



Lithgow City Council

Register of Delegations

Section 377 Local
Government Act 1993

Version 1

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Mayor

Pursuant to the Local Government Act and Regulations, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act 1993 and every other enabling statutory power, delegates to the person who occupies the position of Mayor, to perform on behalf of Council the following powers, authorities, duties or functions.

1. Donations

To approve donations up to the sum of \$250 subject to Council being informed of any such decision, provided that funds are available within the sum voted by Council for donations in the adopted Delivery Program and Operational Plan. Such donations may only be made to community based, not for profit, groups functioning in the Lithgow Local Government Area.

2. *Mayoral Reception*

To authorise expenditure for minor civic receptions up to a maximum of \$500 for any one reception provided that funds are available within the sum voted by Council in the adopted Delivery Program and Operational Plan.

3. *Temporary General Manager*

In accordance with Section 351(1)(a) of the Local Government Act, the Mayor be given the authority to appoint a temporary General Manager, either during the absence of the General Manager on leave or otherwise.

4. *General Manager – Leave*

Authority to approve applications for leave of absence to the General Manager.

5. *General Manager’s Performance Review Panel*

Lead the establishment of the General Manager’s Performance Review Panel. The panel is comprised of the Mayor, the Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager.

6. *Council Seal*

Authorise the Mayor to be the necessary witness to documents requiring the Council’s seal.

7. *Media Relations*

To make media statements or releases on behalf of the Council.

8. *Policy Making*

To exercise in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council, specifically excluding a financial delegation.

9. *Correspondence*

To sign correspondence on behalf of the Council.

10. *Urgent Works*

To authorise any work which is deemed urgent during declared emergencies at a cost not exceeding \$50,000 provided that such expenditure is reported to the Council at its next Ordinary Meeting.

11. **Credit Card**

Incur Council-related expenditure on a Council-provided Purchase Card up to a card limit of \$2,000.

DEPUTY MAYOR

Council Seal

Authorise the Deputy Mayor to be the necessary witness to documents requiring the Council's seal.

In the absence of the Mayor

In the absence of the Mayor and subject to compliance with the requirements of the Local Government Act 1993, and any expressed policy or direction of the Council, the Council pursuant to the provisions of Section 377 of the Act, and every other enabling statutory power, delegates to the person who occupies the position of Deputy Mayor to exercise and perform on behalf of the Council the powers, authorities, duties and functions of the Mayor including the powers, authorities, duties and functions which the council has delegated by this Instrument to the Mayor.

General Manager's Performance Review Panel

Member of the General Manager's Performance Review Panel. The panel is comprised of the Mayor, the Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager.

LITHGOW CITY COUNCIL TRAFFIC AREA LOCAL COMMITTEE

1. Pursuant to the delegation of powers from Transport for NSW (TfNSW), the authority for regulation of traffic and traffic control signs on public roads. This authority is limited to the powers, authorities, duties and functions that are specified in the Transport for NSW Instrument of Delegation to Council, from the Transport for NSW. *Refer to the following link for more information:*

<https://www.transport.nsw.gov.au/operations/roads-and-waterways/committees-communities-and-groups/committees-and-groups/delegations>

Councils obtain advice by establishing a Local Traffic Committee, composed of four formal members, each with one vote. These four members are representatives from the Council, NSW Police, TfNSW and the local State Member of Parliament or their nominee. The Local Traffic Committee is an advisory body only, having no decision-making powers. It is a technical review committee required to advise the council on traffic-related matters referred to by it.

Temporary Delegation

In 2023, the Temporary Delegation to Councils No.2 (the Temporary Delegation) was issued to give Councils an optional alternative pathway (separate from the Local Traffic Committee process) to implement select works supportive of the following:

- Walking
- Cycling
- Public amenities
- Road safety
- Parking management

Sub-delegation authorisation

As of late 2023, clause 6 of the *Roads and Maritime Services – Delegation to Councils – Regulation of Traffic* has been revoked. This clause related to sub-delegation of functions in Division 2 of Part 8 of the *Roads Act 1993*. Revocation of this clause permits Councils to sub-delegate functions in Division 2 of Part 8 to Council employees.

Please note the following:

- This permission is subject to condition 11 of Schedule 4 of the Temporary Delegation – which states that sub-delegation is only permitted where the proposed works have been referred to Local Traffic Committee and the proposal has received unanimous support.

- Revocation of clause 6 and the application of condition 11 in Schedule 4 of the Temporary Delegation are both permanent measures and do not expire.

GENERAL MANAGER

The General Manager's powers to act on behalf of the Council are given through power of attorney, his/her employment contract and delegations made by Council pursuant to Section 377 of the Local Government Act (1993).

Contracts

The General Manager is employed under a contract that is performance based.

The legislative requirements for the Council to have a contract with the General Manager result in delegations being included under schedule B of the contract of employment as well as by resolution under the Local Government Act 1993.

Delegation

The General Manager, or to the person who acts in that position, is delegated all of the functions, powers, duties and authorities of the Council that it may lawfully delegate under the Local Government Act 1993, any other Act, regulation, instrument, rule or the like (including any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like):

1. other than those functions prescribed in section 377(1) of the Local Government Act 1993 as functions which may not be delegated; and subject to
2. the Restrictions set out in Column 2 in respect of those functions listed in Column 1 of Schedule 1 of this Instrument, and
3. compliance with any applicable resolution of the Council.

Functions may be sub-delegated to staff in accordance with S378 of the Local Government Act 1993. Delegations include but are not limited to:

Corporate and Executive Powers

1. Acceptance of tenders up to the value of \$1,000,000, where all other tender requirements of the Local Government Act 1993 and Local Government (General) Regulation 2021 (the Regulation) are met and within the sums voted by the Council for expenditure thereon. The General Manager also has authority to execute the resultant contract and any associated documentation under this delegation. The General Manager cannot accept a tender if the tender is to provide services currently provided by members of staff of the Council.
2. To approve fee waivers and reductions in accordance with Council's policy (included in the fees and charges register) and Section 610E(1) of the Local Government Act 1993.
3. The amount, pursuant to clause 213 of the Local Government (General) Regulation 2021, above which debts to the Council may be written off only by resolution of the Council to be \$10,000. A debt of or below that amount can be written off, by order, in writing by the General Manager.
4. Write off rates and charges up to an individual value of \$10,000 under S355 of the Local Government Act 1993 and S131 of the Regulation. A debt of or below that amount can be written off, by order, in writing by the General Manager.
5. To carry on the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of Council.
6. To carry on the regular services, functions, and operations of the Council in accordance with Local Government Act 1993, and other Legislation, Regulations and or policies of the Council.
7. To authorise any action necessary to comply with any policy or code of the Council, any statutory requirements of the Local Government Act or Ordinance or any other law, rule or regulation affecting Council.

8. To obtain legal advice from the Council's Solicitors or Counsel where necessary.
9. To institute, conduct and defend legal proceedings with respect to the Council's activities in all Courts, and instruct and engage Council's Solicitors and Counsel where necessary.
10. Be authorised to respond to notices in respect of such applications to the Independent Liquor & Gaming Authority for Liquor licenses for functions.
11. Authorise action to be taken in connection with any complaints or requests received.
12. To affix the seal of Council to a document.
13. To approve the submission of any grant application for projects which are included in the Delivery Program / Operational Plan. Formal Council resolution is required prior to grant funding being applied for amounts over \$50,000 that are not included in the Delivery Program / Operational Plan, in accordance with Policy 8.9 External Grant Funding.

PEOPLE & PLACES

Code	Name	Description	Legislation	Position Code & Name
TDEG083	Issue Notices of Intention to Issue Orders and Orders under the Local Government Act 1993	Issue Notices of Intention to Issue Orders under section 124 and section 132 the Act for failing to manage excessive vegetation.	LOCAL GOVERNMENT ACT 1993	9033 Ranger
121ZP	Environmental Planning and Assessment Act 1979 No 203	<p>(1) A person may apply to a council for a certificate as to whether there are:</p> <p style="padding-left: 40px;">(a) any outstanding notices issued under section 121H,</p> <p style="padding-left: 40px;">(b) any orders under this Division in force,</p> <p style="padding-left: 80px;">in respect to any land within the council's area.</p> <p>(2) The application must be in the form determined by the council and must be accompanied by the fee determined by the council under the Local Government Act 1993.</p> <p>(3) The council is to issue a certificate to the applicant stating:</p> <p style="padding-left: 40px;">(a) whether or not a notice is outstanding or an order is in force in respect of the land as at the date of the certificate and, if so, the terms of any such notice or order, and</p> <p style="padding-left: 40px;">(b) any action proposed to be taken or that may be taken by the council or any other person in relation of any such notice or order.</p> <p>(4) The production of the certificate is taken for all purposes to be conclusive proof of the existence or otherwise of any outstanding notices and any orders in force.</p>	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979	10064 Senior Customer Service Officer
CAA10B	Notice Requiring Animal to be Registered	The function under Section 10B of the Act to give the owner of the animal a notice, requiring the owner to register the animal within 28 days after the date the notice is given.	COMPANION ANIMALS ACT 1998	10089 Director People & Places 10098 Animal Shelter Officer

Code	Name	Description	Legislation	Position Code & Name
				10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9137 Environmental Health Officer
CAA34	Authorised Officer to Declare Dangerous Dog	The function under Section 34 of the Act to declare a dog to be dangerous if the dog is ordinarily kept in the Council's area and the delegate is satisfied the dog is dangerous.	COMPANION ANIMALS ACT 1998	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment
CAA35	Notice to Declare Dangerous Dog	The function under Section 35 of the Act to give notice to the owner of a dog of the Council's intention to declare the dog to be dangerous.	COMPANION ANIMALS ACT 1998	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9137 Environmental Health Officer
CAA38	Notice of Decisions of Dangerous Dog	The function under Section 38 of the Act to give notice to the owner of a dog when it declares the dog to be	COMPANION ANIMALS ACT 1998	10089 Director People & Places

Code	Name	Description	Legislation	Position Code & Name
		dangerous or decides not to declare the dog to be dangerous.		10100 Senior Ranger 9032 Team Leader Environment
CAA39	Revoking Dangerous Dog Declaration	The function under Section 39 of the Act to revoke a declaration of a dog as dangerous.	COMPANION ANIMALS ACT 1998	10089 Director People & Places
CL109	Protection of the Environment (Waste) Regulation 2014	The ability to authorise reports within the meaning of Clause 109 of the Protection of the Environment (Waste) Regulation 2014 for waste facilities, and for landfill sites outside the regulated area	Protection of the Environment (Waste) Regulation 2014	10089 Director People & Places
CLR442C	Authorised Officer	Appointment under Clause 44(2)(c) as an Authorised Person	CROWN LANDS REGULATION 2006	10089 Director People & Places 10100 Senior Ranger 9033 Ranger
EPAA4.16	Determination of Development Applications	The function under Section 4.16 of the Act to determine a development application by a) granting consent to the application, either unconditionally or subject to conditions: b) refusing consent to the application.	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places 9062 Development Manager 9065 Building and Development Officer 9066 Development Planner

Code	Name	Description	Legislation	Position Code & Name
EPAA4.16 (R-TLB)	Determination of Development Applications - Team Leader Building	<p>The function under Section 4.16 of the Act to determine a development application by a) granting consent to the application, either unconditionally or subject to conditions:</p> <p>b) refusing consent to the application.</p> <p>Role specific limitations to Delegation introduced by Lithgow City Council:</p> <ol style="list-style-type: none"> 1. Development Applications capped at up to \$5M and/or 5 submissions by way of objection. 2. Construction Certificates capped at \$5M. 	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	9064 Team Leader Building
EPAA4.16 (R-TLD)	Determination of Development Applications - Team Leader Planning	<p>The function under Section 4.16 of the Act to determine a development application by a) granting consent to the application, either unconditionally or subject to conditions:</p> <p>b) refusing consent to the application.</p> <p>Role specific limitations to delegation introduced by Lithgow City Council:</p> <ol style="list-style-type: none"> 1. Development Applications capped at up to \$5M and/or 5 submissions by way of objection. 2. Rural Land Subdivision Development Applications capped at 10 lots. 3. Urban Land Subdivision Development Applications capped at 20 lots. 	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	9063 Team Leader Development
EPAA4.17	Imposition of Conditions	The function under Section 4.17 of the Act to impose a condition on a development consent	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10003 Assets and Infrastructure Planning Manager 10026 Development & Compliance

Code	Name	Description	Legislation	Position Code & Name
				<p>Engineer</p> <p>10026 Development & Compliance Engineer</p> <p>10037 Plumbing, Drainage and Trade Waste Officer</p> <p>10089 Director People & Places</p> <p>9062 Development Manager</p> <p>9063 Team Leader Development</p> <p>9064 Team Leader Building</p> <p>9065 Building and Development Officer</p> <p>9066 Development Planner</p>
EPAA4.28	Complying Development Certificates	The process for obtaining complying development certificates under Section 4.28	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	<p>10037 Plumbing, Drainage and Trade Waste Officer</p> <p>10089 Director People & Places</p>

Code	Name	Description	Legislation	Position Code & Name
				9062 Development Manager 9064 Team Leader Building 9065 Building and Development Officer
EPAA4.54	Extension of Development Consent Lapsing Period for 1 Year	The function under Section 4.54 of the act to extend to the lapsing of a development consent by one year, provided that the total consent period does not exceed five years	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10089 Director People & Places 9062 Development Manager
EPAA4.55	Modification of Consents	The function under Section 4.55 of the Act to modify a development consent	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places 9062 Development Manager 9064 Team Leader Building 9065 Building and Development Officer 9066 Development Planner

Code	Name	Description	Legislation	Position Code & Name
EPAA6.7	Construction Certificates	The function under Section 6.7 of the Act to issue a construction certificate	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10003 Assets and Infrastructure Planning Manager 10026 Development & Compliance Engineer 10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places 9062 Development Manager 9064 Team Leader Building 9065 Building and Development Officer 9860 Director Infrastructure & Economy
EPAA6.9	Occupation Certificates	The function under Section 6.9 of the Act to issue a occupation certificate	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places 9062 Development Manager

Code	Name	Description	Legislation	Position Code & Name
				9064 Team Leader Building 9065 Building and Development Officer
EPAA6.13	Subdivision Certificates	The function under Section 6.13 of the Act to issue a subdivision certificate	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10089 Director People & Places 9062 Development Manager 9063 Team Leader Development
EPAA6.26	Building Information Certificates	The function under Section 6.26 of the Act to issue a Building Certificate specifying such matters relating to the land to which the certificate relates as maybe prescribed.	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places 9062 Development Manager 9064 Team Leader Building 9065 Building and Development Officer
EPAA9.45	Restraint for Breaches of the Act	The function under Section 9.45 of the Act to bring proceedings to remedy or restrain a breach of that Act, and under section 9.57 to bring the proceedings for an offence against the Act	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10089 Director People & Places

Code	Name	Description	Legislation	Position Code & Name
EPAA9.58	Serve Penalty Notice	In accordance with section 9.58 of the Act an Authorised Person may serve a penalty notice on a person if it appears to the Authorised Person that the person has committed an offence under this Act or the regulations, being an offence prescribed by the regulations	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10089 Director People & Places 10100 Senior Ranger 9033 Ranger 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building
EPAA10.7	Planning Certificates	The function under Section 10.7 of the Act to issue a Planning Certificate specifying such matters relating to the land to which the certificate relates as maybe prescribed.	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10089 Director People & Places 9062 Development Manager 9063 Team Leader Development 9066 Development Planner 9066.1 Development Planner (R*)
EPAAD6.4	Subdivision Work and Certificates Relating to Subdivision	The function under Division 6.4 of the Act for subdivision work and certificates relating to subdivision.	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10089 Director People & Places 9063 Team

Code	Name	Description	Legislation	Position Code & Name
				Leader Development
EPAAD6.5	Compliance Certificates	The function under Division 6.5 of the Act to issue a Compliance Certificate.	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building 9065 Building and Development Officer Development
EPAAD9.3	Orders	The function under Division 9.3 of the Act to issue an order to do or to refrain from doing a thing specified in Column 1 if the circumstances specified opposite it in Column 2 of the Table exist and the person comes within the description opposite it in Column 3 of the Table to Division 9.3	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10089 Director People & Places 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building

Code	Name	Description	Legislation	Position Code & Name
EPAASCH5PT6	Notice of Proposed Order	The function under Schedule 5 Part 6 of the Act to give notice of an order to the person to whom the order is proposed to be given of the intention to give the order, the terms of the proposed order and the period proposed to be specified as to the period within which the order is to be complied with.	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building 9065 Building and Development Officer
EPAASCH5PT7	Determination of an Order	The function under Schedule 5 Part 7 of the Act, after hearing and consideration of representations, to determine; a) to give an order in accordance with the proposed order, b) to give an order in accordance with modifications made to the proposed order, c) not to give an order	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10089 Director People & Places 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building
EPAASCH5PT1022	Modification of Order	The function under Schedule 5 Part 10 Sec 22 of the Act to at any time, modify an order given to a person (including a modification of the period specified for compliance of the order) if the person to whom the order is given agrees to that modification	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10089 Director People & Places 9062 Development Manager

Code	Name	Description	Legislation	Position Code & Name
EPAASCH5PT1023	Revoking Orders	The function under Schedule 5 Part 10 Section 23 of the Act to revoke an order at any time.	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10089 Director People & Places
EPAASCH5PT1033	Failure to Comply with Orders	The function under Schedule 5 Part 10 Section 33 of the Act, where a person has failed to comply with the terms of an order, to do all such things as are necessary or convenient to give effect to the terms of the order, including the carrying out of any work required by the order.	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1997	10089 Director People & Places
EPAR51	Rejection of Development Applications	Rejection of Development Applications under Clause 51	ENVIRONMENTAL PLANNING AND ASSESSMENT REGULATION 2000	10089 Director People & Places 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building
EPAR54	Requesting Additional Information for Development Consents	Requesting Additional Information for Development Consents under Clause 54	ENVIRONMENTAL PLANNING AND ASSESSMENT REGULATION 2000	10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places 9062 Development Manager 9063 Team Leader Development 9064 Team

Code	Name	Description	Legislation	Position Code & Name
				Leader Building 9065 Building and Development Officer 9066 Development Planner 9066.1 Development Planner (R*)
FA24C	FINES ACT 1996 - Section 24C	The function under Section 24C to conduct a review of a penalty notice.	FINES ACT 1996	10089 Director People & Places
FA24E	FINES ACT 1996 - Section 24E	The function under Section 24E to confirm or withdraw a penalty notice.	FINES ACT 1996	10089 Director People & Places
FA60	Prohibition Order	The function under Section 60 of the Act to issue and serve a prohibition order on the proprietor of a food business	FOOD ACT 2003	10089 Director People & Places 9032 Team Leader Environment 9137 Environmental Health Officer
FA114	Authorised Officer	Appointment under Section 114 of the Act as an authorised officer for the purposes of the Act	FOOD ACT 2003	10089 Director People & Places 9032 Team Leader Environment 9137 Environmental Health Officer

Code	Name	Description	Legislation	Position Code & Name
HA60	Applications	The function to determine whether public notice of an application under Section 60 of the Heritage Act 1977 should be given under Section 61 of that Act for items listed on the State Heritage Register	HERITAGE ACT 1977	10089 Director People & Places 9062 Development Manager 9063 Team Leader Development
HA63	Determining Applications	The function to approve, under Section 63 of the Heritage Act 1977, an application made under Section 60 of that Act an all incidental power, functions and duties thereto for items listed on the State Heritage Register	HERITAGE ACT 1977	10089 Director People & Places 9062 Development Manager 9063 Team Leader Development
LECA	Land and Environment Court Act 1979	<p>1. The ability to negotiate and reach agreement with other parties to proceedings under Part 3, Division 1 of the Court's jurisdiction on proposed 'consent orders' to be submitted to the Court for its consideration prior to the making of orders under Section 23.</p> <p>2. The ability to negotiate on Council's behalf on matters the subject of a conference pursuant to Section 34(1) or (1A).</p> <p>3. The ability at or after a conference to reach agreement on Council's behalf as to the terms of a decision in the proceedings pursuant to Section 34 (3) (a).</p>	LAND AND ENVIRONMENT COURT ACT 1979	10089 Director People & Places 9062 Development Manager
LGA68PE	Local Government Act 1993 - Section 68 Part E(2)	The functions under Section 68 Part E(2) of the Local Government Act 1993	LOCAL GOVERNMENT ACT 1993 Section 68 Part E(2)	9062 Development Manager 9066

Code	Name	Description	Legislation	Position Code & Name
				Development Planner
LGA72	Determination of Applications by the crown	Determination of Applications by the Crown - The function under Section 72 of the Act to impose a condition of consent on a application for approval by the Crown or a person prescribed by the regulations of an activity under Section 68 of the Act which has the written approval of the Crown as an applicant.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places 9062 Development Manager
LGA85	Determination of Applications for approval	Making and Determination of Applications for Approval - generally the function under Section 85 of the Act to reject an application within 7 days after its receipt if it is not clear as to the approval sought or if it is not easily legible.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places 9062 Development Manager
LGA86	Determination of Applications request for additional information	The function under Section 86 of the Act to request an applicant to provide more information that is reasonably necessary to enable the proper determination of the application.	LOCAL GOVERNMENT ACT 1993	10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places 9062 Development Manager 9064 Team Leader Building 9065 Building and Development Officer 9137 Environmental Health Officer

Code	Name	Description	Legislation	Position Code & Name
LGA94	Determination of Applications	Determination of Applications - The function under Section 94 of the Act to determine an application under Section 68 of the Act by: (a) granting approval to the application, either unconditionally or subject to conditions, or (b) by refusing approval.	LOCAL GOVERNMENT ACT 1993	10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places 9032 Team Leader Environment 9062 Development Manager 9064 Team Leader Building 9065 Building and Development Officer 9137 Environmental Health Officer
LGA100	Review of Determinations	Review of Determination - The function under Section 100 of the Act to review a determination at the request of the applicant and, as a consequence of the review, confirm or change the determination. Conditions and Limitations The review must be made: (a) if the determination was made by a delegate of the Council, the Council or another delegate of the Council who is not subordinate to the delegate who made the determination, or (b) if the determination was made by the Council.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places 9062 Development Manager
LGA107	Extension of Approvals	Extension of Approvals - The function under Section 107 of the Act to extend or renew an approval (but without changing the terms of the approval) if satisfied there is good cause for doing so.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places 9062

Code	Name	Description	Legislation	Position Code & Name
				Development Manager
LGA108	Revoking or Modifying an approval	Revoking or Modifying Approvals - The function under Section 108 of the Act to revoke or modify an approval in the circumstances set out in Section 109.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places
LGA124	Orders	Orders - The function under Section 124 of the Act to order a person to do or to refrain from doing a thing specified in Column 1 if the circumstances specified opposite it in Column 2 exist and the person comes within the description opposite it in Column 3 of the Table to Section 124.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building
LGA125	Abatement of Public Nuisances	Abatement of Public Nuisances - The function under Section 125 of the Act to abate a public nuisance or order a person responsible for a public nuisance to abate it.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9062 Development Manager

Code	Name	Description	Legislation	Position Code & Name
				9137 Environmental Health Officer
LGA132	Notice of an Order	Notice of an Order - The function under Section 132 of the Act to give notice of an intention to issue an Order under Section 124.	LOCAL GOVERNMENT ACT 1993	10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building 9065 Building and Development Officer 9137 Environmental Health Officer
LGA134	Hearing and consideration of representations	Hearing and Consideration of Representations - The function under Section 134 of the Act to hear any representations made under Section 133 of the Act, concerning a notice of intention to issue an order.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places 9032 Team Leader

Code	Name	Description	Legislation	Position Code & Name
				Environment 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building
LGA135	Procedure after Hearing and Considering Representations	Procedure after Hearing and Considering Representations - The function under Section 135 of the Act after hearing and considering any representations made concerning the proposed order, to: (a) to give an order in accordance with the proposed order, or (b) to give an order in accordance with modifications made to the proposed order, or (c) not to give an order.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places 9032 Team Leader Environment 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building
LGA141	Council Response to Submission of Particulars of Work By Owner	Council Response to Submission of Particulars of Work By Owner - The function under Section 141 of the Act to, within 28 days after particulars of work are submitted to it in accordance with Section 139(2): (a) except the particulars without modification or with such modifications as it thinks fit, or (b) reject the particulars.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9062 Development Manager

Code	Name	Description	Legislation	Position Code & Name
				9063 Team Leader Development 9064 Team Leader Building
LGA152	Modification of Orders	Modification of Orders - The function under Section 152 of the Act, at any time, modify an Order the Council has given to a person (including a modification of the period specified for compliance with the Order) if the person agrees to that modification.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places 9032 Team Leader Environment 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building
LGA153	Revoking Orders	Revoking Orders - The function under Section 153 of the Act, to revoke an Order at any time.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places
LGA191-200	Entry onto Land	Exercise of functions under Sections 191, 191A, 192, 193, 194, 195, 199 and 200 the Act	LOCAL GOVERNMENT ACT 1993	10003 Assets and Infrastructure Planning Manager 10033 Project Officer (Permanent) 10036 Trainee Environmental Health Officer 10058 Project Officer (Contract)

Code	Name	Description	Legislation	Position Code & Name
				10059 Executive Manager Water, Wastewater & Waste
				10070 Human Resources Manager
				10089 Director People & Places
				10100 Senior Ranger
				9010 Governance & WHS Coordinator
				9017 Transport Manager
				9032 Team Leader Environment
				9033 Ranger
				9062 Development Manager
				9063 Team Leader Development
				9064 Team Leader Building
				9066 Development Planner

Code	Name	Description	Legislation	Position Code & Name
				9076 Supervisor Plant & Pump Stations 9077 Wastewater Treatment Plant Operator 9078 Water Treatment Plant Operator 9079 Unlicenced Plumber 9137 Environmental Health Officer 9161 Water & Wastewater Development Officer 9915 Asset Inspection Officer 9066.1 Development Planner (R*)
LGA377	General Administration Delegations	The functions of the Council in accordance with the conditions or limitations specified in the delegation and in Schedule 1 (if any)	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places
LGA673	Remedy of Restraints of Breaches of the Act	Remedy of Restraints of Breaches of the Act - The function under Section 673 of the Act to bring proceedings to remedy or restrain a breach of that Act, and under Section 691 to bring proceedings for an offence against that Act.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places

Code	Name	Description	Legislation	Position Code & Name
LGA678	Failure to Comply with an Order	Failure to Comply with an Order - The function under Section 678 of the Act to carry out work required by an Order given under Part 2 of Chapter 7 if a person has failed to comply with the Order.	LOCAL GOVERNMENT ACT 1993	10089 Director People & Places
LGA679	Penalty Notices	Authority to serve Penalty Notices under Section 679 of the Act	LOCAL GOVERNMENT ACT 1993	10037 Plumbing, Drainage and Trade Waste Officer 10042 Waste Compliance Officer 10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9127 Administration Assistant Environment & Health 9137 Environmental Health Officer
LGA735A	Certificates as to Notices	Certificates as to Notices - The function under Section 735A to issue a certificate to an applicant stating whether or not a notice is outstanding in respect of the land as at the date of the certificate and, if so, the terms of the notice, any action proposed to be taken or that may be taken by the Council in relation to the Notice.	LOCAL GOVERNMENT ACT 1993	10064 Senior Customer Service Officer 10089 Director People & Places 9032 Team

Code	Name	Description	Legislation	Position Code & Name
				<p>Leader Environment</p> <p>9062 Development Manager</p>
LGGR213	Writing off Debts	The function under Clause 213 of the Local Government (General) Regulation 2005 of writing off a debt to the Council (other than a rate or charge) of an amount below the amount fixed by resolution of the Council under Clause 213(2)	LOCAL GOVERNMENT (GENERAL) REGULATION 2005	General Manager Only
P&DA22/23	Inspectors/Enforcement Officer	Appointment under section 22(1) as Inspector and Section 23(1) as Enforcement officer for the purposes of the Act	Plumbing & Drainage Act 2011	<p>10037 Plumbing, Drainage and Trade Waste Officer</p> <p>10059 Executive Manager Water, Wastewater & Waste</p> <p>9062 Development Manager</p> <p>9064 Team Leader Building</p> <p>9065 Building and Development Officer</p> <p>9082 Trainee Building & Development Officer</p>

Code	Name	Description	Legislation	Position Code & Name
				9161 Water & Wastewater Development Officer
P9D1	Roads Act 1993 - Regulation of Works Infrastructure & Activities	The functions under Part 9 Division 1 of the Roads Act 1993	ROADS ACT 1993 Part 9 Division 1	10026 Development & Compliance Engineer 9062 Development Manager 9066 Development Planner
P9D3	Roads Act 1993 - OTHER WORKS & STRUCTURES	The functions under Part 9, Division 3, Sections 139-141 Roads Act 1993	ROADS ACT 1993 Part 9 Division 3 Section 139-141	10026 Development & Compliance Engineer 9062 Development Manager 9066 Development Planner
PEOA226	Enforcement Officer	Appointment under Section 226 as an Enforcement Officer for the purposes of the Act	PROTECTION OF THE ENVIRONMENT OPERATIONS ACT 1997	10036 Trainee Environmental Health Officer 10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places

Code	Name	Description	Legislation	Position Code & Name
				10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9062 Development Manager 9064 Team Leader Building 9137 Environmental Health Officer
PEOA1872	Authorised Officer	Appointment under Section 187(2) as an Authorised Officer for the purposes of the Act	PROTECTION OF THE ENVIRONMENT OPERATIONS ACT 1997	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9062 Development Manager 9064 Team Leader Building 9137

Code	Name	Description	Legislation	Position Code & Name
				Environmental Health Officer
PHA126	PUBLIC HEALTH ACT 2010		PUBLIC HEALTH ACT 2010	10036 Trainee Environmental Health Officer 10089 Director People & Places 9032 Team Leader Environment 9137 Environmental Health Officer
PHA127	Public Health Act 2010 - Section 127		PUBLIC HEALTH ACT 2010	10036 Trainee Environmental Health Officer 10089 Director People & Places 9032 Team Leader Environment 9137 Environmental Health Officer
PSUPA18	Power to Take Possession of Unattended Animals	The power for authorised officers to take possession of unattended animals pursuant to Section 18 (1, 2 & 3) of the Act.	PUBLIC SPACES (UNATTENDED PROPERTY) ACT 2021 Section 18	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger

Code	Name	Description	Legislation	Position Code & Name
				9137 Environmental Health Officer
PSUPA20	Power to Take Possession of Dogs	<p>The power for Authorised Officers to take possession of dogs only in certain areas pursuant to Section 20 of the Act:</p> <p>An authorised officer may take possession of a dog under this Act only if the dog is in any of the following areas under the National Parks and Wildlife Act 1974—</p> <p>(a) a national park,</p> <p>(b) a nature reserve,</p> <p>(c) a karst conservation reserve,</p> <p>(d) an Aboriginal area.</p>	<p>PUBLIC SPACES (UNATTENDED PROPERTY) ACT 2021</p> <p>Section 20</p>	<p>10089 Director People & Places</p> <p>10100 Senior Ranger</p> <p>9032 Team Leader Environment</p> <p>9033 Ranger</p> <p>9137 Environmental Health Officer</p>
PSUPA22	Power to Destroy Animals Taken Into Possession	<p>Authorised Officers may destroy animals taken into possession in certain circumstances, pursuant to Section 22 of the Act.</p>	<p>PUBLIC SPACES (UNATTENDED PROPERTY) ACT 2021</p> <p>Section 22</p>	<p>10089 Director People & Places</p> <p>10100 Senior Ranger</p> <p>9032 Team Leader Environment</p> <p>9033 Ranger</p> <p>9137 Environmental Health Officer</p>
PSUPA25	Power to Take Possession of Items	<p>Authorised Officers may take possession of items pursuant to Section 25 of the Act.</p>	<p>PUBLIC SPACES (UNATTENDED PROPERTY) ACT 2021</p> <p>Section 25</p>	<p>10089 Director People & Places</p> <p>10100 Senior Ranger</p> <p>9032 Team</p>

Code	Name	Description	Legislation	Position Code & Name
				Leader Environment 9033 Ranger 9137 Environmental Health Officer
PSUPA25.2	Power to Enter a Vehicle for the Purpose of Identifying the Responsible Person for the Vehicle	Pursuant to Section 25 (2) of the Act, an Authorised Officer may take possession of an item if the officer reasonably believes - (2) if the unattended item referred to in subsection (1) is a motor vehicle, the authorised officer may, without or before taking possession of the vehicle, enter the vehicle for the purpose of identifying the responsible person for the vehicle.	PUBLIC SPACES (UNATTENDED PROPERTY) ACT 2021 Section 25(2)	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9137 Environmental Health Officer
PSUPA26	Powers of an Authorised Officer in Relation to Items Taken Into Possession	Powers of Authorised Officers in relation to items taken into possession pursuant to Section 26 of the Act.	PUBLIC SPACES (UNATTENDED PROPERTY) ACT 2021 Section 26	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9137 Environmental Health Officer
PSUPA27	Powers of an Authorised Officer in Relation to Items Not Taken Into Possession	Powers of Authorised Officers in relation to items not taken into possession pursuant to Section 27 of the Act.	PUBLIC SPACES (UNATTENDED	10089 Director People & Places

Code	Name	Description	Legislation	Position Code & Name
			PROPERTY) ACT 2021 Section 27	10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9137 Environmental Health Officer
PSUPA28	Power to Give Directions to Responsible Persons	Authorised Officers may give directions to responsible persons pursuant to Section 28 of the Act.	PUBLIC SPACES (UNATTENDED PROPERTY) ACT 2021 Section 28	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9137 Environmental Health Officer
PSUPA44	Authorised Officer	Appointment of Authorised Officer under Section 44 of the Act.	PUBLIC SPACES (UNATTENDED PROPERTY) ACT 2021 Section 44	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9137

Code	Name	Description	Legislation	Position Code & Name
				Environmental Health Officer
PSUPR25.9	Power to Give Written Notice	<p>In accordance with Section 25 of the Act, if the Authorised Officer believes an item is unattended they have the power to give written pursuant to the conditions provided by Section 9 of the Regulation;</p> <p>(a) to a responsible person for the item, or</p> <p>(b) if the authorised officer is unable to readily identify a responsible person for the item - by attaching to the item.</p>	<p>PUBLIC SPACES (UNATTENDED PROPERTY) REGULATION 2022</p> <p>Clause 9</p>	<p>10089 Director People & Places</p> <p>10100 Senior Ranger</p> <p>9032 Team Leader Environment</p> <p>9033 Ranger</p> <p>9137 Environmental Health Officer</p>
PSUPR26/32.16	Power to Take Possession of Vehicle Contents	<p>In accordance with Sections 26 (2) and 32(6) of the Act, the power to take possession of vehicle contents pursuant to conditions provided by Clause 16 of the Regulation.</p>	<p>PUBLIC SPACES (UNATTENDED PROPERTY) REGULATION 2022</p> <p>Clause 16 - Act Section 26(2) and 32(6)</p>	<p>10089 Director People & Places</p> <p>10100 Senior Ranger</p> <p>9032 Team Leader Environment</p> <p>9033 Ranger</p> <p>9137 Environmental Health Officer</p>
PSUPR29.13	Power to Take Reasonable Steps to Identify and Notify Property Owners	<p>In accordance with Section 29 of the Act, the Authorised Officer must take reasonable steps to identify the property owners pursuant to the conditions provided by Clause 13 of the Regulation.</p>	<p>PUBLIC SPACES (UNATTENDED PROPERTY) ACT 2021</p>	<p>10089 Director People & Places</p> <p>10100 Senior Ranger</p> <p>9032 Team Leader Environment</p>

Code	Name	Description	Legislation	Position Code & Name
				9033 Ranger 9137 Environmental Health Officer
RA125	Approval to use footways for Restaurants	The function under Section 125 of the Roads Act to grant an approval that allows a person who conducts a restaurant adjacent to a footway to a public road that is vested in fee simple in the Council to use part of the footway for the purposes of the restaurant	ROADS ACT 1993	10026 Development & Compliance Engineer 10089 Director People & Places 9062 Development Manager
RA139A	Street Vending Consents	Requirements for Street Vending Consents	ROADS ACT 1993	10089 Director People & Places 9032 Team Leader Environment 9063 Team Leader Development
RA139C	Revoking Street Vending Consents	The function to revoke street vending consents	ROADS ACT 1993	10089 Director People & Places
RFA66	Bush Fire Hazard Reduction Notices	The function under Section 66 of the Act to issue a notice that would require the occupier or owner (not being a public authority) of any land within the local government area to carry out bush fire hazard reduction work specified in the written notice on the land.	RURAL FIRES ACT 1997	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment

Code	Name	Description	Legislation	Position Code & Name
				9033 Ranger 9137 Environmental Health Officer
RFA69	Hazard Management Officer	The function under Section 69 of the Act to enter during the daytime any part of land (other than a dwelling-house) where it is necessary to inspect in order to form an opinion whether a notice under s66 should be served or whether such a notice has been complied with.	RURAL FIRES ACT 1997	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9137 Environmental Health Officer
RFA1311	Penalty Notices	The function under Section 131(1) to serve a penalty notice on a person if it appears to the authorised officer that the person has committed an offence against the Act or the Regulations to the Act.	RURAL FIRES ACT 1997	10089 Director People & Places 10100 Senior Ranger 9032 Team Leader Environment 9033 Ranger 9137 Environmental Health Officer
RTGA136	Stop Vehicle or combination	Direction to stop vehicle or combination: to enable exercise of other powers	ROADS TRANSPORT (GENERAL) ACT 2005	10100 Senior Ranger 9033 Ranger

Code	Name	Description	Legislation	Position Code & Name
RTGA137	Move Vehicle or combination	Direction to move vehicle or combination: to enable exercise of other powers	ROADS TRANSPORT (GENERAL) ACT 2005	10100 Senior Ranger 9033 Ranger
RTGA139	Move Vehicle or combination where danger or obstruction	Direction to move vehicle or combination: where danger or obstruction	ROADS TRANSPORT (GENERAL) ACT 2005	10100 Senior Ranger 9033 Ranger
RTGA140	Giving directions	Manner of giving directions under this Division	ROADS TRANSPORT (GENERAL) ACT 2005	10100 Senior Ranger 9033 Ranger
RTGA171	Production of personal details	Authorised officer may require production or driver licence and name and address from driver or rider	ROADS TRANSPORT (GENERAL) ACT 2005	10100 Senior Ranger 9033 Ranger
RTGA173	Disclosure of identify	Authorised officer may require responsible person for vehicle and others to disclose identity or driver who commits offence	ROADS TRANSPORT (GENERAL) ACT 2005	10100 Senior Ranger 9033 Ranger
SPA22	Exemption from Barrier Requirement	Exemptions from Barrier Requirements	THE SWIMMING POOLS ACT 1992	10089 Director People & Places 9062 Development Manager 9064 Team Leader Building
SPA23	Order Compliance	The Function under Section 23 of the Act, by order in writing served on the owner of any premises in or on which a swimming pool is situated, direct the owner to take, within such reasonable time as is specified in the direction , such measures as are so specified to ensure that the swimming pool or premises comply with the	THE SWIMMING POOLS ACT 1992	10089 Director People & Places 9062 Development Manager

Code	Name	Description	Legislation	Position Code & Name
		requirements of Part 2 or of a condition of an exemption granted under Section 22.		9064 Team Leader Building
SPA24	THE SWIMMING POOL ACT 1992 - Section 24	The function under Section 24 to issue a certificate to the effect that, as at the date on which it was issued, the swimming pool complies with the requirements of Part 2.	THE SWIMMING POOLS ACT 1992	10089 Director People & Places
SPA27	Authorised Officer	Appointment under Section 27 of the Swimming Pool Act as an authorised officer for the purpose of the act	THE SWIMMING POOLS ACT 1992 Section 27	9062 Development Manager 9064 Team Leader Building 9065 Building and Development Officer
SPA30	Bring Proceedings in the Land and Environment Court	The function under Section 30 of the Act to bring proceeding in the Land and Environment Court for an order to remedy or restrain a breach of the Act	THE SWIMMING POOLS ACT 1992	10089 Director People & Places
SSFD37	Approve Strata Plans	The function under Section 37 of the Act, upon application being made for a certificate of approval of a proposed strata plan that does not include a development lot or lots, to issue to the applicant a certificate of approval of a plan, if satisfied as to the matters specified in section 37 of the Act.	THE STRATA SCHEMES (FREEHOLD DEVELOPMENT) ACT 1973	10089 Director People & Places 9062 Development Manager
SSFD38	Encroachment	The function under Section 38 of the Act to refuse to approve of a proposed strata plan or strata plan of subdivision if any building illustrated by that plan encroaches on to a public place but may approve of such plan if satisfied as to the matters specified in section 38 of the Act.	THE STRATA SCHEMES (FREEHOLD DEVELOPMENT) ACT 1973	10089 Director People & Places 9062 Development Manager
SSFD39	Approval of Utility Lots	The function under Section 39 of the Act to qualify any certificate of approval issued under section 37 of the Act in respect of a plan by attaching a condition restricting the use of a utility lot or utility lots to use by a proprietor or occupation of a lot or proposed lot, not being such a utility lot, the subject of the strata scheme concerned.	THE STRATA SCHEMES (FREEHOLD DEVELOPMENT) ACT 1973	10089 Director People & Places 9062 Development Manager

Code	Name	Description	Legislation	Position Code & Name
SSFD402	Notice of Decisions	The function under Section 40 (2) of the Act to cause notice of a decision to be given to an applicant where an application for a certificate of approval is made.	THE STRATA SCHEMES (FREEHOLD DEVELOPMENT) ACT 1973	10089 Director People & Places 9062 Development Manager
SSFD403	Notice of Refusal	The function under Section 40(3) of the Act to specify the grounds on refusal of an application for a certificate of approval and indicate that the applicant has a right of appeal under section 40(4) of the Act against the refusal to the Land and Environment Court	THE STRATA SCHEMES (FREEHOLD DEVELOPMENT) ACT 1973	10089 Director People & Places
TDEG086	Issue Notices of Intention, Notices and Declarations under the Companion Animals Act 1998	Issue Notices of Intention, Notices and Declarations under the Companion Animals Act 1998.	COMPANION ANIMALS ACT 1998	10100 Senior Ranger 9033 Ranger
TDEG087	Issue Orders, Directions and Notices under the Roads Act 1993.	Issue Orders, Directions and Notices under the Roads Act 1993.	ROADS ACT 1993	10100 Senior Ranger 9033 Ranger
TDEG112	Exercise the Powers of Council's Impounding Officer	Exercise the Powers of Council's Impounding Officer.		10098 Animal Shelter Officer 10100 Senior Ranger 9033 Ranger
TDEG114	Issue Parking Infringement Notices	To issue parking infringement notices on behalf of Council for offences listed in the fixed penalty handbook under the Self Enforcing Infringement Notice Scheme.		10100 Senior Ranger 9033 Ranger
TDEG136	Issue General Infringement/Penalty Notices relating to Local Government Act 1993	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Local Government Act 1993	LOCAL GOVERNMENT ACT 1993	10100 Senior Ranger 9033 Ranger
TDEG137	Issue General Infringement/Penalty Notices relating to Road Rules 2014	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Road Rules 2014.	ROAD RULES 2014	10100 Senior Ranger

Code	Name	Description	Legislation	Position Code & Name
				9033 Ranger
TDEG138	Issue General Infringement/Penalty Notices relating to Companion Animals Act 1998	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Companion Animals Act 1998.	COMPANION ANIMALS ACT 1998	10100 Senior Ranger 9033 Ranger
TDEG139	Issue General Infringement/Penalty Notices relating to Companion Animals Regulation 2018	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Companion Animals Regulation 2018.	COMPANION ANIMALS REGULATION 2018	10100 Senior Ranger 9033 Ranger
TDEG140	Issue General Infringement/Penalty Notices relating to Road Transport (General) Regulation 2013	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Road Transport (General) Regulation 2013	ROAD TRANSPORT (GENERAL) REGULATION 2013	10100 Senior Ranger 9033 Ranger
TDEG141	Issue General Infringement/Penalty Notices relating to Roads Act 1993	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Roads Act 1993	ROADS ACT 1993	10100 Senior Ranger 9033 Ranger
TDEG142	Issue General Infringement/Penalty Notices relating to Impounding Act 1993	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Impounding Act 1993	ROADS ACT 1993	10100 Senior Ranger 9033 Ranger
TDEG143	Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations Act 1997	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations Act 1997.	PROTECTION OF THE ENVIRONMENT OPERATIONS ACT 1997	10100 Senior Ranger 9033 Ranger
TDEG144	Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Clean Air) Regulation 2010	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (Clean Air) Regulation 2010.	PROTECTION OF THE ENVIRONMENT OPERATIONS (CLEAN AIR) REGULATION 2010	10100 Senior Ranger 9033 Ranger
TDEG145	Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Noise Control) Regulation 2017	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (Noise Control) Regulation 2017.	PROTECTION OF THE ENVIRONMENT OPERATIONS (NOISE)	10100 Senior Ranger 9033 Ranger

Code	Name	Description	Legislation	Position Code & Name
			CONTROL) REGULATIONS 2017	
TDEG146	Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Waste) Regulation 2014	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (Waste) Regulation 2014.	PROTECTION OF THE ENVIRONMENT (WASTE) REGULATION 2014	10100 Senior Ranger 9033 Ranger
TDEG151	Issue General Infringement/Penalty Notices relating to Environmental Planning and Assessment Act 1979	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Environmental Planning and Assessment Act 1979.	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979	10100 Senior Ranger 9033 Ranger
TDEG152	Issue General Infringement/Penalty Notices relating to Environmental Planning and Assessment Regulation 2000	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Environmental Planning and Assessment Regulation 2000.	ENVIRONMENTAL PLANNING AND ASSESSMENT REGULATION 2000	10100 Senior Ranger 9033 Ranger
TDEG161	Issue General Infringement/Penalty Notices relating to Roads Regulation 2018	To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Roads Regulation 2018.	ROADS REGULATION 2018	10100 Senior Ranger 9033 Ranger
TDEG243	Administer the Provisions and Functions of the Fines Act 1996 and associated Regulation	Administer the Provisions and Functions of the Fines Act 1996 and associated Regulation.	FINES ACT 1996	10100 Senior Ranger 9033 Ranger
TDEG244	Administer the Provisions and Functions of the Heavy Vehicle National Law (NSW) and associated Regulation	Administer the Provisions and Functions of the Heavy Vehicle National Law (NSW) and associated Regulation	HEAVY VEHICLE NATIONAL LAW (NSW)	9033 Ranger
TDEG261	Administer the Provisions and Functions of the Road Rules 2014	Administer the Provisions and Functions of the Road Rules 2014	ROAD RULES 2014	10100 Senior Ranger 9033 Ranger
WMA306	Imposing Requirements	Imposing Requirements for a certificate of compliance under Section 306 of the Act.	WATER MANAGEMENT ACT 2000	10037 Plumbing, Drainage and Trade Waste Officer 10089 Director

Code	Name	Description	Legislation	Position Code & Name
				People & Places 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building 9065 Building and Development Officer
WMA307	Granting Certificate of Compliance	The function under Section 307 of the Act to grant a certificate of compliance for development	WATER MANAGEMENT ACT 2000	10037 Plumbing, Drainage and Trade Waste Officer 10089 Director People & Places 9062 Development Manager 9063 Team Leader Development 9064 Team Leader Building 9065 Building and Development Officer

FINANCE & GOVERNANCE

Code	Name	Description	Legislation	Position Code & Name
LGA567	Writing off Accrued Interest	The function under Section 567 of the Act of deciding to write off accrued interest on rates or charges payable by a person	LOCAL GOVERNMENT ACT 1993	9004 Financial Services Manager 9900 Director Finance & Governance (CFIO)
LGA582	Waive or reduce rates, charges and interest	The function under Section 582 of the Act of deciding to waive or reduce rates, charges or interest due by a person described in that section	LOCAL GOVERNMENT ACT 1993	9004 Financial Services Manager 9900 Director Finance & Governance (CFIO)
LGA5462	Write off or reduce Interest	The function under Section 564(2) of the Act of deciding to write off or reduce interest accrued on rates or charges if the person with whom an agreement is made under section 564(1) complies with the agreement	LOCAL GOVERNMENT ACT 1993	9004 Financial Services Manager 9900 Director Finance & Governance (CFIO)

INFRASTRUCTURE & ECONOMY

Code	Name	Description	Legislation	Position Code & Name
LGA 191A	Power of entry-construction and maintenance of water supply, sewerage and stormwater drainage works	The function under Section 191, 191A and 192 of the Act to authorise a Council employee (or other person) to enter any premises for the purpose of enabling the Council to exercise its functions.	LOCAL GOVERNMENT ACT 1993	10003 Assets and Infrastructure Planning Manager 10026 Development & Compliance Engineer 10033 Project Officer (Permanent) 10058 Project Officer (Contract) 10059 Executive Manager Water, Wastewater & Waste 9017 Transport Manager 9076 Supervisor Plant & Pump Stations 9077 Wastewater Treatment Plant Operator 9078 Water Treatment Plant Operator 9079 Unlicensed Plumber 9860 Director Infrastructure & Economy 9915 Asset Inspection Officer
LGA68	Section 68 Approval	The function to determine an application under Section 68 (Table Approvals Part B) of the Local Government Act (1993) by: (a) granting approval to the application, either unconditionally or subject to conditions, or (b) by refusing	LOCAL GOVERNMENT ACT 1993 Operations	10003 Assets and Infrastructure Planning Manager

Code	Name	Description	Legislation	Position Code & Name
		approval.		10026 Development & Compliance Engineer 10033 Project Officer (Permanent) 10058 Project Officer (Contract) 10059 Executive Manager Water, Wastewater & Waste 9161 Water & Wastewater Development Officer 9860 Director Infrastructure & Economy
LGA191	Power of Entry	The function under Section 191, 191A and 192 of the Act to authorise a Council employee (or other person) to enter any premises for the purpose of enabling the Council to exercise its functions.	LOCAL GOVERNMENT ACT 1993	10003 Assets and Infrastructure Planning Manager 10033 Project Officer (Permanent) 10036 Trainee Environmental Health Officer 10037 Plumbing, Drainage and Trade Waste Officer 10051 Compliance Officer 10058 Project Officer (Contract) 10059 Executive Manager Water, Wastewater & Waste

Code	Name	Description	Legislation	Position Code & Name
				10070 Human Resources Manager
				10089 Director People & Places
				10100 Senior Ranger
				10103 Governance and WHS Coordinator
				10106 Natural Area Management Officer
				9017 Transport Manager
				9032 Team Leader Environment
				9033 Ranger
				9062 Development Manager
				9063 Team Leader Development
				9064 Team Leader Building
				9065 Building and Development Officer
				9066 Development Planner
				9076 Supervisor Plant & Pump Stations
				9077 Wastewater Treatment Plant Operator
				9078 Water Treatment Plant Operator

Code	Name	Description	Legislation	Position Code & Name
				9079 Unlicenced Plumber 9137 Environmental Health Officer 9161 Water & Wastewater Development Officer 9860 Director Infrastructure & Economy 9915 Asset Inspection Officer 9066.1 Development Planner (R*)
LGA193	Notice of Entry	The Function under Section 193 of the Act 1993 to give the owner of occupier of premises written notice of the intention to enter the premises.	LOCAL GOVERNMENT ACT 1993	10003 Assets and Infrastructure Planning Manager 10026 Development & Compliance Engineer 10036 Trainee Environmental Health Officer 10059 Executive Manager Water, Wastewater & Waste 10070 Human Resources Manager 10100 Senior Ranger 9010 Governance & WHS Coordinator 9017 Transport Manager

Code	Name	Description	Legislation	Position Code & Name
				9032 Team Leader Environment 9033 Ranger 9062 Development Manager 9076 Supervisor Plant & Pump Stations 9077 Wastewater Treatment Plant Operator 9078 Water Treatment Plant Operator 9079 Unlicensed Plumber 9137 Environmental Health Officer 9860 Director Infrastructure & Economy
PD	PLANT DISPOSAL	Authorisation to replace, after consultation and upon the recommendation of the respective Heads of Department, sedans, station sedans, utilities and vans in the Council's motor vehicle fleet, subject to compliance with the Council's policy from time to time regarding the replacement of motor vehicles.	PLANT DISPOSAL	9016 Plant Manager
PR	PLANT REPLACEMENT	Authorisation to dispose of surplus Council plant by Auction in accordance with the Management Plan.	PLANT REPLACEMENT	9016 Plant Manager
RA71	Road Works	The function under Section 71 of the Roads Act to decide to carry out work on any public road in respect of which the Council is the roads authority under the Act and on any other land under its control.	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy

Code	Name	Description	Legislation	Position Code & Name
RA78	Construction of Bridges and Tunnels	The function under Section 78 of the Roads Act to decide to construct bridges and tunnels across navigable waters.	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy
RA86	Private Roads	The function under Section 86 of the Roads Act to direct the owner of a private road to carry out work on the road or to decide that the Council is to carry out the work.	ROADS ACT 1993	10003 Assets and Infrastructure Planning Manager 10026 Development & Compliance Engineer 9017 Transport Manager 9860 Director Infrastructure & Economy
RA93	Directing Landowners to fill in Excavation	The function under Section 93 of the Roads Act to direct the owner of any land adjoining a public road to fill in any excavation that, in the Council's opinion, threatens the stability of the road	ROADS ACT 1993	9860 Director Infrastructure & Economy
RA94	Drainage Work Across Adjoining Land	The function under Section 94 of the Roads Act to carry out drainage work in or on any land in the vicinity of a public road.	ROADS ACT 1993	10003 Assets and Infrastructure Planning Manager 10026 Development & Compliance Engineer 9017 Transport Manager 9860 Director Infrastructure & Economy
RA95	Removal of Sand, Soil or Matter	The function under Section 95 of the Roads Act to direct the occupier of land from which matter has been washed or blown onto a public road to take action to remove the obstruction and prevent its recurrence	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy
RA96	Fences and Floodgates	The function under Section 96 of the Roads Act to direct the occupier of any land in the vicinity of a public road to alter a	ROADS ACT 1993	9017 Transport Manager

Code	Name	Description	Legislation	Position Code & Name
		fence, provide floodgates in any such fence or repair any such fence or floodgates		9860 Director Infrastructure & Economy
RA97	Utility Services	The function under Section 97 of the Roads Act to direct any person who is entitled to place utility services in on or over a public road to locate new or replacement services in a conduit and to make payments in respect of the costs incurred by the Council in constructing the conduit	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy
RA98	Altering Work in or over Public Roads	The function under Section 98 of the Roads Act to direct the person having control over any work or structure that is situated in on or over a public road to alter the work or structure or its location.	ROADS ACT 1993	10026 Development & Compliance Engineer 9017 Transport Manager 9860 Director Infrastructure & Economy
RA99	Private Bodies to Maintain or repair Water ten Works	The function under Section 99 of the Roads Act to direct a private body established under the legislation referred to in the section to repair or maintain any water supply or drainage work situated in on or over a public road and that is controlled by that body	ROADS ACT 1993	10059 Executive Manager Water, Wastewater & Waste 9017 Transport Manager 9860 Director Infrastructure & Economy
RA107	Removal of Obstructions	The function under Section 107 of the Roads Act to direct any person who causes an obstruction or encroachment on a public road, or the owner of any land that is used or is able to be used in connection with an obstruction or encroachment on a public road, to remove the obstruction or encroachment	ROADS ACT 1993	10026 Development & Compliance Engineer 9017 Transport Manager 9860 Director Infrastructure & Economy
RA115	Regulation of Traffic in relation to Road Works	The function under Section 115 of the Roads Act to decide to regulate traffic on a public road by means of barriers or notices conspicuously displayed on or adjacent to the road.	ROADS ACT 1993	10003 Assets and Infrastructure Planning Manager

Code	Name	Description	Legislation	Position Code & Name
				9017 Transport Manager 9860 Director Infrastructure & Economy 9915 Asset Inspection Officer
RA122	Temporary Regulation of Traffic	The function under Section 122 of the Roads Act to decide to regulate traffic on specified or all public roads for which the Council is the Roads Authority under the Act in the manner set out in the section.	ROADS ACT 1993	10003 Assets and Infrastructure Planning Manager 10059 Executive Manager Water, Wastewater & Waste 9017 Transport Manager 9083 Works Coordinator Urban 9131 Rural Works Foreman 9260 MR Truck Driver (Urban) 9860 Director Infrastructure & Economy 9915 Asset Inspection Officer
RA128	Granting Permits to Erect a Gate	The function under Section 128 of the Roads Act to permit the occupier of any land through which an unfenced public road passes to erect a gate across the road at any place at which the road intersects a boundary fence	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy

Code	Name	Description	Legislation	Position Code & Name
RA130	Revoking Permits	The function under Section 130 of the Roads Act to revoke a permit granted under section 128.	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy
RA136	Revoking Public Gate Bypass	The function under Section 136 of the Roads Act to revoke a permit granted under section 133(1)	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy
RA138	Consent for Works and Structures	The function under Section 138 of the Roads Act to grant consent for works and other structures in respect of public roads	ROADS ACT 1993	10003 Assets and Infrastructure Planning Manager 10026 Development & Compliance Engineer 9017 Transport Manager 9860 Director Infrastructure & Economy
RA144	Permits for Road Events	The function under Section 144 of the Roads Act to grant a permit to conduct a road event (as defined in the Act) on a public road	ROADS ACT 1993	10003 Assets and Infrastructure Planning Manager 9017 Transport Manager 9860 Director Infrastructure & Economy 9915 Asset Inspection Officer
RA174	Power of Entry	The function under Section 174 of the Roads Act to decide to apply to an authorised Justice to enter and inspect land for the purposes of the Act and in the circumstances set out in the section.	ROADS ACT 1993	10003 Assets and Infrastructure Planning Manager 10026 Development & Compliance Engineer 9860 Director

Code	Name	Description	Legislation	Position Code & Name
				Infrastructure & Economy 9915 Asset Inspection Officer
RA242	Local Court Proceedings	The function under Section 242 of the Roads Act to decide to take proceedings in a Local Court for an offence against the Act or any Regulations made under the Act.	ROADS ACT 1993	9860 Director Infrastructure & Economy
RA246	Rectification of Damage	The function under Section 246 of the Roads Act to decide to take such action as is necessary to rectify a contravention of the Act.	ROADS ACT 1993	9860 Director Infrastructure & Economy
RA247	Recovery of Debt	The function under Section 247 of the Roads Act to decide to recover money owed to the Council under the Act as a debt in a court of competent jurisdiction.	ROADS ACT 1993	9860 Director Infrastructure & Economy
RA872	Traffic Control Facilities	The function under Section 87(2) of the Roads Act to decide to carry out traffic control work on a classified road with the consent of the Maritime Services (RMS)	ROADS ACT 1993	10003 Assets and Infrastructure Planning Manager 9017 Transport Manager 9860 Director Infrastructure & Economy 9915 Asset Inspection Officer
RA873	Traffic Control work on unclassified road	The function under Section 87(3) of the Roads Act to decide to carry out traffic control work on any unclassified road, and on any public street that is not a public road, except where otherwise notified by the RMS	ROADS ACT 1993	10003 Assets and Infrastructure Planning Manager 9017 Transport Manager 9860 Director Infrastructure & Economy 9915 Asset Inspection Officer

Code	Name	Description	Legislation	Position Code & Name
RA921	Altering Landforms of Land Adjoining Public Roads	The function under Section 92(1) of the Roads Act to decide to alter the landform of land adjoining a public road to ensure the stability of the road.	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy
RA1001B	Private Railway	The function under Section 100(1)(b) of the Roads Act to direct the owner of a private railway which is passed over under or across by a public road to repair or replace the bridge or level crossing or the road under an overbridge.	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy
RA1011	Restoration of Public Roads	The function under Section 101(1) of the Roads Act to direct any person by whom a public road is dug up to restore the road to its previous condition.	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy
RA1014	Directing Restoration of Public Roads	The function under Section 101(4) of the Roads Act to decide to take such action as is necessary to restore a road that has been dug up to its previous condition instead of giving a direction under section 101(1)	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy
RA1031	Fencing Dangerous Premises	The function under Section 103(1) of the Roads Act to direct the owner or occupier of land to erect or install fences lights or other equipment on or around any premises in the circumstances set out in the section.	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy
RA1261	Structures in or over Roads	The function under Section 126(1) of the Roads Act to authorise the holder of an approval under section 125 to erect and maintain structures in on or over any part of the footway the subject of the approval or, if requested by the holder of the approval, erect and maintain any such structure	ROADS ACT 1993	10003 Assets and Infrastructure Planning Manager 9017 Transport Manager 9860 Director Infrastructure & Economy
RA1262	Erect and maintain structures for protection of public health an safety	The funtion under Section 126(2) of the Roads Act to decide to erect and maintain structures in on over any part of the	ROADS ACT 1993	9017 Transport Manager

Code	Name	Description	Legislation	Position Code & Name
		footway the subject of an approval for the protection of public health and safety		9860 Director Infrastructure & Economy
RA1331	Construction of Public Gate By-pass	The function under Section 133(1) of the Roads Act to permit the construction of a by-pass for vehicles as provided for in the section.	ROADS ACT 1993	9017 Transport Manager 9860 Director Infrastructure & Economy
RTA1	Installation, Display and Removal of Traffic Control Devices	The exercise of all the functions of the Authority under Division 1 of Part 4 (Traffic Control Devices) of the Road Transport (Safety and Traffic Management) Act 1999	ROAD TRANSPORT (SAFETY & TRAFFIC MANAGEMENT) ACT 1999 AND REGULATIONS	10003 Assets and Infrastructure Planning Manager 9017 Transport Manager 9860 Director Infrastructure & Economy 9915 Asset Inspection Officer
RTA2	Special Event Parking Schemes	The exercise of all functions of the Authority under Division 2 of Part 5 (Special Event Parking Schemes) of the Road Transport (Safety and Traffic management) (Road Rules) Regulation 1999	ROAD TRANSPORT (SAFETY & TRAFFIC MANAGEMENT) ACT 1999 AND REGULATIONS	10003 Assets and Infrastructure Planning Manager 9017 Transport Manager 9860 Director Infrastructure & Economy 9915 Asset Inspection Officer

INTERNAL DELEGATIONS

Code	Name	Description	Legislation	Position Code & Name
COR	CORRESPONDENCE	<p>Authorisation to sign outward correspondence on correspondence in relation to the exercise of your function with the following exceptions:</p> <ul style="list-style-type: none"> •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	<p>10003 Assets and Infrastructure Planning Manager</p> <p>10011 Senior Records Officer</p> <p>10015 Rates & Revenue Manager</p> <p>10023 Strategic Planner/Graduate Strategic Planner</p> <p>10036 Trainee Environmental Health Officer</p> <p>10037 Plumbing, Drainage and Trade Waste Officer</p> <p>10059 Executive Manager Water, Wastewater & Waste</p> <p>10062 Property & Legal Services Officer</p> <p>10064 Senior Customer Service Officer</p> <p>10069 Museum Development Officer</p> <p>10070 Human Resources Manager</p> <p>10082 Community & Cultural Development Coordinator</p> <p>10089 Director People & Places</p>

Code	Name	Description	Legislation	Position Code & Name
				10090 Governance & Risk Manager
				10098 Animal Shelter Officer
				10100 Senior Ranger
				10103 Governance and WHS Coordinator
				9004 Financial Services Manager
				9006 Executive Assistant to General Manager and Mayor
				9009 Human Resources Officer
				9012 Payroll Officer
				9013 IT Manager
				9014 Community and Culture Manager
				9015 Tourism Manager
				9017 Transport Manager
				9021 Library Coordinator
				9032 Team Leader Environment
				9033 Ranger
				9034 Community Development Officer

Code	Name	Description	Legislation	Position Code & Name
				9040 Finance Officer Debt Recovery & Information
				9042 Senior Revenue Officer
				9049 Records Officer
				9056 Strategic Planner
				9058 Corporate Strategy and Communications Officer
				9061 Tourism Officer
				9062 Development Manager
				9063 Team Leader Development
				9064 Team Leader Building
				9065 Building and Development Officer
				9066 Development Planner
				9067 Events Coordinator
				9150 Library Team Leader
				9340 Purchasing Co- ordinator
				9400 Waste & Recycling Manager

Code	Name	Description	Legislation	Position Code & Name
				9860 Director Infrastructure & Economy 9900 Director Finance & Governance (CFIO) 9066.1 Development Planner (R*) 10130 Human Resources Advisor
ECOR	Email Correspondence	<p>Provide information and assistance to customers via email only.</p> <p>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.</p>	EMAIL CORRESPONDENCE	10003 Assets and Infrastructure Planning Manager 10026 Development & Compliance Engineer 10033 Project Officer (Permanent) 10042 Waste Compliance Officer 10058 Project Officer (Contract) 10062 Property & Legal Services Officer 10089 Director People & Places 10090 Governance & Risk Manager 10100 Senior Ranger 9031 Customer Service Officer 9050 Network Administrator

Code	Name	Description	Legislation	Position Code & Name
				9127 Administration Assistant Environment & Health 9154 Senior IT Support Officer 9400 Waste & Recycling Manager 9915 Asset Inspection Officer
PO2	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	10012 Executive Assistant Water, Wastewater & Waste 10013 Executive Assistant Infrastructure & Economy 10019 Executive Assistant People & Place 10060 WHS and Environment Officer 9150 Library Team Leader 10063 Systems Accountant 10095 Directorate Management Accountant
PO3	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.	PURCHASE ORDERS -\$10,000	10015 Rates & Revenue Manager 10025 Works Coordinator Buildings 10042 Waste Compliance Officer 10054 Water & Wastewater Engineer 10064 Senior Customer

Code	Name	Description	Legislation	Position Code & Name
				Service Officer 10099 Cemeteries and Administration Supervisor 9006 Executive Assistant to General Manager and Mayor 9016 Plant Manager 9019 Works Coordinator Recreation 9021 Library Coordinator 9042 Senior Revenue Officer 9056 Strategic Planner 9071 Leading Hand Mechanic 9083 Works Coordinator Urban 9112 Works Coordinator Rural 9131 Rural Works Foreman 9193 Aquatic Centre Team Leader 9330 Landcare Co-Ordinator
PO4	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	PURCHASE ORDERS -\$30,000	9015 Tourism Manager 9075 Supervisor Reticulation Networks 9076 Supervisor Plant &

Code	Name	Description	Legislation	Position Code & Name
		Government (General) Regulation 2005 in relation to the invitation of tenders.		Pump Stations 9400 Waste & Recycling Manager
PO7*	CREDIT CARD PURCHASES - \$20,000	Authorisation to complete purchases for expenditure for goods, services, products and facilities for approved expenditure votes within the current financial year Operational Plan using credit card up the value of \$20,000. This delegation is subject to compliance with Council's Credit Card Usage SWP 4.9.	PURCHASE ORDERS - \$20,000	10130 Human Resources Advisor
PO5	PURCHASE ORDERS - \$20,000	Authorisation to sign requisitions/ purchase orders incurring Council expenditure for goods, services, products and facilities for approved expenditure votes within the current financial year Operational Plan up to the value of \$20,000 subject to compliance with Council's purchasing policy and Section 55 of the Local Government Act 1993 and the Local Government (General) Regulation 2021 in relation to the invitation of tenders.	PURCHASE ORDERS - \$20,000	10130 Human Resources Advisor
PO8*	PURCHASE ORDERS - \$5000 - Restricted	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 only and any additional training related costs, including but not limited to staff travel, accomodation expenses, course fees and catering. This delegation is subject to compliance with Council's Credit Card Usage SWP 4.9.		9010 Governance & WHS Coordinator
PO9*	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.	PURCHASE ORDERS - \$75,000	10003 Assets and Infrastructure Planning Manager 10005 Senior Engineer (Operations) 10006 Senior Engineer (Strategy and Projects) 10033 Project Officer (Permanent) 10058 Project Officer (Contract) 10070 Human Resources Manager

Code	Name	Description	Legislation	Position Code & Name
				10090 Governance & Risk Manager 10103 Governance and WHS Coordinator 10111 Senior HR Strategy Projects Manager 9004 Financial Services Manager 9013 IT Manager 9014 Community and Culture Manager 9017 Transport Manager 9032 Team Leader Environment 9062 Development Manager 9340 Purchasing Co-ordinator 9980 Building & Recreation Facilities Manager
STS	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	10003 Assets and Infrastructure Planning Manager 10015 Rates & Revenue Manager 10059 Executive Manager Water, Wastewater & Waste

Code	Name	Description	Legislation	Position Code & Name
				10070 Human Resources Manager
				10089 Director People & Places
				10090 Governance & Risk Manager
				10099 Cemeteries and Administration Supervisor
				10100 Senior Ranger
				10103 Governance and WHS Coordinator
				9016 Plant Manager
				9017 Transport Manager
				9019 Works Coordinator Recreation
				9032 Team Leader Environment
				9071 Leading Hand Mechanic
				9075 Supervisor Reticulation Networks
				9076 Supervisor Plant & Pump Stations
				9083 Works Coordinator Urban
				9093 Rural Recreation Team Leader
				9094 Golf Course Greenkeeper Team

Code	Name	Description	Legislation	Position Code & Name
				Leader 9112 Works Coordinator Rural 9131 Rural Works Foreman 9150 Library Team Leader 9172 Head Gardener 9193 Aquatic Centre Team Leader 9210 Senior Grounds Technician 9260 MR Truck Driver (Urban) 9860 Director Infrastructure & Economy 9900 Director Finance & Governance (CFIO) 10130 Human Resources Advisor

Operational

Code	Name	Description	Legislation	Position Code & Name
DEG125	Endorse/Sign Positive Covenants, Easements and Section 88B Instruments under the Conveyancing Act 1919	<ul style="list-style-type: none"> To approve and sign the grant or removal of a positive covenant or restriction contained in any positive covenant, easement and/or section 88B instrument under the Conveyancing Act 1919 To suspend the operation of any regulatory instrument in reliance upon section 3.16 of the Environmental Planning and Assessment Act 1979 and subject to any Council Policy and the Law. 	ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 Section 3.16 CONVEYANCING ACT 1919 Section 88B	10059 Executive Manager Water, Wastewater & Waste 10089 Director People & Places 9062 Development Manager 9860 Director Infrastructure & Economy
DEG198	Administer the Provisions and Functions of the Companion Animals Act 1998 and associated Regulation	Administer the Provisions and Functions of the Companion Animals Act 1998 and associated Regulation	COMPANION ANIMALS ACT 1998	10098 Animal Shelter Officer
DEG199	Administer the Provisions and Functions of the Conveyancing Act 1919 and associated Regulation	Administer the Provisions and Functions of the Conveyancing Act 1919 and associated Regulation	CONVEYANCING ACT 1919	10059 Executive Manager Water, Wastewater & Waste 10089 Director People & Places 9062 Development Manager 9860 Director Infrastructure & Economy
DEG235	Administer the Provisions and Functions of the Building and Development Certifiers Act 2018 and associated Regulation	Administer the Provisions and Functions of the Building and Development Certifiers Act 2018 and associated Regulation	BUILDING AND DEVELOPMENT CERTIFIERS ACT 2018	9065 Building and Development Officer 9082 Trainee Building & Development Officer

Code	Name	Description	Legislation	Position Code & Name
DEG274	Firearms	To use a firearm in the course of employment by Council (and strictly in accordance with any limitations or directions contained within the delegate's employment contract and/or position description) where the delegate is exercising a power or function of Council, and subject to holding an appropriate licence/permit and complying with the Firearms Act 1996 and the Firearms Regulation 2017	Firearms Act 1996 and Firearms Regulation 2017	9032.1 Team Leader Environment *FA
GIPA	Right to Information Officer	To as as the Right to Information Officer under the Government Information Public Access Act 2009	GOVERNMENT INFORMATION PUBLIC ACCESS ACT 2009	9013 IT Manager 9900 Director Finance & Governance (CFIO)
LGA569	Issue and Serve notices on occupiers	The function under Section 569 of the Act to issue and serve notices on occupiers for liability for payment of unpaid rates and charges	LOCAL GOVERNMENT ACT 1993	9004 Financial Services Manager 9900 Director Finance & Governance (CFIO)
LGA602	Authorise amendments to rate records pursuant to S602	Authorise amendments to rate records pursuant to section 602 of the NSW Local Government Act 1993.	LOCAL GOVERNMENT ACT 1993 Section 602	10015 Rates & Revenue Manager 9004 Financial Services Manager 9042 Senior Revenue Officer 9900 Director Finance & Governance (CFIO)
LGA603	Certificates as to Rates and Charges	The function under Clause 603 of the Local Government Act 1993 to enable to issue of certificates as to rates and charges applicable to property in the Local Government Area	LOCAL GOVERNMENT ACT 1993	10015 Rates & Revenue Manager 9004 Financial Services Manager 9042 Senior Revenue Officer

Code	Name	Description	Legislation	Position Code & Name
				9900 Director Finance & Governance (CFIO)
LGA605	Add to the amount of a rate or charge	The function under Section 605 of the Act deciding to add to the amount of a rate or charge any reasonable out of pocket expenses as provided for in that section	LOCAL GOVERNMENT ACT 1993	9004 Financial Services Manager 9900 Director Finance & Governance (CFIO)
LGA625	Council Investments	The function under Section 625 of the Act of deciding to invest money	LOCAL GOVERNMENT ACT 1993	9004 Financial Services Manager 9900 Director Finance & Governance (CFIO)
LGA5641	Agreement for the Periodical Payment of Rates	The function under Section 564(1) of the Act of making an agreement with a person as to the payment of rates and charges due and payable by the person.	LOCAL GOVERNMENT ACT 1993	9004 Financial Services Manager 9900 Director Finance & Governance (CFIO)
LGA5771	Giving an order	The function under Section 577(1) of the Act of giving an order containing a direction that a person is or has been an eligible pensioner	LOCAL GOVERNMENT ACT 1993	9004 Financial Services Manager 9900 Director Finance & Governance (CFIO)
LGA5772	Liability for Rates	The function under Section 577(2) of the Act of giving an order containing a direction that a person is taken to be or have been the person solely liable for the payment of rates and charges for the land	LOCAL GOVERNMENT ACT 1993	9004 Financial Services Manager 9900 Director Finance & Governance (CFIO)
LGAP3C15	Council Financing, Ordinary Rates	The function under Part 3 of Chapter 15 of the Act to determine and declare the categorisation of land for the purpose of making an ordinary rate	LOCAL GOVERNMENT ACT 1993	9004 Financial Services Manager 9900 Director Finance & Governance (CFIO)
LGAP6C15	Exemption from rates	The function under Part 6 of Chapter 15 of the Act to determine what land is exempt from all rates	LOCAL GOVERNMENT ACT 1993	9004 Financial Services Manager 9900 Director Finance & Governance (CFIO)

Code	Name	Description	Legislation	Position Code & Name
NSWSRA	Corporate Records Manager	To act as the Corporate Records Manager under the NSW State Records Act 1994	NSW STATE RECORDS ACT 1994	9004 Financial Services Manager 9900 Director Finance & Governance (CFIO)
PIDA	Disclosure Coordinator	To act as the Disclosure Coordinator under the Public Interest Disclosures Act 1994 and the Public Interest Disclosure Regulation 2011	PUBLIC INTEREST DISCLOSURE ACT 1994/ PUBLIC INTEREST DISCLOSURE REGUALTION 2011	10070 Human Resources Manager 9900 Director Finance & Governance (CFIO)

Delegations Table

Administration – Accounting

Subject	Description	Delegation	S.378 Delegation
1A – Payment Signatory	That the General Manager be delegated authority to act as a payment signatory for Council's bank accounts.	GM	DFG DIPD DPP DWWW MFS
B – Financial Delegation & Authorisation	That the General Manager be delegated authority to obtain quotations and authorise invoices for the purchase and payment of goods and services received by Council, to the limits authorised by the General Manager, in accordance with the Local Government Act 1993 within the votes of expenditure approved by Council	GM	DFG DIPD DPP DWWW MFS MCS MPL MIT MHR MRMA MGR MTO MAP MEA MBR MIEA MCC ML MOPC MD ME MSLUP MTE MPPA MWR MRNM&M MTPPSMM

			MWW MEP MAP AO PC PE
<i>D – Recover Outstanding Debts (other than Rates)</i>	That the General Manager be delegated authority to Recover Outstanding Debts (other than Rates).	GM	DIPD DFG RO SRO DRO RRM
	That the General Manager be delegated authority to write off all debts, other than rates, charges, and interest, not exceeding \$2,000, and that the General Manager reports half yearly on the amounts written off.	GM	-
<i>1F – Disposal of Assets <\$2,000</i>	To approve disposal of assets that are surplus to requirements in accord with Council’s Operational Plan. To approve disposal of assets that are surplus to requirements with a book value of less than \$2,000.	GM	DIPD DFG DPP DWWW
<i>1G – Disposal of Assets >\$2,000</i>	To approve disposal of assets that are surplus to requirements in accord with Council’s Operational Plan. To approve disposal of assets that are surplus to requirements with a book value of greater than \$2,000 pursuant to Council’s Disposal of Assets Policy.	GM	-

1H – Request for Refunds	To approve or refuse all applications for refund of application fees, booking fees, bonds, and deposits for Council facilities.	GM	DFG DPP DIPD DWWW MFS A
1I – Responsible Accounting Officer	To designate Council’s Responsible Accounting Officer in accordance with Local Government Act and Regulation	GM	DFG MFS A AO

Administration – Banking & Investments

Subject	Description	Delegation	S.378 Delegation
2A – Operation of Bank Accounts	That the General Manager be delegated authority to operate and be signatories to Council’s Bank Accounts.	GM	MFS A
2B – Investment of Funds	That the General Manager be delegated authority for investment of surplus Council funds in Authorised Securities, sign such application and redemption documents as may be required in accordance with Council’s Investment Policy.	GM	DFG MFS A
2C – Bank Guarantees	That the General Manager be delegated authority to accept Bank Guarantees for due performance.	GM	DFG MFS

Administration – Councillors

Subject	Description	Delegation	S.378 Delegation
3A – Councillors	That the General Manager be delegated authority to liaise with Councillors and approve attendance at training and development seminars.	GM	DFG

Administration – Authority to Enter Premises

Subject	Description	Delegation	S.378 Delegation
<p>4A – Authority to Enter Premises - LGA</p>	<p>That the General Manager be delegated authority to enter premises and inspect in accordance with Part 2, Chapter 8 of the Local Government Act 1993.</p>	<p>GM</p>	<p>DPP SBS BS R RR STWO STO SESO MD ME MSLUP R ME MER MBR MRNMM MWW MEP PE TP&DE PRJO</p>
<p>4B – Authority to Enter Premises - EPA</p>	<p>That the General Manager be delegated authority to enter premises and inspect, in accordance with Section 119DA of the Environmental Planning and Assessment Act 1979.</p>	<p>GM</p>	<p>DPP SBS R RR MD SESO STP</p>

4C – Authorised Officer, Protection of the Environment Operations Act, 1997	That the General Manager be delegated authority to be the authorised officer under the provisions of the Protection of the Environment Operations Act, 1997.	GM	DPP SBS MDA R RR SESO STP SBSP
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Administration – General

Subject	Description	Delegation	S.378 Delegation
5A – Penalty Notices	That the General Manager be delegated authority to issue a Penalty Notice for an offence under any law that confers regulatory functions on council.	GM	DPP SBS MD R SESO STP SBS
5B – Bi-Annual Stock take	That the General Manager be delegated authority to write off stores and materials to a value not exceeding \$2,000, following a Bi-Annual stock take	GM	-
5C – Insurance Renewals	That the General Manager be delegated authority to negotiate Council's insurance renewals.	GM	DFG MFS MGR GRC

5D – Orders	That the General Manager be delegated authority to issue any of the following under any law that confer regulatory functions on council; a) Notice of Order b) Order c) Emergency Order d) Revoke any Notice of Order or Order e) Alter any Notice of Order or Order Clean up Notice	GM	DPP SBS R MD SESO STP SBS
5E – Donations – Delegation to Refuse Requests	That the General Manager be delegated authority, to consider applications for financial assistance, & determine which requests are to be referred to Council for decision.	GM	-
5F – Community Financial Assistance Program	That the General Manager be delegated authority to approve Financial Assistance Program applications <i>pursuant to the Community Financial Assistance policy</i> including applications for up to \$3,000, approval of applications for Junior Sporting Awards and Council fee waivers.	GM	-
5G – Press Statements	That the General Manager be delegated authority to authorise and issue press statements on the Council’s behalf.	GM	-
5H – Public Liability & Professional Indemnity Claims	That the General Manager be delegated authority to deny or accept liability for public liability and professional indemnity claims up to the excess as determined from time to time by its Insurer.	GM	-
5I – Motor Vehicle Insurance Claims	That the General Manager be delegated authority to deny or accept liability for motor vehicle insurance claims up to \$1,000.	GM	-

5J – Legal Proceedings	That the General Manager be delegated authority to represent the Council as required in any legal or court proceedings.	GM	DFG DPP DIPD DWWW SESO R RR SBS MD STP SBS
5K – Access to Information	<p>That the General Manager be delegated authority to exercise functions under the Government Information (Public Access) Act 2009, and as the officer authorised to:</p> <p>i. To be responsible for responding to formal access applications under Part 4 of the Government Information (Public Access) Act</p> <p>To be responsible for responding to applications for an internal review under Part 5 of the Government Information (Public Access) Act.</p>	GM	DPP MIT MFS
5L – Informal release of Information	<p>That the General Manager be delegated authority to exercise functions under the Government Information (Public Access) Act 2009, and as an officer authorised to:</p> <p>1. Informally release information identified as being held by the Council and not subject to a 'formal' Access Application.</p>	GM	All staff

	<p><u>Exemptions</u></p> <p>1. Any personal information covered under the Privacy and Personal Information Protection Act 1998;</p> <p>2. Any information for which a formal access application is required under the Government Information (Public Access) Act 2009;</p> <p>3. Any information deemed for which it is to be conclusively presumed that there is an overriding public interest against disclosure and is therefore exempt under the provisions of the Government Information (Public Access) Act 2009 - s14 (and Schedule 1); and Exempt documents under interstate FOI legislation - corresponding laws under the provisions of the Government Information (Public Access) Regulation 2009 – s10.</p>		
5M – Destruction of Records	That the General Manager be delegated authority to authorise the destruction of appropriate Council records in accordance with the Local Government Retention and Disposal Manual.	GM	-
5N – Filming on Council Reserves and Property	To approve, approve with conditions as may be appropriate in the circumstances and subject to the payment of charges and fees as determined by Council, or disapprove of applications to use public reserves, beaches, public roads, or Council property for filming or photographic purposes.	GM	-

5O – Applications under Privacy and Personal Information Act	To determine applications made under the Privacy and Personal Information Protection Act 1998.	GM	DPP DFS MIT
5P – Internal Reviews under Privacy and Personal Information Act	To determine applications for internal reviews made under the Privacy and Personal Information Protection Act 1998.	GM	DPP DFS MIT

5Q – Signature of Correspondence	Sign correspondence in relation to Council business.	GM	DFG
5R – Signature of Department Correspondence	Sign standard correspondence in relation to day-to-day operations of the officers' department except for: - <ul style="list-style-type: none"> • contracts and lease documents • letters of appointment for new employees • letters to employees regarding disciplinary matters and grievances responses to complaints against staff	GM	DFG DPP DIPD DWWW EAGM

5S – Signature of Department Correspondence	Sign or send standard correspondence (hardcopy or electronic) in relation to day-to-day operations of the officers' department except for: - <ul style="list-style-type: none"> • correspondence to any Federal or State Minister or Member of Parliament • correspondence or memo advice to Councillors • contracts and lease documents • letters of appointment for new employees • letters to employees regarding disciplinary matters and grievances responses to complaints against staff	GM	All Managers AC GRC PO SBS BS SESO RO AO WHS&RC RS PE STP TP&DE
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Administration – Rating

Subject	Description	Delegation	S.378 Delegation
6A – Write off Rates & Charges	That the General Manager be delegated authority to Write-Off Rates, Charges and Interest debtors not exceeding \$2,000.	GM	-
6B – Section 603 Certificates	That the General Manager be delegated authority to issue Section 603 Rating Certificates.	GM	DPP DFG MFS RO
6C – Change in Rate Category	That the General Manager be delegated authority to approve or refuse Applications for Change in Rate Category.	GM	DPP DFG
6D – Recovering Outstanding Rates	That the General Manager be delegated authority to recover Outstanding Rates, Charges, and Interest.	GM	DPP DFG MFS RO

6E – Rating Certificate	That the General Manager be delegated authority to issue the appropriate Rating Certification under the Local Government Act 1993.	GM	-
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Administration – Staff

Subject	Description	Delegation	S.378 Delegation
7A – Staff Training, Seminars & Conferences	That the General Manger be delegated authority to approve staff attendance at Training Seminars and Conferences, in accordance with the Staff Training Program and within the approved Budget.	GM	DPP DIPD DFG DWWW
7B – Public Officer	That the General Manager be delegated authority to undertake the duties as Public Officer, as prescribed by Section 343 of the Local Government Act 1993.	GM	DPP
7C – Staff	Direct staff within the Manager’s area of operations, in accordance with an organisation structure and resources approved by the Council. Make recommendations to the General Manager in respect of the employment / dismissal of employees within the Director’s area of operation, in accordance with Council’s organisation structure, resources, procedures and adopted policies.	GM	DCS DIPD DPP DFG DWWW MHR

7D – Complaints Coordinator	That the General Manager be delegated authority to act as Council’s Complaints Coordinator for Code of Conduct complaints as required by the Procedures for the Administration of the Code of Conduct.	GM	DPP MHR
7E – Disclosures Coordinator	That the General Manager be delegated authority to deal with reports made by staff, to receive them, assess them, and refer them to the people within the Lithgow City Council who can deal with them appropriately pursuant to the Public Interest Disclosure legislation.	GM	DFG MHR MGR
7F – Disclosures Officer	To work with the disclosures coordinator, and are responsible for receiving, forwarding, and/or dealing with reports made in accordance with the Public Interest Disclosure legislation and policy.	GM	DFG MHR MGR
7G – Native Title Officer	That the General Manager be nominated as Native Title Manager per statutory obligation required under Section 8.8 of the Crown Land Management Act 2016.	GM	DPP

Administration – Tenders & Contracts

Subject	Description	Delegation	S.378 Delegation
8A – Tender & Quotations	That the General Manager be delegated authority to open Tenders & Quotations.	GM	DCS DIPD DPP DFG DWWW MFS SBS MD MGR MWRM MTPPS MRNMM MWW EP APC MAP PE
8B – Works & Services Contracts	That the General Manager be delegated authority to sign contracts for works and services in accordance with the resolution of Council.	GM	-

Plant

Subject	Description	Delegation	S.378 Delegation
9A – Purchase of Motor Vehicles, Plant and Equipment	That the General Manager be delegated authority to purchase Motor Vehicles, Plant and Equipment, within the approved budget allocations.	GM	DIPD MT SF SD
9B – Registration of Motor Vehicles	Sign as nominee for vehicle registrations.	GM	DIPD MO SF SD

Companion Animals

Subject	Description	Delegation	S.378 Delegation
10A – Companion Animals	That the General Manager be delegated authority to act on the Council’s behalf under all sections of the Companion Animals Act 1998 and regulations.	GM	DPP SBS SESO R RR STP SBS

Impounding

Subject	Description	Delegation	S.378 Delegation
11A – Impounding Officer	That the General Manager be appointed Impounding Officer in accordance with the Public Spaces (Unattended Property) Act 2021	GM	DPP SBS SESO R RR

Emergency

Subject	Description	Delegation	S.378 Delegation
12A – Emergency Incidents	That the General Manager be delegated authority to approve the use of Council Plant, Equipment and Employees in response to Emergency Incidents.	GM	LEMO DIPD MER SW SF MT PE
12B – Chairperson of Local Emergency Management Committee	That the General Manager delegate a representative of Council as the Chairperson to the Local Emergency Management Committee in accordance with the State Emergency & Rescue Management Act (1989) as amended.	GM	DIPD MER MAP

Health

Subject	Description	Delegation	S.378 Delegation
13A – Health Matters	That the General Manager be delegated authority to exercise each of the powers, authorities, duties, and functions conferred by the Food Act 2003 and Food (General) Regulations 2015 as amended.	GM	DPP SBS SESO STP SBS WHSO GWHSC
13B – Inspect Regulated Premises	That the General Manager be delegated authority to inspect Regulated Premises, in accordance with the Public Health Act 2010 and Regulations made thereunder.	GM	DPP SBS SESO STP SBS WHSO GRC
13C – Issuing of Orders	That the General Manager be delegated authority to issue orders as listed in the Local Government Act and the Public Health Act and Regulations thereunder.	GM	DPP SBS SESO STP WHSO

Subject	Description	Delegation	S.378 Delegation
<p>14A – Development Application Consent</p>	<p>That the General Manager be delegated authority to;</p> <ul style="list-style-type: none"> a) Determine any application in accordance with the Environmental Planning and Assessment Act 1979, together with any other relevant Acts, Regulations, applicable LEP, DCP and relevant Council policies, and where no material objections have been received (Delegated approval is permissible if any objection is assessed as not substantive or can be resolved through a condition of consent or lodgement of amended plans). b) Determine any application in accordance with the Environmental Planning and Assessment Act 1979, together with any other relevant Acts, Regulations, applicable LEP, DCP and relevant Council policies where no objections received c) Determine any development application which proposes the variation of a standard within a Development Control Plan where the variation is equal to or less than 10% where strict compliance with those standards would, in any case, be unreasonable or unnecessary. d) Determine any application for an activity as specified under section 68 of the Local Government Act 1993. 	<p>GM</p>	<p>DPP MD SBS BS STP a) & c) only apply to DPP and MDA</p>
<p>14B – Planning 10.7 Certificates</p>	<p>That the General Manager be delegated authority to issue any certificates under Section 10.7 of the Environmental Planning and Assessment Act 1979.</p>	<p>GM</p>	<p>DPP MD STP</p>
<p>14C – Subdivision Certificates</p>	<p>That the General Manager be delegated authority to issue Subdivision Certificates.</p>	<p>GM</p>	<p>DPP MD STP</p>
<p>14D - Environmental Planning Instruments and Development Control Plans</p>	<p>That the General Manager be delegated authority to undertake all associated duties to prepare Planning Instruments and Development Control Plans in accordance with Part 3 of the Environmental Planning and Assessment Act 1979.</p>	<p>GM</p>	<p>DPP MD STP SBS</p>

14E – Heritage Matters	That the General Manager be delegated authority to approve the Local Heritage Assistance Fund applications. That the General Manager be delegated authority to approve the Heritage Advisory service.	GM	DPP MDA STP
14F – Use of Footpaths	That the General Manager be delegated authority to approve the use of the footpath area for commercial activities.	GM	DPP MD STP
14G – Environmental Planning & Assessment	That the General Manager be delegated authority to issue orders as listed in the Environmental Planning & Assessment Act 1979 as amended.	GM	DPP SBS MD ME SESO STP SBS
14H – Development Application Consent – Exempt Development	That the General Manager be delegated authority to; a) Classify development to be Exempt Development under any State Environmental Planning Policy.	GM	DPP MD SBS STP SBS STP

Environment

Subject	Description	Delegation	S.378 Delegation
15C – Environment Protection	That the General Manager be delegated authority to be an authorised officer and enforcement officer under the provisions of the Protection of the Environment Operations Act, 1997.	GM	DPP ME SBS SESO R RR

15D – Clean Air Regulations	That the General Manager be delegated authority to exercise the Powers and Functions under the Protection of the Environment Operations (Clean Air) Regulations 2021.	GM	DPP ME SBS SESO R RR STP SBS
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Waste

Subject	Description	Delegation	S.378 Delegation
16A – Waste facilities	That the General Manager be delegated authority for the day-to-day operation of the waste facilities including landfills, transfer stations and resource recovery centre.	GM	DWWW MWR
16B – Waste minimisation & management	That the General Manager be delegated authority to exercise the powers and functions under Protection of Environment Operations Act 1997 and Protection of the Environment Operations (Waste) Regulation 2014.	GM	DWWW MWR
16C– Waste contracts	That the General Manager be delegated authority for the day-to-day operation of waste contracts including the Waste Management Services Contract.	GM	DWWW MWR
16D– Waste regulatory functions	That the General Manager be delegated authority to be an authorised person under the Protection of Environment Operations Act 1997, Protection of the Environment Operations (Waste) Regulation 2014 and Local Government Act 1993.	GM	DWWW MWR WCO

Playing Fields / Swimming Pool / Reserve

Subject	Description	Delegation	S.378 Delegation
17A – Approve use of Swimming Pools & Reserves	That the General Manager be delegated authority to approve the use of Playing Fields, Swimming Pool and Reserves.	GM	DCS DIS DPP

17B Improvement Notices and Prohibition Orders	That the General Manager be delegated authority to issue improvement notices and prohibition orders under Part 3 of the Public Health Act 2010	GM	DPP SBS R SESO
17D – Carnivals and Circuses	That the General Manager be delegated authority to consider, approve or refuse applications for the operation of carnivals, circuses and the like and when approved, impose conditions deemed necessary. That all other applications be referred to Council for consideration on their merits.	GM	SESO

Sewerage

Subject	Description	Delegation	S.378 Delegation
18A – Drainage Diagrams	That the General Manager be delegated authority to issue Drainage Diagrams.	GM	DPP SBS SESO MDA AO STPSHBS STP
18B – Annual Treatment Works Return	That the General Manager be given delegated authority to sign future returns for the Sewerage Treatment Works.	GM	DIS MWUS

Sewerage

Subject	Description	Delegation	S.378 Delegation
19A – Temporary Occupation of Land	That the General Manager be delegated authority to Consent to applications for temporary occupation of land.	GM	DPP MDA SBS
19B – Issuing of Building Information Certificates	That the General Manager be delegated authority to the Issue of Building Information Certificates in accordance with the Environmental Planning and Assessment Act 1979.	GM	DPP SBS BS

19C – Determining Objections	That the General Manager be delegated authority to Determine Objections in accordance with Section 82(3A) of the Local Government Act 1993, in relation to the Local Policy.	GM	DPP SBS
19D – Inspection of Regulated Premises	That the General Manager be delegated authority to inspect regulated premises in accordance the Public Health Act 2010.	GM	DPP SBS SESO STPSHBS
19E – Swimming Pools Act	That the General Manager be delegated authority to exercise functions under the Swimming Pools Act 1992.	GM	DPP SBS SESO R BS
19F – Issue Construction, Compliance and Complying Development Certificates Occupation Certificates	That the General Manager be delegated authority to issue certificates in accordance with Part 4A of the Environmental Planning and Assessment Act 1979 and Regulations thereunder	GM	SBS BS
19G – Footpath Deposits	That the General Manager be delegated authority to authorise the refund of footpath deposits and to determine road restoration charges.	GM	DIS
19H – Minor Numerical Variations to Council Policy	That the General Manager be delegated authority to approve minor numerical variations to Council policy where variations are not greater than 10%.	GM	DPP MDA SBS
19I – Plumbing and Drainage Act	That the General Manager be delegated authority to exercise functions under the Plumbing and Drainage Act2011.	GM	SBS BS

Roads / Streets

Subject	Description	Delegation	S.378 Delegation
20A – Temporary Street Closures	That the General Manager be delegated authority to approve temporary street closures for community functions	GM	DIS MO SAO
20B – Traffic Control Signs	That the General Manager be delegated authority to assume all functions in accordance with sections of the Road Transport Act 2013.	GM	DIS MO
20C – Regulation of Traffic by Road Authorities	That the General Manager be delegated authority to assume the functions in accordance with Division 4 of Part 8 (Regulation of Traffic by Roads Authorities) in accordance with Roads Act 1993.	GM	DIS MO SAO

20D – Breaches under the Roads Act 1993 & Interstate Road Transport Act 1985	That the General Manager be delegated authority to be the Authorised Officer to commence action for breaches under the Roads Act 1993 & Interstate Road Transport Act 1985.	GM	DIS R RR
20E – Impounding Items Risking Public Safety	That the General Manager be delegated authority to be the Impounding Officer under the. Public Spaces (Unattended Property) Act 2021	GM	DIS DPP SBS MO R RR SP&REC SESO
20F – Matter Escaping onto Road	That the General Manager be delegated authority to be the authorised officer under the Roads Act 1993.	GM	DIS MO SAO
20G – Naming of Public Roads	That the General Manager be delegated authority to approve the use of approved road names in accordance with Council guidelines for the naming of public roads, pursuant to the Roads Act 1993.	GM	DIS SAO
20H – Works associated with Subdivision and Development Application	Authority to Determine the extent and design of works associated with subdivisions and other development applications in accordance with Council Policies and Codes and to determine whether such works have been completed to a satisfactory standard.	GM	PE TP&DE

Private Works

Subject	Description	Delegation	S.378 Delegation
21A – Private Works	That the General Manager be delegated authority to undertake Private Works in accordance with Council's Policy.	GM	DIS MO SW MWUS

Schedule of Abbreviations

Abbreviation	Position Title	Abbreviation	Position Title
A	Accountant	SW	Supervisor Works
AC	Accounting Officer	PE	Projects Engineer
AO	Administration Officer	PO	Payroll Officer
DFG	Director Finance & Governance	PRJO	Projects Officer
BS	Building Surveyor	R	Ranger
STPSHBS	Casual Senior Town Planner & Senior Health Building Surveyor	RO	Revenue Officer
		WHS&RC	WHS & Risk Coordinator
DIPD	Director Infrastructure & Economy	RR	Relief Ranger
		RS	Records Supervisor
DPP	Director People & Places	GRC	Governance & Risk Coordinator
DWWW	Director Water, Wastewater & Waste	PC	Purchasing Coordinator
EAGM	Executive Assistant to the General Manager	SESO	Senior Environmental Services Officer
FM	Fleet Mechanic	SBS	Senior Building Surveyor
GM	General Manager	SD	Supervisor Depot
LEMO	Local Emergency Management Officer	SF	Supervisor Fleet
MFS	Manager Financial Services	BS	Building Surveyor
MCS	Manager Customer Service	SBS	Senior Building Surveyor
MPL	Manager Property & Legal Services	SP&REC	Supervisor Parks & Recreation
MIT	Manager Information Technology		
MHR	Manager Human Resources	STP	Senior Town Planner
MRMA	Manager Records Management	STWO	Sewerage Treatment Works Operator
MGR	Manager Governance & Risk	TP&DE	Temporary Projects & Development Engineer
MTO	Manager Transport	SRO	Senior Revenue Officer
MAP	Manager Asset & Projects	DRO	Debt Recovery Officer
MEA	Manager Economic Development	RRM	Rates & Revenue Manager
MBR	Manager Building & Recreation	WCO	Waste Compliance Officer
MIEA	Manager Infrastructure & Economy Administration	SP&PS	Supervisor Plant and Pumping Stations
MCC	Manager Community & Culture	SRETC	Supervisor Reticulation
ML	Manager Library	PLMB	Unlicensed Plumber
MOPC	Manager Organization Performance & Communication	WTPO	Water Treatment Works Operator
MD	Manager Development	OPENG	Operations Engineer – Water and Wastewater
ME	Manager Environment	PDTWO	Plumbing, Drainage and Trade Waste Officer
MSLUP	Manager Strategic Land Use Planning	DCE	Development & Compliance Engineer
MTE	Manager Tourism & Events	IAO	Infrastructure Asset Officers
MPPA	Manager People & Places Administration	WCR	Works Coordinator Recreation
MWR	Manager Waste and Recycling	HRA	Human Resources Advisor
MWW	Manager Water and Wastewater		
MEP	Manager Engineering & Projects		

Schedule of Financial Purchasing Delegations

Position Title	Delegation	Position Title	Delegation
Aquatic Centre Team Leader	\$10,000	Financial Services Manager	\$75,000
Assets & Infrastructure Planning Manager	\$75,000	General Manager	Unlimited PO value
Building and Recreation Facilities Manager	\$75,000	Governance & Risk Manager	\$75,000
		Human Resources Advisor	\$20,000
Cemeteries and Administration Supervisor	\$10,000	Governance & WHS Coordinator	\$ 5,000
Cleansing Unit Team Leader	\$5,000	Human Resources Manager	\$75,000
Community & Cultural Development Coordinator	\$5,000	Information Technology Manager	\$75,000
Community & Culture Manager	\$75,000	Landcare Co- Ordinator	\$10,000
Development Manager	\$75,000	Leading hand Mechanic	\$10,000
Director Finance & Governance	\$130,000	LEEP Engagement Officer	\$10,000
Director Infrastructure & Economy	\$130,000	Library Co-Ordinator	\$10,000
Director People & Places	\$130,000	Library Team Leader	\$5,000
Emerging Economy Manager	\$60,000	Natural Area Management Officer	\$10,000
Engineering Officer	\$ 10,000	Organisation Performance & Communication Manager	\$30,000
Project Engineer	\$75,000	Reticulation Supervisor	\$10000
Environment Team Leader	\$5,000	Plant Supervisor	\$ 10,000
Executive Assistant	\$ 5,000	Purchasing Officer	\$75,000
Executive Manager Water, Wastewater and Waste	\$130,000	Records Supervisor	\$ 5,000
Recreation Supervisor	\$10,000	Transport Manager	\$75,000
Revenue Manager	\$10,000	Waste & Recycling Manager	\$75,000
Revenue Officer	\$10,000	Manager – Water and Wastewater	\$75,000
		Manager – Engineering and Projects WWW	\$75,000
Rural Foreman	\$10,000	Waste Compliance Officer	\$10,000
Senior Customer Service Officer	\$ 10,000	Water & Wastewater Engineer	\$75,000
Senior Manager Economy and Strategy	\$75,000	Water & Wastewater Works & Project Officer	\$75,000
Strategic Planner	\$10,000	WHS and Environment Officer	\$5,000
Supervisor Plants & Pumps Stations	\$30,000	Works Co-Ordinator - Buildings	\$10,000
Supervisor Reticulation Networks	\$10,000	Works Co-Ordinator - Rural	\$10,000
Team Leader Building	\$5,000	Works Coordinator Urban	\$ 10,000
Tourism Manager	\$30,000	Senior HR Project & Strategy Manager	\$75,000