Approval of leasehold strata plans	Manager City Development	City Development	City Strategy			21-Dec-21
Subdivision Applications		Approve or disapproved	Manager City Development	City Development	City Strategy			21-Dec-21
Subdivision Applications		Refund	Manager City Development	City Development	City Strategy			21-Dec-21

Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Manager City Planning	City Planning	City Strategy			21-Dec-21
Certificate - Section 10.7 - Planning	Environmental Planning and Assessment Act 1979	Exercise the functions of Council to issue a planning certificate under section 10.7 of the Environmental Planning and Assessment Act 1979	Manager City Planning	City Planning	City Strategy			7-Dec-23
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Manager City Planning	City Planning	City Strategy	Within area of responsibility		21-Dec-21
Expenditure		Up to \$10,000 for area of responsibility	Manager City Planning	City Planning	City Strategy			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager City Planning	City Planning	City Strategy	Self authorisation prohibited		21-Dec-21
Grants Management		Funding Acquittal	Manager City Planning	City Planning	City Strategy			21-Dec-21
Legal Action (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)		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Manager City Planning	City Planning	City Strategy		With the approval of their Director	21-Dec-21
Legal Action (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)		Furnish reports direct to the Minister in relation to Draft Local Environmental Plans	Manager City Planning	City Planning	City Strategy			21-Dec-21
Legal Action (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)		Making of Local Environmental Plans, Development Control Plans and Contribution Plans 1. Issue notices and reports under Environmental Planning and Assessment Act relevant to making of LEP/DCPs/Contributions Plans 2. Issue notices and reports under Environmental Planning and Assessment Act relevant to making of LEP/DCPs/Contributions Plans	Manager City Planning	City Planning	City Strategy			21-Dec-21

Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$10,000 for area of responsibility	Manager City Planning	City Planning	City Strategy	Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager City Planning	City Planning	City Strategy			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager City Planning	City Planning	City Strategy			21-Dec-21
Refund of Planning Contributions (Section 7.12 of EP&A Act)		Refunds up to \$10,000	Manager City Planning	City Planning	City Strategy			21-Dec-21
Voluntary Planning Agreements (VPAs)		Authorising notices relating to the registration, or removal of registration, of voluntary planning agreements through NSW Land & Property Information	Manager City Planning	City Planning	City Strategy			21-Dec-21
Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Manager Civil Construction and Maintenance	Operations - Civil, Construction and Maintenance	City Assets			31-Oct-22
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Manager Civil Construction and Maintenance	Operations - Civil, Construction and Maintenance	City Assets			21-Dec-21
Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Manager Civil Construction and Maintenance	Operations - Civil, Construction and Maintenance	City Assets			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Manager Civil Construction and Maintenance	Operations - Civil, Construction and Maintenance	City Assets			21-Dec-21
Expenditure		Up to \$50,000 for area of responsibility	Manager Civil Construction and Maintenance	Operations - Civil, Construction and Maintenance	City Assets			21-Dec-21

Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Civil Construction and Maintenance	Operations - Civil, Construction and Maintenance	City Assets	Self authorisation prohibited		21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$50,000 for area of responsibility	Manager Civil Construction and Maintenance	Operations - Civil, Construction and Maintenance	City Assets	Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager Civil Construction and Maintenance	Operations - Civil, Construction and Maintenance	City Assets			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager Civil Construction and Maintenance	Operations - Civil, Construction and Maintenance	City Assets			21-Dec-21
Permits		Road Closure	Manager Civil Construction and Maintenance	Operations - Civil, Construction and Maintenance	City Assets			21-Dec-21
Permits		Road Opening	Manager Civil Construction and Maintenance	Operations - Civil, Construction and Maintenance	City Assets			21-Dec-21
Permits		Works on Council Property	Manager Civil Construction and Maintenance	Operations - Civil, Construction and Maintenance	City Assets			21-Dec-21
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Manager Community & Culture	Community & Culture	Community Life	Within area of responsibility		5-Aug-22
Expenditure		Up to \$50,000 for area of responsibility	Manager Community & Culture	Community & Culture	Community Life			5-Aug-22
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Community & Culture	Community & Culture	Community Life			5-Aug-22
Grants Management		Funding Acquittal	Manager Community & Culture	Community & Culture	Community Life			5-Aug-22
Grants Management		Grant Refunds (within area of responsibility)	Manager Community & Culture	Community & Culture	Community Life			5-Aug-22

Legal Action (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)		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Manager Community & Culture	Community Safety	Community Life		With the approval of their Director	5-Aug-22
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$50,000 for area of responsibility	Manager Community & Culture	Community & Culture	Community Life	Self authorisation prohibited		5-Aug-22
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager Community & Culture	Community & Culture	Community Life			5-Aug-22
People Management		Overtime/Leave in Lieu Approval	Manager Community & Culture	Community & Culture	Community Life			5-Aug-22
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager Community & Culture	Community & Culture	Community Life			5-Aug-22
Grants Management		Submissions	Manager Community & Culture	Community & Culture	Community Life			12-Mar-24
People Management		Unsuccessful Application Letters	Manager Community & Culture	Community & Culture	Community Life			12-Mar-24
Authorised Officers under named Acts	Biosecurity Act 2015	Authorised Officer	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Boarding Houses Act 2012	Authorised Officer	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Food Act 2003	Authorised Officer	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Protection of the Environment Operations Act 1997	Authorised Officer	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Authorised Officers under named Acts	Public Health Act 2010	Authorised Officer	Manager Community Safety	Community Safety	Community Life			24-Jan-23

Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Manager Community Safety	Community Safety	Community Life	Within area of responsibility		21-Dec-21
Court or Tribunal Proceedings	Environmental Planning and Assessment Act 1979	Offence arising under the Environmental Planning and Assessment Act 1979	Manager Community Safety	Community Safety	Community Life			21-Dec-21
Court or Tribunal Proceedings	Local Government Act 1993	Offence arising under the Local Government Act 1993	Manager Community Safety					21-Dec-21
Court or Tribunal Proceedings	Environmental Planning and Assessment Act 1979	Enforcement of Orders made by Burwood Council under the Environmental Planning and Assessment Act 1979	Manager Community Safety	Community Safety	Community Life			21-Dec-21
Court or Tribunal Proceedings	Local Government Act 1993	Enforcement of Orders made by Burwood Council under the Local Government Act 1993	Manager Community Safety					
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Entry into Premises	Public Health Act 2010	Enabling council officers to carry inspections by entering any premises under S 108 Public Health Act 2010	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Entry into Premises	Boarding House Act 2012	Enabling council officers to carry inspections by entering any premises under S 76 of the Boarding House Act 2012	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Entry into Premises	Protection of the Environment Operations Act 1997	Enabling council officers to carry inspections by entering any premises under S196 of the Protection of the Environment Operations Act 1997	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Entry into Premises	Food Act 2003	Enabling council officers to carry inspections by entering any premises under s 37 of the Food Act 2003	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Entry into Premises	Biosecurity Act 2015	Enabling council officers to carry inspections by entering any premises under s 98 of the Biosecurity Act 2015	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Expenditure		Up to \$50,000 for area of responsibility	Manager Community Safety	Community Safety	Community Life			21-Dec-21

Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Community Safety	Community Safety	Community Life	Self authorisation prohibited		21-Dec-21
Grants Management		Funding Acquittal	Manager Community Safety	Community Safety	Community Life			21-Dec-21
Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Environmental Planning & Assessment Act 1979	To exercise functions conferred or imposed on Council under the <i>Environmental Planning & Assessment Act 1979</i>	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Public Health Act 2010	To exercise functions conferred or imposed on Council under the <i>Public Health Act 2010</i>	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Boarding House Act 2012	To exercise functions conferred or imposed on Council under the Boarding House Act 2012	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Protection of the Environment Operations Act 1997	To exercise functions conferred or imposed on Council under the Protection of the Environment Operations Act 1997	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Food Act 2003	To exercise functions conferred or imposed on Council under the Food Act 2003	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Inspections and Investigations		To exercise functions conferred or imposed on Council under the Biosecurity Act 2015	Manager Community Safety	Community Safety	Community Life			24-Jan-23

Legal Action (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)		Act on Council's behalf and / or sign agreements in relation to the following matters within the jurisdiction of the organisational directorate to which they are assigned: * Agreements arising out of mediation and conciliation including agreements reached pursuant to Section 34 of the Environmental Planning and Assessment Act 1979 * Consent orders in any Court or Tribunal except the High Court of Australia * Other order or agreement in proceedings in any Court or Tribunal except the High Court of Australia subject to any overriding decision or direction of the Director to whom they report	Manager Community Safety	Community Safety	Community Life			21-Dec-21
Legal Action (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)		Give all instructions to legal providers in relation to offences and proceedings matters arising from the following: * Boarding Houses Act 2012 * Biosecurity Act 2015 * Companion Animals Act 1998 * Environmental Planning and Assessment Act 1979 * Impounding Act 1993 * Local Government Act 1993 * Protection of the Environment Operations Act 1997 * Road Transport Act 2013 * Roads Act 1993 * Swimming Pools Act 1992 subject to any overriding decision or direction of the Director to whom they report	Manager Community Safety	Community Safety	Community Life			21-Dec-21
Legal Action (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)		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Manager Community Safety	Community Safety	Community Life		With the approval of their Director	21-Dec-21

Orders/Notices/Infringements	Biosecurity Act 2015	Power to issue fines under the Biosecurity Act 2015	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Environmental Planning and Assessment Act 1979	Power to issue fines/notices/orders under the Environmental Planning and Assessment Act 1979	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Food Act 2003	Issue Improvement Notice pursuant to Section 58 of the Food Act 2003	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Local Government Act 1993	Power to issue fines under the Local Government Act 1993	Manager Community Safety	Community Safety	Community Life			
Orders/Notices/Infringements	Local Government Act 1993	Intention to Serve Order and Notices pursuant to the Local Government Act 1993	Manager Community Safety	Community Safety	Community Life			
Orders/Notices/Infringements	Protection of the Environmental Operation Act 1997	Power to issue fines under the Protection of the Environmental Operation Act 1997	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Public Health Act 1991	Power to issue fines under the Public Health Act 1991	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Boarding House Act 2012	To issue fines under the Boarding House Act 2012	Manager Community Safety	Community Safety	Community Life			24-Jan-23
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$50,000 for area of responsibility	Manager Community Safety	Community Safety	Community Life	Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager Community Safety	Community Safety	Community Life			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager Community Safety	Community Safety	Community Life			21-Dec-21
Bookings		Approval of Booking Refunds and Overpayments under \$3,000 only for refunds not processed by the Officer	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Bookings		Processing of Booking Refunds	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Applications and Certificates related to development	Environmental Planning and Assessment Act 1979	Rejection on the grounds of incomplete documents	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24

Applications and Certificates related to development	Environmental Planning and Assessment Act 1979	Release where all prerequisites are met	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Applications and Certificates related to development	Environmental Planning and Assessment Act 1979	Refusal to release where insufficient information is supplied	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Certificates - Section 603 Rates and Charges		Approval of Refunds	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Certificates - Section 10.7 - Planning		Approval of Refunds	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Certificates - Section 735A (Outstanding Notices)		Approval of Refunds Section 735A for certificate	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Development Applications	Environmental Planning and Assessment Act 1979	Rejection of Development Applications on the grounds of incomplete documents	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Receipt of Payment		Receipting of payments	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Waste Services Matters		Processing of all waste-related matters including missed collections, stolen bins, additional bins, clean-up services and request for new services	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Expenditure		Up to \$10,000 for area of responsibility	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			21-May-24

Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life	Self authorisation prohibited		12-Mar-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$20,000 for area of responsibility	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life	Self authorisation prohibited		12-Mar-24
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
People Management		Unsuccessful Application Letters	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Busking	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Parking	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Bookings		Process hall and Woodstock Park bookings and produce invoices	Manager Customer Experience & Business Improvement	Customer Experience & Business Improvement	Community Life			12-Mar-24
Statutory Returns - Planning and Environment		Long Service Levy (Payment of Fees from Development Applications) - up to \$20,000	Manager Customer Service					21-Dec-21
Statutory Returns - Planning and Environment		PlanFIRST Returns - Up to \$20,000	Manager Customer Service					21-Dec-21
Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Section 88G Drainage Systems	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets			29-Sep-22

Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets	Within area of responsibility		29-Sep-22
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets			29-Sep-22
Existing Use Rights		Flooding Enquiries (only in writing)	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Expenditure		Up to \$70,000 for area of responsibility	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets			29-Sep-22
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets	Self authorisation prohibited		21-Dec-21
Grants Management		Funding Acquittal	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets			29-Sep-22
Grants Management		Funding applications (within area of responsibility)	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets	Within area of responsibility		29-Sep-22
Legal Action (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)		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets		With the approval of their Director or General Manager	29-Dec-22
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$70,000 for area of responsibility	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets	Self authorisation prohibited		29-Sep-22
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets			29-Sep-22

People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets			29-Sep-22
Permits		Works on Council Property	Manager Design & Assets	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Expenditure		Up to \$10,000 for area of responsibility	Manager Enfield Aquatic Centre	Enfield Aquatic Centre	Community Life			21-May-24
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Enfield Aquatic Centre	Enfield Aquatic Centre	Community Life	Self authorisation prohibited		21-May-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$10,000 for area of responsibility	Manager Enfield Aquatic Centre	Enfield Aquatic Centre	Community Life	Self authorisation prohibited		21-May-24
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager Enfield Aquatic Centre	Enfield Aquatic Centre	Community Life			21-May-24

Receipt of Payment			Manager Enfield Aquatic Centre	Enfield Aquatic Centre	Community Life			21-May-24
		Receipting of payments						
People Management		Unsuccessful Application Letters	Manager Enfield Aquatic Centre	Enfield Aquatic Centre	Community Life			21-May-24
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager Enfield Aquatic Centre	Enfield Aquatic Centre	Community Life			21-May-24
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Finance Manager	Finance	Corporate Services	Self authorisation prohibited		21-May-24
Cheque signatories		Authorised to sign or counter sign Council cheques	Finance Manager	Finance	Corporate Services			21-May-24
Responsible Accounting Officer	Local Government (General) Regulation 2021	Clause 196 of the Local Government (General) Regulation 2021	Finance Manager	Finance	Corporate Services			21-May-24
Certificates - Construction	Environmental Planning and Assessment Act 1979	Expenditure - Grant Funding	Finance Manager	Finance	Corporate Services			21-May-24
Grants Management		Funding Acquittal	Finance Manager	Finance	Corporate Services			21-May-24

Authorised Officers under named Acts	Biodiversity Conservation Act 2016 (section 12.13)	Authorised Officer	Manager Parks	Operations - Parks	City Assets			21-Dec-21
Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Manager Parks	Operations - Parks	City Assets			31-Oct-22
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Manager Parks	Operations - Parks	City Assets			21-Dec-21
Expenditure		Up to \$20,000 for area of responsibility	Manager Parks	Operations - Parks	City Assets			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Parks	Operations - Parks	City Assets	Self authorisation prohibited		21-Dec-21
Parks		Bookings	Manager Parks	Operations - Parks	City Assets			21-Dec-21
Parks		Refunds/Release of Security Bonds	Manager Parks	Operations - Parks	City Assets			21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$20,000 for area of responsibility	Manager Parks	Operations - Parks	City Assets	Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager Parks	Operations - Parks	City Assets			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager Parks	Operations - Parks	City Assets			21-Dec-21
Permits		Works on Council Property	Manager Parks	Operations - Parks	City Assets			21-Dec-21
Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Expenditure		Up to \$70,000 for area of responsibility	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			29-Sep-22

Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets	Self authorisation prohibited		21-Dec-21
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)	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets	Approval of new Outdoor Eating Applications are to be approved by the General Manager		21-Dec-21
Grants Management		Funding Acquittal	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			29-Sep-22
Grants Management		Funding applications (within area of responsibility)	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets	Within area of responsibility		29-Sep-22
Outdoor Eating Areas - Licence Agreements		Refund Application Fee	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Legal Action (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)		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets		With the approval of their Director or General Manager	29-Sep-22
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$70,000 for area of responsibility	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets	Self authorisation prohibited		29-Sep-22

Permits		Merchandise, A-Frames and Other Articles	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Permits		Filming	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Permits		Rubbish Skip Bins	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Permits		Refunds (including parking permits)	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Permits		Road Closure	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Permits		Work Zone	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21

Traffic Committee		Attendance at Meetings representing Council	Manager Traffic & Transport	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Multicultural and Local Studies Librarian	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Multicultural and Local Studies Librarian	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Multicultural Services Officer	Library and Community Hub	Community Life			21-Dec-21
Public Interest Disclosures		Investigate Public Interest Disclosures	Nominated Disclosures Officers					21-Dec-21
Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Operations Support Officer	Operations	City Assets			21-Dec-21
Parks		Bookings	Operations Support Officer	Operations	City Assets			21-Dec-21
Access to Information	Privacy and Personal Information Protection Act 1998	Obtaining CCTV footage for law enforcement purposes	Operator - City Safe Program					21-Dec-21
Authorised Officers under named Acts	Companion Animals Act 1998	Authorised Officer	Parking Officers	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Parking Officers	Community Safety	Community Life			31-Oct-22
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Parking Officers	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Protection of the Environment Operations Act 1997	Authorised Officer	Parking Officers	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Parking Officers	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Road Transport Act 2013	Authorised Officer	Parking Officers	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Companion Animals Act 1998	Power to issue fines under the Companion Animals Act 1998	Parking Officers	Community Safety	Community Life			21-Dec-21

Orders/Notices/Infringements	Impounding Act 1993	Power of issue Infringement Notices under the <i>Impounding Act 1993</i>	Parking Officers	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Local Government Act 1993	Power to issue fines under the <i>Local Government Act 1993</i>	Parking Officers	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Protection of the Environmental Operation Act 1997	Power to issue fines under the <i>Protection of the Environmental Operation Act 1997</i>	Parking Officers	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Roads Act 1993 and Roads Regulation 2008	Power to issue Infringement Notices under the <i>Roads Act 1993 and Roads Regulation 2008</i>	Parking Officers	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Road Transport Act 2013, the Road Rules 2014 and Road Transport (General) Regulation 2013	Power to issue Infringement Notices under the <i>Road Transport Act 2013, the Road Rules 2014 and Road Transport (General) Regulation 2013</i>	Parking Officers	Community Safety	Community Life			21-Dec-21
Payroll		Process Payroll	Payroll/Human Resources Officer	People and Culture	People and Performance			21-Dec-21
People Management		Superannuation Matters	Payroll/Human Resources Officer	People and Culture	People and Performance			21-Dec-21
People Management		Sign statements of Service/Employment	Payroll/Human Resources Officer	People and Culture	People and Performance			12-Mar-24
Expenditure		Up to \$15,000 for area of responsibility	Projects & Contracts Officer	Property	Corporate Services			7-Dec-22
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Projects & Contracts Officer	Property	Corporate Services	Self authorisation prohibited		21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$15,000 for area of responsibility	Projects & Contracts Officer	Property	Corporate Services	Self authorisation prohibited		7-Dec-22
Records Management	State Records Act 1998	Disposal of Records	Records Officer	Business Information Services	Corporate Services			21-Dec-21

Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Restorations and Assets Officer	Operations - Civil, Construction and Maintenance	City Assets			31-Oct-22
Damage Deposits		Release of Council Infrastructure	Restorations and Assets Officer	Operations - Civil, Construction and Maintenance	City Assets			12-Mar-24
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Restorations and Assets Officer	Operations - Civil, Construction and Maintenance	City Assets			12-Mar-24
Permits			Restorations and Assets Officer	Operations - Civil, Construction and Maintenance	City Assets			12-Mar-24
Permits		Road Closure	Restorations and Assets Officer	Operations - Civil, Construction and Maintenance	City Assets			12-Mar-24
Permits		Road Opening	Restorations and Assets Officer	Operations - Civil, Construction and Maintenance	City Assets			12-Mar-24

Permits		Works on Council Property	Restorations and Assets Officer	Operations - Civil, Construction and Maintenance	City Assets			12-Mar-24
Traffic Committee		Attendance at Meetings representing Council	Road Safety Officer	Assets and Infrastructure - Traffic and Transport	City Assets			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Section 4.55 Modifications: Where an original DA was approved under delegation and no objection	Senior Area Building Surveyor	City Development	City Strategy			21-Dec-21
Bookings		Approval of Booking Refunds and Overpayments under \$3,000 only for refunds not processed by the Officer	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			21-Dec-21
Certificates - Section 603 Rates and Charges		Approval of Refunds	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			21-Dec-21
Certificate - Section 10.7 - Planning	Environmental Planning and Assessment Act 1979	Approval of Refunds	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			21-Dec-21
Certificate - Section 735A (Outstanding Notices)		Approval of Refunds Section 735A for certificate	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			21-Dec-21
Bookings		Process hall and Woodstock Park bookings and produce invoices	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Applications and Certificates related to development	Environmental Planning and Assessment Act 1979	Rejection on the grounds of incomplete documents	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24

Applications and Certificates related to development	Environmental Planning and Assessment Act 1979	Release where all prerequisites are met	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Applications and Certificates related to development	Environmental Planning and Assessment Act 1979	Refusal to release where insufficient information is supplied	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Development Applications	Environmental Planning and Assessment Act 1979	Rejection of Development Applications on the grounds of incomplete documents	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Receipt of Payment		Receipting of payments	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Waste Services Matters		Processing of all waste-related matters including missed collections, stolen bins, additional bins, clean-up services and request for new services	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Busking	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Parking	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Promotions/Charitable	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Permits		Pre-Paid Works on Council Property	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Certificate of Animal Registration		NSW Pet Registry	Senior Customer Service Officer	Customer Experience & Business Improvement	Community Life			12-Mar-24
Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Senior Development Engineer	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21

Bank Guarantees		Release - within area of responsibility	Senior Development Engineer	Assets and Infrastructure - Assets and Design	City Assets	Within area of responsibility		21-Dec-21
Building and Security Deposits - Development Applications		Processing of Building and Security Deposits	Senior Development Engineer	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Section 88G Drainage Systems	Senior Development Engineer	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Damage Deposits		Release and Refund of Infrastructure	Senior Development Engineer	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Senior Development Engineer	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Permits		Works on Council Property	Senior Development Engineer	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Authorised Officers under named Acts	Biosecurity Act 2015	Authorised Officer	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Boarding Houses Act 2012	Authorised Officer	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Food Act 2003	Authorised Officer	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Protection of the Environment Operations Act 1997	Authorised Officer	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Public Health Act 2010	Authorised Officer	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Swimming Pools Act 1992	Authorised Officer	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21

Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Entry into Premises	Public Health Act 2010	Enabling council officers to carry inspections by entering any premises under S 108 Public Health Act 2010	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Entry into Premises	Boarding House Act 2012	Enabling council officers to carry inspections by entering any premises under S 76 of the Boarding House Act 2012	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Entry into Premises	Protection of the Environment Operations Act 1997	Enabling council officers to carry inspections by entering any premises under S196 of the Protection of the Environment Operations Act 1997	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Entry into Premises	Food Act 2003	Enabling council officers to carry inspections by entering any premises under s 37 of the Food Act 2003	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Entry into Premises	Biosecurity Act 2015	Enabling council officers to carry inspections by entering any premises under s 98 of the Biosecurity Act 2015	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Inspections and Investigations	Environmental Planning & Assessment Act 1979	To exercise functions conferred or imposed on Council under the <i>Environmental Planning & Assessment Act 1979</i>	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Public Health Act 2010	To exercise functions conferred or imposed on Council under the <i>Public Health Act 2010</i>	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Boarding House Act 2012	To exercise functions conferred or imposed on Council under the Boarding House Act 2012	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Protection of the Environment Operations Act 1997	To exercise functions conferred or imposed on Council under the Protection of the Environment Operations Act 1997	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Inspections and Investigations	Food Act 2003	To exercise functions conferred or imposed on Council under the Food Act 2003	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23

Inspections and Investigations	Biosecurity Act 2015	To exercise functions conferred or imposed on Council under the Biosecurity Act 2015	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Biosecurity Act 2015	Power to issue fines under the Biosecurity Act 2015	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Environmental Planning and Assessment Act 1979	Power to issue fines/notices/orders under the Environmental Planning and Assessment Act 1979	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Orders/Notices/Infringements	Food Act 2003	Issue Improvement Notice pursuant to Section 58 of the Food Act 2003	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Local Government Act 1993	Power to issue fines under the Local Government Act 1993	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Local Government Act 1993	Intention to Serve Order and Notices pursuant to the Local Government Act 1993	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Protection of the Environmental Operation Act 1997	Power to issue fines under the Protection of the Environmental Operation Act 1997	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Public Health Act 1991	Power to issue fines under the Public Health Act 1991	Senior Environmental Health Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Boarding House Act 2012	To issue fines under the Boarding House Act 2012	Senior Environmental Health Officer	Community Safety	Community Life			24-Jan-23
Approval to Occupy	Environmental Planning and Assessment Act 1979	Occupation Certificate	Senior Health and Building Surveyor					21-Dec-21
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Senior Health and Building Surveyor					21-Dec-21
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Senior Health and Building Surveyor					
Authorised Officers under named Acts	Swimming Pools Act 1992	Authorised Officer	Senior Health and Building Surveyor					21-Dec-21
Building and Development Fee Refunds		Processing of Refunds	Senior Health and Building Surveyor					21-Dec-21
Building and Security Deposits - Development Applications		Processing of Building and Security Deposits	Senior Health and Building Surveyor					21-Dec-21
Certificates - Building	Environmental Planning and Assessment Act 1979	Building - Section 6.26 Environmental Planning and Assessment Act 1979	Senior Health and Building Surveyor					21-Dec-21

Certificates - Construction	Environmental Planning and Assessment Act 1979	Approval and Refusal Class 1 and 10 Buildings	Senior Health and Building Surveyor					21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Approval and Refusal Class 2-9 Buildings less than \$2,000,000	Senior Health and Building Surveyor					21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Approval and Refusal Class 2-9 Buildings over \$2,000,000	Senior Health and Building Surveyor					21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Essential Services - Fire Safety	Senior Health and Building Surveyor					21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Occupation	Senior Health and Building Surveyor					21-Dec-21
Certificate - Section 735A (Outstanding Notices)		Production of 735A certificate	Senior Health and Building Surveyor					21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Class 1 and 10 Buildings One and Two Storey Only – up to and including 5 objections	Senior Health and Building Surveyor					21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Class 2 – 9 Buildings less than \$2,000,000 – up to and including 5 objections	Senior Health and Building Surveyor					21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Change of Use – Fit Out of Existing Buildings	Senior Health and Building Surveyor					21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Senior Health and Building Surveyor					21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Senior Health and Building Surveyor					21-Dec-21
Hoardings		Approval	Senior Health and Building Surveyor					21-Dec-21

Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	Senior Health and Building Surveyor					21-Dec-21
Orders/Notices/Infringements	Environmental Planning and Assessment Act 1979	Power to issue fines/notices/orders under the Environmental Planning and Assessment Act 1979	Senior Health and Building Surveyor					21-Dec-21
Orders/Notices/Infringements	Swimming Pools Act 1992	Power to issue fines under the Swimming Pools Act 1992	Senior Health and Building Surveyor					21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Senior Landscape Architect	Assets & Design	City Assets			12-Mar-24
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Senior Landscape Architect	Assets & Design	City Assets			12-Mar-24
Grants Management		Funding Acquittal	Senior Landscape Architect	Assets & Design	City Assets			12-Mar-24
Expenditure		Up to \$20,000 for area of responsibility	Senior Landscape Architect	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Senior Landscape Architect	Assets and Infrastructure - Assets and Design	City Assets	Self authorisation prohibited		21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$20,000 for area of responsibility	Senior Landscape Architect	Assets and Infrastructure - Assets and Design	City Assets	Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Senior Landscape Architect	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Senior Landscape Architect	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Expenditure		Up to \$5,000 for area of responsibility	Senior Plant Mechanic	Operations - Mechanics	City Assets			21-Dec-21

Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Senior Plant Mechanic	Operations - Mechanics	City Assets	Self authorisation prohibited		21-Dec-21
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$5,000 for area of responsibility	Senior Plant Mechanic	Operations - Mechanics	City Assets	Self authorisation prohibited		21-Dec-21
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Senior Plant Mechanic	Operations - Mechanics	City Assets			21-Dec-21
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Senior Plant Mechanic	Operations - Mechanics	City Assets			21-Dec-21
Existing Use Rights		Flooding Enquiries (only in writing)	Senior Stormwater / Drainage Design Engineer	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Senior Strategic Planner	City Planning	City Strategy			21-Dec-21
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Senior Town Planner	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Class 2 – 9 Buildings less than \$2,000,000 – up to and including 5 objections	Senior Town Planner	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Section 4.55 Modifications: Where an original DA was approved under delegation and no objection	Senior Town Planner	City Development	City Strategy			21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Senior Town Planner	City Development	City Strategy			21-Dec-21
Orders/Notices/Infringements	Environmental Planning and Assessment Act 1979	Power to issue fines/notices/orders under the Environmental Planning and Assessment Act 1979	Senior Town Planner	City Development	City Strategy			21-Dec-21

Approval to Occupy	Environmental Planning and Assessment Act 1979	Occupation Certificate	Special Projects Officer	City Development	City Strategy			21-Dec-21
Authorised Officers under named Acts	Environmental Planning and Assessment Act 1979	Authorised Officer	Special Projects Officer	City Development	City Strategy			21-Dec-21
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Special Projects Officer	City Development	City Strategy			21-Dec-21
Authorised Officers under named Acts	Swimming Pools Act 1992	Authorised Officer	Special Projects Officer	City Development	City Strategy			21-Dec-21
Building and Development Fee Refunds		Processing of Refunds	Special Projects Officer	City Development	City Strategy			21-Dec-21
Building and Security Deposits - Development Applications		Processing of Building and Security Deposits	Special Projects Officer	City Development	City Strategy			21-Dec-21
Certificates - Building	Environmental Planning and Assessment Act 1979	Building - Section 6.26 Environmental Planning and Assessment Act 1979	Special Projects Officer	City Development	City Strategy			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Approval and Refusal Class 1 and 10 Buildings	Special Projects Officer	City Development	City Strategy			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Approval and Refusal Class 2-9 Buildings less than \$2,000,000	Special Projects Officer	City Development	City Strategy			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Approval and Refusal Class 2-9 Buildings over \$2,000,000	Special Projects Officer	City Development	City Strategy			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Essential Services - Fire Safety	Special Projects Officer	City Development	City Strategy			21-Dec-21
Certificates - Construction	Environmental Planning and Assessment Act 1979	Occupation	Special Projects Officer	City Development	City Strategy			21-Dec-21
Certificate - Section 735A (Outstanding Notices)		Production of 735A certificate	Special Projects Officer	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Class 1 and 10 Buildings One and Two Storey Only – up to and including 5 objections	Special Projects Officer	City Development	City Strategy			21-Dec-21

Development Applications	Environmental Planning and Assessment Act 1979	Class 2 – 9 Buildings less than \$2,000,000 – up to and including 5 objections	Special Projects Officer	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Change of Use – Fit Out of Existing Buildings	Special Projects Officer	City Development	City Strategy			21-Dec-21
Development Applications	Environmental Planning and Assessment Act 1979	Section 4.55 Modifications: Where an original DA was approved under delegation and no objection	Special Projects Officer	City Development	City Strategy			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Special Projects Officer	City Development	City Strategy			21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Special Projects Officer	City Development	City Strategy			21-Dec-21
Hoardings		Approval	Special Projects Officer	City Development	City Strategy			21-Dec-21
Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 <i>of the Local Government Act 1993</i>	Special Projects Officer	City Development	City Strategy			21-Dec-21
Orders/Notices/Infringements	Environmental Planning and Assessment Act 1979	Power to issue fines/notices/orders under the Environmental Planning and Assessment Act 1979	Special Projects Officer	City Development	City Strategy			21-Dec-21
Orders/Notices/Infringements	Swimming Pools Act 1992	Power to issue fines under the Swimming Pools Act 1992	Special Projects Officer	City Development	City Strategy			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Team Leader – Collections and Access	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Team Leader – Collections and Access	Library and Community Hub	Community Life			21-Dec-21
Authorised Officers under named Acts	Library Act 1939	Authorised Officer	Team Leader - Community Engagement	Library and Community Hub	Community Life			21-Dec-21
Receipt of Payment		Receipting of payments	Team Leader - Community Engagement	Library and Community Hub	Community Life			21-Dec-21
Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Team Leader Major Parks	Operations - Parks	City Assets			31-Oct-22

Receipt of Payment		Receipting of payments	Team Leader Mobile Play Van	Community and Culture	Community Life			21-Dec-21
Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Temporary Swimming Pool Inspector	City Development	City Strategy			21-Dec-21
Authorised Officers under named Acts	Swimming Pools Act 1992	Authorised Officer	Temporary Swimming Pool Inspector	City Development	City Strategy			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Temporary Swimming Pool Inspector	City Development	City Strategy			21-Dec-21
Orders/Notices/Infringements	Swimming Pools Act 1992	Power to issue fines under the Swimming Pools Act 1992	Temporary Swimming Pool Inspector	City Development	City Strategy			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Tree Management Officer	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Entry into Premises	Environmental Planning and Assessment Act 1979	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the Environmental Planning and Assessment Act 1979	Tree Management Officer	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Trees		Pruning Permit/Refusal	Tree Management Officer	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Trees		Refund Tree Deposits	Tree Management Officer	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Trees		Removal Permit/Refusal	Tree Management Officer	Assets and Infrastructure - Assets and Design	City Assets			21-Dec-21
Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Trolley Investigations Officer					21-Dec-21
Expenditure		Up to \$5,000 for area of responsibility	Volunteering & Programs Officer	Community & Culture	Community Life			12-Mar-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$5,000 for area of responsibility	Volunteering & Programs Officer	Community & Culture	Community Life			12-Mar-24
Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Waste Investigation Officer	Community Safety	Community Life			31-Oct-22

Authorised Officers under named Acts	Local Government Act 1993	Authorised Officer	Waste Investigation Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Protection of the Environment Operations Act 1997	Authorised Officer	Waste Investigation Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Waste Investigation Officer	Community Safety	Community Life			21-Dec-21
Authorised Officers under named Acts	Road Transport Act 2013	Authorised Officer	Waste Investigation Officer	Community Safety	Community Life			21-Dec-21
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Waste Investigation Officer	Community Safety	Community Life			21-Dec-21
Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	Waste Investigation Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Impounding Act 1993	Power of issue Infringement Notices under the <i>Impounding Act 1993</i>	Waste Investigation Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Local Government Act 1993	Power to issue fines under the <i>Local Government Act 1993</i>	Waste Investigation Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Local Government Act 1993	Intention to Serve Order and Notices pursuant to the Local Government Act 1993	Waste Investigation Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Protection of the Environmental Operation Act 1997	Power to issue fines under the Protection of the Environmental Operation Act 1997	Waste Investigation Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Roads Act 1993 and Roads Regulation 2008	Power to issue Infringement Notices under the <i>Roads Act 1993 and Roads Regulation 2008</i>	Waste Investigation Officer	Community Safety	Community Life			21-Dec-21
Orders/Notices/Infringements	Road Transport Act 2013, the Road Rules 2014 and Road Transport (General) Regulation 2013	Power to issue Infringement Notices under the Road Transport Act 2013, the Road Rules 2014 and Road Transport (General) Regulation 2013	Waste Investigation Officer	Community Safety	Community Life			21-Dec-21
Expenditure		Up to \$10,000 for area of responsibility	Work, Health and Safety Business Partner	People and Culture	People and Performance			21-Dec-21
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Work, Health and Safety Business Partner	People and Culture	People and Performance	Self authorisation prohibited		21-Dec-21

Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$10,000 for area of responsibility	Work, Health and Safety Business Partner	People and Culture	People and Performance	Self authorisation prohibited		21-Dec-21
Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Manager Waste and Cleansing	Operations - Waste and Cleansing	City Assets			31-Oct-22
Expenditure		Up to \$50,000 for area of responsibility	Manager Waste and Cleansing	Operations - Waste and Cleansing	City Assets			11-Aug-22
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Waste and Cleansing	Operations - Waste and Cleansing	City Assets	Self authorisation prohibited		11-Aug-22
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$50,000 for area of responsibility	Manager Waste and Cleansing	Operations - Waste and Cleansing	City Assets	Self authorisation prohibited		11-Aug-22
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager Waste and Cleansing	Operations - Waste and Cleansing	City Assets			11-Aug-22
Grants Management		Grant Refunds	Finance Manager	Finance	Corporate Services			21-May-24
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Finance Manager	Finance	Corporate Services			21-May-24
Payroll		Payroll Approval Sign Off	Finance Manager	Finance	Corporate Services			21-May-24
Payroll		Process Payroll	Finance Manager	Finance	Corporate Services			21-May-24

Access to Information	Government Information (Public Access) Act 2009	Determination of Application - both formal and informal	Manager Governance & Risk	Governance and Risk	Corporate Services			21/05/2024
Access to Information	Health Records and Information Privacy Act 2022	Determination of Applications	Manager Governance & Risk	Governance and Risk	Corporate Services			21/05/2024

Access to Information	Privacy and Personal Information Protection Act 1998	Determination of Applications	Manager Governance & Risk	Governance and Risk	Corporate Services			21/05/2024
Access to information and communications stored on Council's network, email, intranet and other relevant information systems		Monitoring Program – Code of Conduct and PIDs	Manager Governance & Risk	Governance and Risk	Corporate Services		Code of Conduct and PIDs - General Manager to co-sign (Director People & Performance as their Alternate) Performance related - Director People & Performance to co-sign (Director Corporate Services as their Alternate)	21/05/2024

Code of Conduct		Investigate Breaches as the Alternate	Manager Governance & Risk	Governance and Risk	Corporate Services			21/05/2024
Councillor Expenses		Approve reimbursement of Councillor Expense Claims	Manager Governance & Risk	Governance and Risk	Corporate Services			21/05/2024

Consultants		Appointment - Code of Conduct investigation matters	Manager Governance & Risk	Governance and Risk	Corporate Services			21/05/2024
Expenditure		Up to \$50,000 for area of responsibility	Manager Governance & Risk	Governance and Risk	Corporate Services			21/05/2024

Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Governance & Risk	Governance and Risk	Corporate Services	Self authorisation prohibited		21/05/2024
Legal Action <i>(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)</i>		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Manager Governance & Risk	Governance and Risk	Corporate Services		With the approval of their Director	21/05/2024

Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$50,000 for area of responsibility	Manager Governance & Risk	Governance and Risk	Corporate Services	Self authorisation prohibited		21/05/2024
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager Governance & Risk	Governance and Risk	Corporate Services			21/05/2024
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager Governance & Risk	Governance and Risk	Corporate Services			21/05/2024
Public Interest Disclosures	Public Interest Disclosures Act 2022	Investigate Public Interest Disclosures	Manager Governance & Risk	Governance and Risk	Corporate Services			21/05/2024

Internal Audit	Local Government Regulation 2021	Appointed under section 216P as Internal audit co-ordinator (also known as Head of Internal Audit)	Manager Governance & Risk	Governance and Risk	Corporate Services			21/05/2024
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Manager Information Technology	Information Technology	Corporate Services	Within area of responsibility		21-May-24
Expenditure		Up to \$70,000 for area of responsibility	Manager Information Technology	Information Technology	Corporate Services			21-May-24
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Information Technology	Information Technology	Corporate Services	Self authorisation prohibited		21-May-24
Grants Management		Funding Acquittal	Manager Information Technology	Information Technology	Corporate Services			21-May-24

Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$70,000 for area of responsibility	Manager Information Technology	Information Technology	Corporate Services	Self authorisation prohibited		21-May-24
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager Information Technology	Information Technology	Corporate Services			21-May-24
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager Information Technology	Information Technology	Corporate Services			21-May-24
Expenditure		Up to \$30,000 for area of responsibility	Manager Procurement	Procurement	Corporate Services			21-May-24
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Procurement	Procurement	Corporate Services	Self authorisation prohibited		21-May-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$30,000 for area of responsibility	Manager Procurement	Procurement	Corporate Services	Self authorisation prohibited		21-May-24
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Manager Property	Property	Corporate Services	Within area of responsibility		21-May-24
Expenditure		Up to \$70,000 for area of responsibility	Manager Property	Property	Corporate Services			21-May-24
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager Property	Property	Corporate Services	Self authorisation prohibited		21-May-24

Grants Management		Funding Acquittal	Manager Property	Property	Corporate Services			21-May-24
Legal Action <i>(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)</i>		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Manager Property	Property	Corporate Services		With the approval of their Director	21-May-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$70,000 for area of responsibility	Manager Property	Property	Corporate Services	Self authorisation prohibited		21-May-24
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager Property	Property	Corporate Services			21-May-24
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager Property	Property	Corporate Services			21-May-24
Outdoor Dining - Licence Agreements	Footpath Activation Strategy	Execution of Agreement to give effect to a Licence Agreement	Manager Community Safety	Community Safety	Community Life			21/05/2024
A-frame and Merchandise License Agreement	Footpath Activation Strategy	Execution of Agreement to give effect to a Licence Agreement	Manager Community Safety	Community Safety	Community Life			21/05/2024
Skip Bin Licence Agreement	Rubbish Skip Policy	Execution of Agreement to give effect to a Licence Agreement	Manager Community Safety	Community Safety	Community Life			21/05/2024
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Manager Waste and Cleansing	Operations - Waste and Cleansing	City Assets			21-May-24
Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Asset Engineer	Design & Assets	City Assets			21-May-24

Authorised Officers under named Acts	Public Spaces (Unattended Property) Act 2021	Authorised Officer	Asset Engineer		City Assets			21-May-24
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Asset Engineer	Design & Assets	City Assets			21-May-24
Existing Use Rights		Flooding Enquiries (only in writing)	Asset Engineer	Design & Assets	City Assets			21-May-24
Permits		Works on Council Property	Asset Engineer	Design & Assets	City Assets			21-May-24
Damage Deposits		Release of Council Infrastructure	Asset Engineer		City Assets			21-May-24
Access to Information	Government Information (Public Access) Act 2009	Informal Application Determination	Governance Assistant	Governance and Risk	Corporate Services	Limited to simple requests allocated by supervisor		12-Aug-24
Access to Information	Government Information (Public Access) Act 2009	Determination of Application - both formal and informal	Governance Officer	Governance and Risk	Corporate Services			12-Aug-24

Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Executive Manager Place Management & Communication	Place Management and Communication	General Manager's Office			24-Sep-24
Expenditure		Up to \$50,000 for area of responsibility	Executive Manager Place Management & Communication	Place Management and Communication	General Manager's Office			10-Oct-24
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Executive Manager Place Management & Communication	Place Management and Communication	General Manager's Office	Self authorisation prohibited		24-Sep-24
Grants Management		Funding Acquittal	Executive Manager Place Management & Communication	Place Management and Communication	General Manager's Office			24-Sep-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$20,000 for area of responsibility	Executive Manager Place Management & Communication	Place Management and Communication	General Manager's Office	Self authorisation prohibited		24-Sep-24
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Executive Manager Place Management & Communication	Place Management and Communication	General Manager's Office			24-Sep-24

People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Executive Manager Place Management & Communication	Place Management and Communication	General Manager's Office			24-Sep-24
Expenditure		Up to \$5,000 for area of responsibility	Coordinator Media & Communications	Place Management and Communication	General Manager's Office			13-Feb-25
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Coordinator Media & Communications	Place Management and Communication	General Manager's Office	Self authorisation prohibited		13-Feb-25
Media Contact		Media Enquiries	Coordinator Media & Communications	Place Management and Communication	General Manager's Office			13-Feb-25
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$5,000 for area of responsibility	Coordinator Media & Communications	Place Management and Communication	General Manager's Office	Self authorisation prohibited		13-Feb-25
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the Local Government Act 1993	Design Engineer	Assets and Infrastructure - Assets and Design	City Assets			27-Sep-24
Authorised Officers under named Acts	Roads Act 1993	Authorised Officer	Design Engineer	Assets and Infrastructure - Assets and Design	City Assets			27-Sep-24

Permits		Works on Council Property	Design Engineer	Assets and Infrastructure - Assets and Design	City Assets			27-Sep-24
Expenditure - Credit Cards	Corporate Credit Card Corporate Practice and Procedures	Undertake expenditure to the limit identified in the Cardholder Approval and Acknowledgement Form for the individual authorised by the General Manager under the <i>Corporate Credit Card Corporate Practice and Procedures</i>	All authorised credit card holders	All Teams	All Directorates	Limits as approved by the General Manager when the card was issued		20-Dec-24
Banking		Processing of Electronic Funds Transfers (EFT)	Finance Controller	Finance	Corporate Services			20-Dec-24
Cheque signatories		Authorised to sign or counter sign Council cheques	Finance Controller	Finance	Corporate Services			20-Dec-24
Payroll		Upload to Banking System Authorisation	Finance Controller	Finance	Corporate Services			20-Dec-24
Banking		Processing of Electronic Funds Transfers (EFT)	Finance Operations Coordinator	Finance	Corporate Services			20-Dec-24
Building and Security Deposits - Development Applications		Approval of Building and Security Deposits	Finance Operations Coordinator	Finance	Corporate Services			20-Dec-24

Cheque signatories		Authorised to sign or counter sign Council cheques	Finance Operations Coordinator	Finance	Corporate Services			20-Dec-24
Expenditure		Up to \$10,000 for area of responsibility	Finance Operations Coordinator	Finance	Corporate Services			20-Dec-24
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Finance Operations Coordinator	Finance	Corporate Services	Self authorisation prohibited		20-Dec-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$10,000 for area of responsibility	Finance Operations Coordinator	Finance	Corporate Services	Self authorisation prohibited		20-Dec-24
Payroll		Upload to Banking System Authorisation	Finance Operations Coordinator	Finance	Corporate Services			20-Dec-24
Banking		Processing of Electronic Funds Transfers (EFT)	Finance Operations Coordinator	Finance	Corporate Services			20-Dec-24
Building and Security Deposits - Development Applications		Approval of Building and Security Deposits	Finance Operations Coordinator	Finance	Corporate Services			20-Dec-24
Certificates - Section 603 Rates and Charges		Production of Section 603 certificate	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Cheque signatories		Authorised to sign or counter sign Council cheques	Finance Operations Coordinator	Finance	Corporate Services			20-Dec-24

Debtors		Approval of Debtor Refunds	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Debtors		Debt Recovery	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Debtors		Payment Arrangement Approvals	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Expenditure		Up to \$10,000 for area of responsibility	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Revenue Coordinator	Finance	Corporate Services	Self authorisation prohibited		20-Dec-24
Heritage Act 1977		Rating based on heritage valuation	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Legal Action <i>(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)</i>		Engage legal counsel and issue instructions - With the approval of their Director or General Manager	Revenue Coordinator	Finance	Corporate Services		With the approval of their Director	20-Dec-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$10,000 for area of responsibility	Revenue Coordinator	Finance	Corporate Services	Self authorisation prohibited		20-Dec-24

Payroll		Upload to Banking System Authorisation	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Rating Matters		Approval of Rate Refunds	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Rating Matters		Debt Recovery	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Rating Matters		Levy of Rates and Charges (in accordance with Council Resolution)	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Rating Matters		Payment Arrangement Approvals	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Rating Matters		Pensioner Subsidy Claim	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Rating Matters		Postponed Rates and Charges	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Rating Matters		Rating Hardship Approval	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Rating Matters		Rating Exemptions, Approval	Revenue Coordinator	Finance	Corporate Services			20-Dec-24

Rating Matters		Re-categorisation of Properties	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Rating Matters		Statement of Compliance	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Rating Matters		Subdivisions (property and rating)	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Rating Matters		Waiver of Interest – small debts (in accordance with Council Resolution)	Revenue Coordinator	Finance	Corporate Services			20-Dec-24
Certificates - Section 603 Rates and Charges		Signing of Section 603 certificate	Finance Officer	Finance	Corporate Services			20-Dec-24
Debtors		Processing Debtor Refunds	Finance Officer	Finance	Corporate Services			20-Dec-24
Debtors		Raising of Debtors	Finance Officer	Finance	Corporate Services			20-Dec-24
Rating Matters		Change of address	Finance Officer	Finance	Corporate Services			20-Dec-24
Rating Matters		Debt Recovery	Finance Officer	Finance	Corporate Services			20-Dec-24

Rating Matters		Notices of Sale	Finance Officer	Finance	Corporate Services			20-Dec-24
Rating Matters		Pensioner Rebate processing	Finance Officer	Finance	Corporate Services			20-Dec-24
Rating Matters		Processing of Rate Refunds	Finance Officer	Finance	Corporate Services			20-Dec-24
Waste Services Matters		Raising of Residential Garbage Charges	Finance Officer	Finance	Corporate Services			20-Dec-24
Banking		Processing of Electronic Funds Transfers (EFT)	Finance Manager	Finance	Corporate Services			21-May-24
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$70,000 for area of responsibility	Finance Manager	Finance	Corporate Services	Self authorisation prohibited		21-May-24
Payroll		Sign off of Termination Pays	Finance Manager	Finance	Corporate Services			21-May-24
Contracts		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	Finance Manager	Finance	Corporate Services			21-May-24
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Finance Manager	Finance	Corporate Services	Within area of responsibility		21-May-24
Unclaimed Money	Unclaimed Money Act 1995	Unclaimed money to be paid to the Chief Commissioner of Unclaimed Money under the Unclaimed Money Act 1995	Finance Manager	Finance	Corporate Services			21-May-24

Expenditure		Up to \$70,000 for area of responsibility	Finance Manager	Finance	Corporate Services			21-May-24
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Finance Manager	Finance	Corporate Services			21-May-24
Debts - Write off		Write off minor amounts relating to interest on rates or small debts to a maximum of \$100	Finance Manager	Finance	Corporate Services			12-Aug-24
Public Officer	Local Government Act 1993	Role (under Section 342 of the <i>Local Government Act 1993</i>)	Manager Governance & Risk	Governance and Risk	Corporate Services			20-Dec-24

Codes of Conduct		Investigate Allegations of Misconduct and Maladministration	Manager Governance & Risk	Governance and Risk	Corporate Services	In accordance with provisions of prevailing Codes of Conduct, guidelines for their administration and related policies and procedures		20-Dec-24
Complaints Management		Operate as Principal Complaints Coordinator	Manager Governance & Risk	Governance and Risk	Corporate Services	In accordance with prevailing Codes of Conduct and related complaints management policies and procedures		20-Dec-24
Public Interest Disclosures	Public Interest Disclosures Act 2022	Operate as Public Interest Disclosures Coordinator	Manager Governance & Risk	Governance and Risk	Corporate Services	In accordance with Public Interest Disclosures Act 2022		20-Dec-24

Codes of Conduct		Assist with investigations of Allegations of Misconduct and Maladministration	Senior Governance officer	Governance and Risk	Corporate Services	In accordance with provisions of prevailing Codes of Conduct, guidelines for their administration and related policies and procedures		20-Dec-24
Access to Information	Government Information (Public Access) Act 2009	Determination of Application - both formal and informal	Senior Governance officer	Governance and Risk	Corporate Services			20-Dec-24
Expenditure		Up to \$5,000 for area of responsibility	Senior Governance officer	Governance and Risk	Corporate Services			20-Dec-24
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Senior Governance officer	Governance and Risk	Corporate Services	Self authorisation prohibited		20-Dec-24

Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$5,000 for area of responsibility	Senior Governance officer	Governance and Risk	Corporate Services	Self authorisation prohibited		20-Dec-24
Election administration	Local Government Act 1993	Interim decisions under section 303(2) on inclusion in, or objection to an entry in, a non-residential roll	Senior Governance officer	Governance and Risk	Corporate Services			20-Dec-24
Records Management	State Records Act 1998	Disposal of Records	Senior Information Management Officer	Business Information Services	Corporate Services			20-Dec-24
Records Management	State Records Act 1998	Authorisation to consent to disposal of records by Museums of History NSW in accordance with Section 24 <i>State Records Act 1998</i>	Coordinator Business Information Services	Business Information Services	Corporate Services			20-Dec-24

Records Management	State Records Act 1998	Appointed as Senior Responsible Officer (SRO) under Standards on Records Management under section 13	Director Corporate Services	Corporate Services	Corporate Services			20-Dec-24
Expenditure		Up to \$20,000 for area of responsibility	Enterprise Risk Officer	Governance and Risk	Corporate Services			4-Mar-25
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Enterprise Risk Officer	Governance and Risk	Corporate Services	Self authorisation prohibited		4-Mar-25
Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$20,000 for area of responsibility	Enterprise Risk Officer	Governance and Risk	Corporate Services	Self authorisation prohibited		4-Mar-25
Contracts		Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Manager People & Culture	People and Culture	People and Performance	Within area of responsibility		13-Feb-25
Expenditure		Up to \$20,000 for area of responsibility	Manager People & Culture	People and Culture	People and Performance			13-Feb-25

Payment Authorisation		Relates to the signing of an invoice or voucher for final payment up to \$20,000 for area of responsibility	Manager People & Culture	People and Culture	People and Performance	Self authorisation prohibited		13-Feb-25
Expense Claims (formerly known as "petty cash")		Authorisation up to \$150	Manager People & Culture	People and Culture	People and Performance	Self authorisation prohibited		13-Feb-25
Grants Management		Funding Acquittal	Manager People & Culture	People and Culture	People and Performance			13-Feb-25
People Management		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Manager People & Culture	People and Culture	People and Performance			13-Feb-25
People Management		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Manager People & Culture	People and Culture	People and Performance			13-Feb-25
Personnel		Union and industrial matters (including permission to sign letters to medical/health professionals in relation to fitness for work).	Manager People & Culture	People and Performance	People and Performance		With the approval of Director People and Performance	13-Feb-25
Payroll		Payroll Approval	Manager People & Culture	People and Culture	People and Performance			13-Feb-25
Legal Advice		Engage legal counsel and issue instructions - With the approval of their Director of General Manager	Manager People & Culture	People and Culture	People and Performance			13-Feb-25
Orders/Notices/Infringements	Local Government Act 1993	Power to issue Orders, Notices and Directions under the Local Government Act 1993	Community Safety Officers <i>A Community Safety Officer is classified as the authorised and/or investigation officer under the specific Acts in their delegations</i>	Community Safety	Community Life			4-Mar-25
Orders/Notices/Infringements	Local Government Act 1993	Power to issue Orders, Notices and Directions under the Local Government Act 1993	Coordinator Community Safety	Community Safety	Community Life			4-Mar-25

Orders/Notices/Infringements	Local Government Act 1993	Power to issue Orders, Notices and Directions under the Local Government Act 1993	Environmental Health Officer	Community Safety	Community Life			4-Mar-25
Orders/Notices/Infringements	Local Government Act 1993	Power to issue Orders, Notices and Directions under the Local Government Act 1993	Manager Community Safety	Community Safety	Community Life			4-Mar-25
Orders/Notices/Infringements	Local Government Act 1993	Power to issue Orders, Notices and Directions under the Local Government Act 1993	Senior Environmental Health Officer	Community Safety	Community Life			4-Mar-25
Orders/Notices/Infringements	Local Government Act 1993	Power to issue Orders, Notices and Directions under the Local Government Act 1993	Waste Investigation Officer	Community Safety	Community Life			4-Mar-25
Entry into Premises	Local Government Act 1993	Enabling Council Officers to carry out inspections by entering any premises under section 191 of the <i>Local Government Act 1993</i>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25
Entry into Premises	Environmental Planning and Assessment Act 1979	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>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25
Entry into Premises	Public Health Act 2010	Enabling council officers to carry inspections by entering any premises under section 108 <i>Public Health Act 2010</i>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25
Entry into Premises	Boarding House Act 2012	Enabling council officers to carry inspections by entering any premises under section 76 of the <i>Boarding House Act 2012</i>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25
Entry into Premises	Protection of the Environment Operations Act 1997	Enabling council officers to carry inspections by entering any premises under section 196 of the <i>Protection of the Environment Operations Act 1997</i>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25
Entry into Premises	Food Act 2003	Enabling council officers to carry inspections by entering any premises under section 37 of the <i>Food Act 2003</i>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25
Entry into Premises	Biosecurity Act 2015	Enabling council officers to carry inspections by entering any premises under section 98 of the <i>Biosecurity Act 2015</i>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25

Inspections and Investigations	Local Government Act 1993	To exercise functions conferred or imposed on Council under Section 192 <i>of the Local Government Act 1993</i>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25
Inspections and Investigations	Environmental Planning & Assessment Act 1979	To exercise functions conferred or imposed on Council under the <i>Environmental Planning & Assessment Act 1979</i>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25
Inspections and Investigations	Public Health Act 2010	To exercise functions conferred or imposed on Council under the <i>Public Health Act 2010</i>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25
Inspections and Investigations	Boarding House Act 2012	To exercise functions conferred or imposed on Council under the <i>Boarding House Act 2012</i>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25
Inspections and Investigations	Protection of the Environment Operations Act 1997	To exercise functions conferred or imposed on Council under the <i>Protection of the Environment Operations Act 1997</i>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25
Inspections and Investigations	Food Act 2003	To exercise functions conferred or imposed on Council under the <i>Food Act 2003</i>	Cadet Environmental Health Officer	Community Safety	Community Life			11-Apr-25