

Code	Category	Name/Description	Positions	Legislation	Start Date
			Financial Services Manager Executive Assistant to General Manager and Mayor Human Resources Officer Payroll Officer IT Manager Community and Culture Manager Tourism Manager Transport Manager Library Coordinator Team Leader Environment Ranger Community Development Officer Finance Officer Debt Recovery & Information Senior Revenue Officer Records Officer Strategic Planner Corporate Strategy and Communications Officer Tourism Officer Development Manager Team Leader Development Team Leader Building Building and Development Officer Development Planner Development Planner (R*) Events Coordinator Library Team Leader Purchasing Co-ordinator Waste & Recycling Manager Customer Service Officer Network Administrator Invalid Position - Applications Officer Invalid Position - GIS Officer Invalid Position - Assets and Projects Engineer Administration Assistant Environment & Health Invalid Position - Asset Support Officer Senior IT Support Officer Invalid Position - Project Engineer Invalid Position - Development Engineer Waste & Recycling Manager Asset Inspection Officer Assets and Infrastructure Planning Manager Development & Compliance Engineer Project Officer (Permanent) Waste Compliance Officer Project Officer (Contract) Property & Legal Services Officer Governance & Risk Manager Invalid Position - Group Manager Operations Invalid Position - Group Manager Corporate & Community Financial Services Manager IT Manager Community and Culture Manager Tourism Manager Transport Manager Invalid Position - Water and Waste Water Manager Team Leader Environment Invalid Position - Economic Development Manager Development Manager Invalid Position - Director Economic Development Director Infrastructure & Economy Director Finance & Governance (CFIO) Invalid Position - Director Water & Waste Water Assets and Infrastructure Planning Manager Executive Manager Water, Wastewater & Waste Governance & Risk Manager Library Team Leader Executive Assistant Water, Wastewater & Waste Executive Assistant Infrastructure & Economy Executive Assistant People & Place WHS and Environment Officer		
COR	INTERNAL DELEGATIONS	CORRESPONDENCE Authorisation to sign outward correspondence on correspondence in relation to the exercise of your function with the following exceptions: ;Governor of NSW / Australia ;State and Federal Members of Parliament (or candidates for these positions) ;Director - General / Heads of Government Department ;Mayor of other Councils ;Councillors of Lithgow City (or candidates for these positions) ;General Managers of other councils / Regional Councils where specific action is requested or opinions offered ;Ombudsman (both Federal and State) ;Australian Local Government Association ;The Local Government & Shires Association of NSW ;The Independent Commission Against Corruption ;Unions covering any Council Employee ;Other Dignitaries ;Offers advice and/or an opinion on Council policy which varies from adopted Council Policy ;Gives political comment ;Seeks a meeting or deputation in respect if matters which may have policy and/or political implications for the Council ;Make a major commitment, financial or otherwise outside of the Management Plan on the Councils behalf.		CORRESPONDENCE	17/09/2013
ECOR	INTERNAL DELEGATIONS	Email Correspondence Provide information and assistance to customers via email only. The views expressed in the email are not necessarily those of the Lithgow City Council unless otherwise stated and therefore must not legally obligate Council. The information provided should not be confidential in nature.		EMAIL CORRESPONDENCE	19/06/2017
MED	INTERNAL DELEGATIONS	MEDIA RELEASES/STATEMENTS/INTERVIEWS Authorisation to issue media releases and make media statements to the print and electronic media in respect of issues, projects and activities arising from the management and operation of relevant department subject to the General Manager's concurrence and the Mayor, Councillors, General Manager and Senior Staff being provided with a copy of any written media releases.		MEDIA RELEASES/STATEMENTS/INTERVIEWS	17/09/2013
PO2	INTERNAL DELEGATIONS	PURCHASE ORDERS - \$5,000 Authorisation to sign requisitions/ purchase orders incurring Council expenditure for goods, services, products and facilities for approved expenditure votes within the current financial year Management Plan up to the value of \$5,000 subject to compliance with Council's purchasing policy and Section 55 of the Local Government Act 1993 and the Local Government (General) Regulation 2005 in relation to the invitation of tenders.		PURCHASE ORDERS - \$5,000	17/09/2013

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			Executive Assistant to General Manager and Mayor Plant Manager Works Coordinator Recreation Library Coordinator Senior Revenue Officer Invalid Position - Senior Revenue Officer Strategic Planner Leading Hand Mechanic Works Coordinator Urban		
PO3	INTERNAL DELEGATIONS	PURCHASE ORDERS - \$10,000 Authorisation to sign requisitions/ purchase orders incurring Council expenditure for goods, services, products and facilities for approved expenditure votes within the current financial year Management Plan up to the value of \$10,000 subject to compliance with Council's purchasing policy and Section 55 of the Local Government Act 1993 and the Local Government (General) Regulation 2005 in relation to the invitation of tenders.	Works Coordinator Rural Rural Works Foreman Aquatic Centre Team Leader Landcare Co-Ordinator Rates & Revenue Manager Works Coordinator Buildings Waste Compliance Officer Water & Wastewater Engineer Invalid Position - Senior Customer Service Officer Senior Customer Service Officer	PURCHASE ORDERS - \$10,000	17/09/2013
PO4	INTERNAL DELEGATIONS	PURCHASE ORDERS - \$30,000 Authorisation to sign requisitions/ purchase orders incurring Council expenditure for goods, services, products and facilities for approved expenditure votes within the current financial year Management Plan up to the value of \$30,000 subject to compliance with Council's purchasing policy and Section 55 of the Local Government Act 1993 and the Local Government (General) Regulation 2005 in relation to the invitation of tenders.	Tourism Manager Supervisor Reticulation Networks Supervisor Plant & Pump Stations Waste & Recycling Manager	PURCHASE ORDERS - \$30,000	10/09/2019
PO5	INTERNAL DELEGATIONS	PURCHASE ORDERS - \$75,000 Authorisation to sign requisitions/ purchase orders incurring Council expenditure for goods, services, products and facilities for approved expenditure votes within the current financial year Management Plan up to the value of \$75,000 subject to compliance with Council's purchasing policy and Section 55 of the Local Government Act 1993 and the Local Government (General) Regulation 2005 in relation to the invitation of tenders.	Financial Services Manager IT Manager Community and Culture Manager Transport Manager Team Leader Environment Invalid Position - Economic Development Manager Development Manager Invalid Position - Water and Waste Water Engineer Invalid Position - Project Engineer Purchasing Co-ordinator Water & Wastewater Works & Project Officer Building & Recreation Facilities Manager Assets and Infrastructure Planning Manager Senior Engineer (Operations) Senior Engineer (Strategy and Projects) Project Officer (Permanent) Project Officer (Contract) Human Resources Manager Governance & Risk Manager	PURCHASE ORDERS - \$75,000	17/09/2013
PO6	INTERNAL DELEGATIONS	PURCHASE ORDERS - \$130,000 Authorisation to sign requisitions/ purchase orders incurring Council expenditure for goods, services, products and facilities for approved expenditure votes within the current financial year Management Plan up to the value of \$130,000 subject to compliance with Council's purchasing policy and Section 55 of the Local Government Act 1993 and the Local Government (General) Regulation 2005 in relation to the invitation of tenders.	Invalid Position - Director People & Services Invalid Position - Director Economic Development Director Infrastructure & Economy Director Finance & Governance (CFIO) Invalid Position - Director Water & Waste Water Executive Manager Water, Wastewater & Waste	PURCHASE ORDERS - \$130,000	17/09/2013
PO7*	INTERNAL DELEGATIONS	PURCHASE ORDERS - \$20 000 - Restricted Authorisation to complete purchases using credit card only up to the value of \$20,000 for the purpose of booking staff training and any additional training related costs including but not limited to staff travel, accommodation expenses and course fees. This delegation is subject to compliance with Council's Credit Card Usage SWP 4.9. PURCHASE ORDERS - \$5000 - Restricted	Human Resources Officer	PURCHASE ORDERS - \$20,000	25/03/2021
PO8*	INTERNAL DELEGATIONS	Authorisation to complete purchases using credit card only up to the value of \$5,000 for the purpose of booking WHS and/or RISK staff training <i>only</i> and any additional training related costs, including but not limited to staff travel, accommodation expenses, course fees and catering. This delegation is subject to compliance with Council's Credit Card Usage SWP 4.9.	WHS & Risk Coordinator		26/09/2022

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			Invalid Position - Group Manager Operations Invalid Position - Group Manager Corporate & Community Plant Manager Transport Manager Invalid Position - Water and Waste Water Manager Works Coordinator Recreation Team Leader Environment Invalid Position - Senior Revenue Officer Leading Hand Mechanic Supervisor Reticulation Networks Invalid Position - Duplicate - Supervisor Plant and Pumping Stations Supervisor Plant & Pump Stations Works Coordinator Urban Rural Recreation Team Leader Golf Course Greenkeeper Team Leader Works Coordinator Rural Rural Works Foreman Library Team Leader Head Gardener Aquatic Centre Team Leader Senior Grounds Technician MR Truck Driver (Urban) Invalid Position - Director People & Services Invalid Position - Director Economic Development Director Infrastructure & Economy Director Finance & Governance (CFIO) Invalid Position - Director Water & Waste Water Assets and Infrastructure Planning Manager		
STS	INTERNAL DELEGATIONS	STAFF TIME SHEETS/LEAVE APPROVAL Authorisation to sign Staff Time Sheets Authorisation to approve staff leave with the exception of leave without pay which must be approved by the General Manager		STAFF TIME SHEETS/LEAVE APPROVAL	17/09/2013