

Register of Delegations / Sub-delegations

Legislation

Aged Care Act 1977

Function Code	Function Description	Delegated / Sub-delegated To
AC Act 000 Aged Care Approved Provider	Authority to act on behalf of the Council as a local government authority Approved Provider for the purposes of the Aged Care Act 1977 (Cth) and associated legislation.	General Manager - 28/03/2023

Australia's Foreign Relations (State and Territory Arrangements) Act 2020 (Cth)

Function Code	Function Description	Delegated / Sub-delegated To
AFR Act 000 All functions	Authority to act on behalf of the Council as a State/Territory entity for the purposes of the Australia's Foreign Relations (State and Territory Arrangements) Act 2020 (Cth) and associated legislation.	General Manager - 28/03/2023

Aviation Transport Security Act 2004 (Cth)

Function Code	Function Description	Delegated / Sub-delegated To
ATS Act 000 All functions	Authority to exercise and or perform on behalf of the Council the Council's delegable functions as an airport operator and/or an aviation industry participant under this Act and the Regulations in force as amended from time to time.	General Manager - 28/03/2023
ATS Act 001 Transport Security Program	Authority on behalf of the Council as an aviation industry participant to undertake all functions in relation to a transport security program in accordance with Part 2 of the Aviation Transport Security Act 2004 (Cth).	General Manager - 28/03/2023

Biodiversity Conservation Act 2016

Function Code	Function Description	Delegated / Sub-delegated To
BC Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023
BC Act 001 Agreements	Authority on behalf of the council, being a public authority that owns or has the control and management of Crown land or lands of the Crown, to enter into a biodiversity stewardship agreement, conservation agreement or wildlife refuge agreement, or a joint management agreement.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
BC Act 002 Biodiversity Offsets	?Authority to participate as the owner of land in the Biodiversity Offsets Scheme, including to apply for registration of a transfer of, or to retire, a biodiversity credit and appeal as the holder of a biodiversity credit to the Land and Environment Court.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
BC Act 003 Biodiversity certification	Authority to apply for biodiversity certification, request that the application be declared a strategic application and enter into an agreement in connection with an application for biodiversity certification.	General Manager - 28/03/2023
BC Act 004 Biodiversity certification agreement	Authority to enter into a biodiversity certification agreement and apply to modify such an agreement.	General Manager - 28/03/2023
BC Act 005 Disputes	Authority as a party to a biodiversity certification or biodiversity certification agreement, to refer a dispute to the Premier.	Projects Planner - 24/04/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
BC Act 006 Civil proceedings	Authority to bring proceedings in the Land and Environment Court to remedy or restrain a breach of the Act or regulations or Part 5A of the Local Land Services Act 2013, or breach of a biodiversity stewardship, private land conservation or biodiversity certification agreement.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
BC Act 007 Opinion as to significant affect	Authority on behalf of the council as consent authority to determine whether development or an activity is likely to significantly affect threatened species and hold an opinion as to whether a proposed development is likely to have serious and irreversible impacts on biodiversity values and be satisfied that an application for modification of development consent will not increase the impact on biodiversity values, in accordance with Part 7	Planning Assistant - 07/08/2023 Projects Planner - 24/04/2023 General Manager - 28/03/2023

Biodiversity Conservation Regulation 2017

Function Code	Function Description	Delegated / Sub-delegated To
BC Reg 001 Biodiversity Values Map	Authority to hold the opinion on behalf of the Council that land contains vegetation connectivity features or threatened species habitat for the purposes of inclusion in the Biodiversity Values Map.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 Sustainability Officer - 01/08/2023

Biosecurity Act 2015

Function Code	Function Description	Delegated / Sub-delegated To
Bio Act 000 All functions	Authority to exercise and/or perform on behalf of the Council as the Local Control Authority, the Council's delegable functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
Bio Act 001 Appointment of Authorised Officers	Authority to appoint authorised officers in relation to weeds in accordance with Part 22 Division 2 of the Biosecurity Act 2015.	Director - Property & Place - 17/04/2023 General Manager - 28/03/2023
Bio Act 002 Recovery of Fees	Authority to charge and recover fees charged, or costs and expenses incurred by the Council acting as local control authority in connection with the exercise of functions by an authorised officer appointed by the Council, in accordance with Part 20 of the Biosecurity Act 2015.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
Bio Act 003 Arrangements for joint exercise of functions	Authority to enter into an arrangement for the joint exercise of functions on behalf of the Council as a local control authority.	General Manager - 28/03/2023
Bio Act 004 Order requiring compliance with biosecurity undertaking	Authority to apply to the Land and Environment Court for an order if a person contravenes a biosecurity undertaking.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
Bio Act 005 Biosecurity Directions and Undertakings	Authority to exercise the powers of the Secretary with respect to any biosecurity direction given by, or any biosecurity undertaking executed by an authorised officer appointed by the local control authority.	General Manager - 28/03/2023
Bio Act 006 Exemption for watercourses	Authority to exempt the whole or part of a watercourse, river or inland water from the duty to control aquatic weeds.	General Manager - 28/03/2023
Bio Act 007 Revocation of Biosecurity Direction	Authority to revoke or vary a biosecurity direction given by an authorised officer appointed by the Council.	General Manager - 28/03/2023
Bio Act 008 Certificate as to Weed Control Notices	Authority to issue a Certificate as to weed control notices, expenses and charges on land.	General Manager - 28/03/2023

Boarding Houses Act 2012

Function Code	Function Description	Delegated / Sub-delegated To
BH Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
BH Act 001 Power of entry	Authority to authorise a person to enter a premises of a registered boarding house for the purpose of conducting an initial compliance investigation and issue an authority to enter premises under section 25. Authority to recover an approved fee in association with an initial compliance investigation in accordance with section 23.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023
BH Act 002 Notice of Entry	Authority to give the proprietor or manager of the premises of a registered boarding house written notice of the intention to enter the premises in accordance with section 19 and to give a notification or use of force or urgent entry in accordance with section 21.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023
BH Act 003 Reasonable use of force	Authority to authorise the reasonable use of force in gaining entry to a premises to conduct an initial compliance investigation.	General Manager - 28/03/2023
BH Act 004 Exchange of information	Authority to enter into an information sharing arrangement with an administrator of the Boarding Houses Act 2012.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
BH Act 005 Court Proceedings	Authority to commence proceedings for an offence against a provision of Part 2 (Registration of Boarding Houses) of the Boarding Houses Act 2012.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023
Building and Development Certifiers Act 2018		
Function Code	Function Description	Delegated / Sub-delegated To
BDC Act 001 Contracts for certification work	Authority to execute a written contract for certification work to be done in the name of or on behalf of the council.	General Manager - 28/03/2023
BDC Act 002 Exchange of Information	Authority to enter into an arrangement with the Secretary for the purpose of sharing or exchanging information in accordance with s108 of the Building and Development Certifiers Act 2018.	General Manager - 28/03/2023
BDC Act 003 Carrying out certification work	Authority to carrying out certification work of a class prescribed by the regulations that is done in the name of or on behalf of the council.	General Manager - 28/03/2023
BPC Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Building Surveyor - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023

Building and Development Certifiers Regulation 2020

Function Code	Function Description	Delegated / Sub-delegated To
BDC Reg 001 Appropriate person	Authority on behalf of the Council as a building owner to give a written opinion that a person is competent to exercise the function of an accredited practitioner (fire safety) under Divisions 4 and 5 of Part 9 of the <i>Environmental Planning and Assessment Regulation 2000</i> .	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023

Building Products (Safety) Act 2017

Function Code	Function Description	Delegated / Sub-delegated To
BP(S) Act 000 All Functions	Authority to exercise and/or perform on behalf of Council the Council's delegable functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
BP(S) Act 001 Building Product Rectification Order	Authority on behalf of the Council as a relevant enforcement agency to make a building product rectification order, including to be satisfied on reasonable grounds that the building is an affected building.	General Manager - 28/03/2023
BP(S) Act 002 Exchange of information	Authority to enter into an information sharing arrangement with the Commissioner for Fair Trading, Department of Finance, Services and Innovation.	General Manager - 28/03/2023

Cemeteries and Crematoria Act 2013

Function Code	Function Description	Delegated / Sub-delegated To
C&C Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Property & Place - 17/04/2023 General Manager - 28/03/2023
C&C Act 001 Cemeteries Register	Authority to notify the Cemeteries Agency in relation to the Cemeteries and Crematoria Register.	General Manager - 28/03/2023
C&C Act 002 Notice appeal	Authority to appeal against an improvement notice issued by the Cemeteries Agency.	General Manager - 28/03/2023
C&C Act 003 Comply with Notice / Order	Authority to take any actions to comply with an improvement notice in accordance with section 33 or short term order in accordance with section 36 issued by the Cemetery Agency. Authority to give, withdraw or vary an enforceable undertaking in accordance with section 39 and report to the Cemeteries Agency as required by a notice in accordance with section 41.	General Manager - 28/03/2023
C&C Act 004 Interment right	Authority to grant or renew, transfer to another person or transfer to the cemetery operator, an interment right, and to give notice under s 54 of entitlement to apply to renew a renewable interment right.	General Manager - 28/03/2023
C&C Act 005 Cemetery Operators Register	Authority to keep and amend the cemetery operator's register in accordance with section 63 and make a copy of an entry in the register available in accordance with 63(10).	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
C&C Act 006 Heritage Advisory Committee	Authority to establish a heritage advisory committee, and appoint a chairperson of the committee, in accordance with section 69.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023
C&C Act 007 Advice of committee	Authority to seek advice of the heritage advisory committee in accordance with section 69(2).	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 General Manager - 28/03/2023
C&C Act 008 Conversion of Cemeteries	Authority to exercise the council's functions under Schedule 4 (Conversion of Cemeteries) including considering and determining objections and making an application to the Minister that the whole or any part of the land referred to in a resolution of council under clause 3 be declared as a public park and authority to determine to preserve, or remove and preserve or dispose of a monument in accordance with the relevant provisions.	General Manager - 28/03/2023

Cemeteries and Crematoria Regulation 2022

Function Code	Function Description	Delegated / Sub-delegated To
C&C Reg 002 Suspension or cancellation of cemetery operator licence	Authority to apply to the Cemeteries Agency for the suspension or cancellation of a cemetery operator licence or cemetery operator (caretaker) licence.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Function Code	Function Description	Delegated / Sub-delegated To
C&C Reg 003 Apply to the Cemeteries Agency for review of a decision	Authority to apply to the Cemeteries Agency for a review of any decision described in subsection 4P(1).	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Children (Protection and Parental Responsibility) Act 1997

Function Code	Function Description	Delegated / Sub-delegated To
CPPR Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
CPPR Act 001 Operational Area	Authority to request the Attorney General to declare (or revoke a declaration) that an area is an operational area for the purposes of Division 2 of Part 3.	General Manager - 28/03/2023
CPPR Act 002 Prepare draft Crime Prevention Plan	Authority to prepare a draft local crime prevention plan for the council's area	General Manager - 28/03/2023 Manager - Community Services - 18/04/2023
CPPR Act 003 Prepare draft Crime Prevention Plan	Authority to request assistance from the Attorney-General in preparing draft plan	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
CPPR Act 004 Prepare draft Crime Prevention Plan	Authority to publicise the intention to prepare a draft plan and seek and consider submissions on intention to prepare draft plan	General Manager - 28/03/2023
CPPR Act 005 Prepare draft Crime Prevention Plan	Authority to place draft plan on public exhibition	General Manager - 28/03/2023
CPPR Act 006 Prepare draft Crime Prevention Plan	Authority to seek and consider submissions on draft plan	General Manager - 28/03/2023
CPPR Act 007 Prepare draft Crime Prevention Plan	Authority to adopt draft plan with or without amendments	General Manager - 28/03/2023
CPPR Act 008 Prepare draft Crime Prevention Plan	Authority to amend or revoke plan	General Manager - 28/03/2023
CPPR Act 009 Prepare draft Crime Prevention Plan	Authority to request the Attorney-General to approve a draft Local Crime Prevention Plan or adopted Local Crime Prevention Plan as a safer community compact	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
CPPR Act 010 Apply for financial assistance	Where there is or is proposed to be a safer community compact for a council's area, authority to apply to the Attorney General for financial assistance in accordance with section 40.	General Manager - 28/03/2023
Children's Guardian Act 2019		
Function Code	Function Description	Delegated / Sub-delegated To
CG Act 000 All functions under Part 4	Authority to exercise and/or perform on behalf of the Council, all delegable Functions of the General Manager (being the “head” of the relevant entity) under Part 4 of the Act, other than the power of delegation.	General Manager - 28/03/2023 Director - Community & Economy - 26/06/2023 Manager - Community Services - 18/04/2023
Civil Aviation Act 1988 (Cth)		
Function Code	Function Description	Delegated / Sub-delegated To
CA Act 000 All functions	Authority to exercise and perform on behalf of the Council the Council's delegable functions under the Civil Aviation Act 1988, Civil Aviation Regulations 1988 and Civil Aviation Safety Regulations 1998, as amended from time to time.	General Manager - 28/03/2023
CivA Act 001 Civil Aviation Authorisation	Authority on behalf Council as the operator of an aerodrome to undertake all functions in relation to any necessary civil aviation authorisation as amended from time to time.	General Manager - 28/03/2023

Commons Management Act 1989

Function Code	Function Description	Delegated / Sub-delegated To
CM Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Property & Place - 17/04/2023 General Manager - 28/03/2023
CM Act 001 Manage affairs of trust	Authority to decide whether to accept appointment to manage affairs of trust	General Manager - 28/03/2023

Community Land Development Act 1989

Function Code	Function Description	Delegated / Sub-delegated To
CLD Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
CLD Act 001 Compliance Certificate - Community Development and Precinct Land	Authority to grant a certificate in relation to the subdivision of a community development lot by a community plan of subdivision or subdivision of a precinct development lot by a precinct plan of subdivision in accordance with sections 8(4)(a) and 12(4)(a) respectively. Authority to issue a certificate signifying consent to the conversion of a community development lot to community property or neighbourhood lot to neighbourhood property under Schedule 6(1)(c) and Schedule 7(1)(c) respectively, or a certificate signifying consent to severing a community development lot from a community scheme, or a precinct development lot from a precinct scheme under Schedule 8(1)(b).	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
CLD Act 002 Development Contracts	Authority to certify a development contract in accordance with section 26(5) and approve the registration of an amendment of a development contract in accordance with section 27(2)(b)	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
CLD Act 003 By-laws	Authority to request that a community management statement or neighbourhood management statement includes specified by-laws.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
CLD Act 004 Variation or termination of schemes	Authority to represent the council as a party to Supreme Court proceedings to vary or terminate a scheme under sections 70 and 71, and authority to consent to the termination of a neighbourhood scheme under section 72.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Community Land Management Act 1989

Function Code	Function Description	Delegated / Sub-delegated To
CLM Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 General Manager - 28/03/2023
CLM Act 001 Amendment of Development Contract	Authority to approve the amendment of a development contract and grant a development consent compliance certificate.	General Manager - 28/03/2023

Companion Animals Act 1998

Function Code	Function Description	Delegated / Sub-delegated To
CA Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Contractor - Ranger - 07/03/2023 Director - Environment and Planning - 17/04/2023 Ranger - 24/04/2023 General Manager - 28/03/2023 Animal Shelter Co-Ordinator - 21/04/2023 Senior Ranger - 04/09/2023
CA Act 001 Notice Requiring registration	Authority to issue a notice requiring a companion animal to be registered.	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
CA Act 002 Companion Animals killed by Traffic	Authority to act in relation to companion animals killed by traffic.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
CA Act 003 Appointment of authorised officers	Authority to authorise an employee of the council as an authorised officer and provide the person with an identification card under section 69F of the Companion Animals Act 1998	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
CA Act 004 Off-leash Area	Authority to declare a public place to be an off-leash area in accordance with section 13(6).	General Manager - 28/03/2023 Director - Property & Place - 17/04/2023 Project Manager - Property & Building Services - 21/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
CA Act 005 Prohibition in public places	Authority to make orders prohibiting dogs from recreation areas, public bathing areas, shopping areas and wildlife protection areas and to prohibit cats from wildlife protection areas	General Manager - 28/03/2023 Director - Property & Place - 17/04/2023 Project Manager - Property & Building Services - 21/04/2023
CA Act 006 Revoke declaration	Authority to revoke a dangerous dog declaration in accordance with section 39 and revoke a declaration by an authorised officer that a dog is a restricted dog in accordance with section 58D, and give notice of revocation or of non revocation.	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
CA Act 007 Act in Court proceedings	Authority to act in any local court appeal proceedings in relation to companion animals, including appeal proceedings against the making of a dangerous dog declaration or refusal to revoke a dangerous dog declaration and an appeal to the District Court against disqualification from owning a dog or cat.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023
CA Act 008 Commence Court Proceedings	Authority, subject to the General Manager's consent, to institute and carry on proceedings in the Local Court for an offence against the Companion Animals Act 1998	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023
CA Act 009 Unclaimed seized or surrendered animals	Authority to sell or destroy unclaimed seized or surrendered animals, and recover fees, charges and expenses from an owner	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
CA Act 010 Arrangement with Departmental Chief-Executive	Authority to enter into an agreement or arrangement with the Departmental Chief Executive in accordance with section 83J.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
CA Act 012 Fees	<p>Authorise any fee or charge payable under this Act:</p> <p>(a) to be paid by instalments, and</p> <p>(b) to be reduced or waived in respect of persons in receipt of a pension, benefit or allowance under the <i>Social Security Act 1991</i> of the Commonwealth.</p>	<p>General Manager - 28/03/2023</p> <p>Regulatory Co-Ordinator - 04/04/2023</p>
CA Act 013 Notify nuisance dog or cat order	Authority to notify Director General of issuing of nuisance dog or cat order	<p>General Manager - 28/03/2023</p> <p>Regulatory Co-Ordinator - 04/04/2023</p>
CA Act 014 Destroy animal	Authority to destroy dog seized in transition period	<p>General Manager - 28/03/2023</p> <p>Regulatory Co-Ordinator - 04/04/2023</p>
CA Act 015 Detain animal	Authority to detain animal which is being investigated or is the subject of proceedings	<p>Manager Works - 16/08/2023 A</p> <p>General Manager - 28/03/2023</p> <p>Director - Property & Place - 17/04/2023</p> <p>Regulatory Co-Ordinator - 04/04/2023</p>
CA Act 016 Notice for permit for companion animal	Authority to give the owner of a companion animal a notice requiring the owner to apply for a Permit under Part 2A.	<p>General Manager - 28/03/2023</p> <p>Regulatory Co-Ordinator - 04/04/2023</p>

Companion Animals Regulation 2018

Function Code	Function Description	Delegated / Sub-delegated To
CA Regulation 001 Registration Agent	Authority to act on behalf of Council as a registration agent for the purposes of companion animals registration including serving a notice requiring an animal to be registered under clause 24 of the Regulation.	Director - Environment and Planning - 17/04/2023 Ranger - 24/04/2023 General Manager - 28/03/2023 Animal Shelter Co-Ordinator - 21/04/2023 Senior Ranger - 04/09/2023 Regulatory Co-Ordinator - 04/04/2023

Contaminated Land Management Act 1997

Function Code	Function Description	Delegated / Sub-delegated To
CLMM Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Environmental Health Officer - 31/07/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Senior Environmental Health Officer - 31/07/2023
CLMM Act 001 Management Orders	Authority, where the Council is the subject of a management order or approved voluntary management proposal made under Part 3 of the CLM Act, to carry out, or cause to be carried out, any requirement of such an order or proposal.	General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
CLMM Act 002 Voluntary management proposals	Authority to prepare and submit a voluntary management proposal to the EPA for contaminated land owned by Council	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
CLMM Act 003 Costs	Authority to issue a notice requiring payment of any reasonable costs incurred by Council in carrying out the requirements of an investigation or remediation order, including the entry into an arrangement for the payment of those costs, and apply to Registrar General to register a costs notice and to remove such notice	General Manager - 28/03/2023
CLMM Act 004 Disputes between EPA and public authorities	Authority to refer a dispute between the EPA and Council to the Premier for settlement in accordance with this section 102	General Manager - 28/03/2023
Conveyancing (Sale of Land) Regulation 2022		
Function Code	Function Description	Delegated / Sub-delegated To
C Reg 001 Diagrams from a recognised sewerage authority	Authority to issue diagrams showing the sewer lines and infrastructure on behalf of the Council as a recognised sewerage authority.	Planning Assistant - 07/08/2023 General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 Regulatory Co-Ordinator - 04/04/2023

Conveyancing Act 1919

Function Code	Function Description	Delegated / Sub-delegated To
C Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
C Act 001 Restrictions on use of land and public positive covenants (land held by prescribed authority)	Authority to, by order, impose restrictions on the use of or impose public positive covenants on any prescribed land vested in the council, and vary any such restriction or covenant and rescind or revoke any such order, in accordance with section 88D.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023
C Act 002 Restrictions on use of land and public positive covenants (land NOT held by prescribed authority)	Authority to impose restrictions on the use of land or impose a public positive covenant on any land not vested in the council in accordance with section 88E.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
C Act 003 Effect of certain positive covenants	Authority to, on behalf of the council as the prescribed authority with the benefit of a public positive covenant over land, inspect the land, insure a structure, carry out development, recover expenses incurred and apply for registration of a charge over land in accordance with section 88F.	General Manager - 28/03/2023 Director - Property & Place - 17/04/2023
C Act 004 Certificate of amount due	Authority to issue a certificate of amount due in accordance with section 88G.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023
C Act 005 Enforcement of Covenants	Authority to apply to the Court on behalf of the council as a prescribed authority, to enforce a covenant imposing a restriction on the use of land or a positive covenant by seeking an injunction in accordance with section 88H, or for an order that the land be conveyed or transferred to the authority in accordance with section 88I or for an order requiring the delivery of any deed, certificate of title or other instrument relating to the title to the land in accordance with section 88J.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
C Act 006 Creation and release of easements, profits ? prendre and restrictions on use of land by plans	Authority to sign a s88B instrument on behalf of the council, except the "surrender of any land" owned by the council.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023

Crown Land Management Act 2016

Function Code	Function Description	Delegated / Sub-delegated To
CL Act 000 All Functions	Authority to exercise and/or perform on behalf of Council the Council's delegable functions under this Act and the Regulations in force and as amended from time to time.	Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Chief Engineer - 04/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Project Manager - Property & Building Services - 21/04/2023
CL Act 001 Functions of Crown Land Managers	Authority to carry out all the functions of the Council acting as a Crown Land Manager of specified dedicated or reserved Crown Land, which includes the functions of the Council under the <i>Local Government Act 1993</i> in respect of public land, being either operational or community land, including to prepare a draft Plan of Management, to grant an approval and to grant leases and licences.	Ranger - 24/04/2023 General Manager - 28/03/2023 Chief Engineer - 04/04/2023 Senior Ranger - 04/09/2023
CL Act 002 Notices prohibiting structure or land use	Authority on behalf of Council as a Crown Land Manager to cause a notice to be displayed that prohibits persons from carrying out an activity on Crown land, in accordance with s9.5(2).	General Manager - 28/03/2023 Chief Engineer - 04/04/2023
CL Act 003 Directions re vehicles on Crown land	Authority on behalf of Council as a Crown Land Manager to give reasonable directions to persons concerning the entry, use and parking or storage of vehicles on Crown land for the purpose of preventing danger or harm to persons, animals, structures or property.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Chief Engineer - 04/04/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
CL Act 004 Authorisation of employees	Authority on behalf of Council as a Crown Land Manager to authorise an employee of the Council (an “authorised employee”) to exercise functions under s9.12.	General Manager - 28/03/2023
CL Act 005 Transitional Reserve Trust	Authority to continue to carry out functions associated with Council acting as a reserve trust manager for the continuation period in accordance with clause 10A of Schedule 7.	General Manager - 28/03/2023

Crown Land Management Regulation 2018

Function Code	Function Description	Delegated / Sub-delegated To
CL Regulation 001 Functions of Responsible Manager	Authority to carry out the functions of the Council as the responsible manager (the Crown Land Manager) of dedicated or reserved Crown Land. The functions of a responsible manager include to set aside any part of the land (including any building or enclosure in or on the land) for any purpose for which the land may be used (clause 6), to determine conditions of entry and designate entrance and exit points (clause 8) and give a direction or written consent to do things (clause 10).	General Manager - 28/03/2023 Director - Property & Place - 17/04/2023 Chief Engineer - 04/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Project Manager - Property & Building Services - 21/04/2023

Dams Safety Act 2015

Function Code	Function Description	Delegated / Sub-delegated To
DS 001 Arrangement with Dams Safety NSW	Authority on behalf of Council to enter into an arrangement with Dams Safety NSW.	General Manager - 28/03/2023
DS Act 000 All Functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulation in force as amended from time to time.	General Manager - 28/03/2023

Dangerous Goods (Road and Rail Transport) Act 2008

Function Code	Function Description	Delegated / Sub-delegated To
DG Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable functions under this Act and the Regulations made under this Act in force and as amended from time to time.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
DG Act 001 Costs Recovery	Authority to recover costs and expenses incurred or the amount of loss or damage suffered in connection with an incident in accordance with the Dangerous Goods (Road and Rail Transport) Act 2008.	General Manager - 28/03/2023

Disability Inclusion Act 2014

Function Code	Function Description	Delegated / Sub-delegated To
DI Act 001 Agreement	Authority to enter into an agreement about financial assistance.	General Manager - 28/03/2023
DI Act 2014 All Functions	Authority to exercise and/or perform on behalf of Council the Council's delegable functions under this Act and any Regulation made under this Act in force from time to time.	Human Resources Advisor - 18/09/2023 Director - Community & Economy - 26/06/2023 Co-Ordinator - Human Resources - 18/09/2023 General Manager - 28/03/2023 Co-Ordinator Community Partnerships - 12/01/2024 Manager - Community Services - 18/04/2023

Electricity Supply Act 1995

Function Code	Function Description	Delegated / Sub-delegated To
ES Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
ES Act 001 Submissions re electricity works	Authority to make submissions to the network operator in relation to the erection, installation, extension, alteration, maintenance and removal of electricity works.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Function Code	Function Description	Delegated / Sub-delegated To
ES Act 002 Damage by network operator	Authority to require a network operator to make good any damage caused to a public road or public reserve by any work carried out by a network operator, to carry out such work if the network operator fails to carry out appropriate work in accordance with any such requirement, and to recover the costs of carrying out the work in accordance with section 46 of the Electricity Supply Act 1995.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
Environmental Planning and Assessment Act 1979		
Function Code	Function Description	Delegated / Sub-delegated To
EPA Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023
EPA Act 001 LEP Planning Proposals	Authority to carry out the steps associated with the making of a local environmental plan, as the planning proposal authority, including preparing a planning proposal, requiring the owner to carry out studies or provide other information or pay the costs of the authority, carrying out community consultation and forwarding a planning proposal to the Minister (or the Greater Sydney Commission), in accordance with Part 3, Division 3.4 of the EP&A Act.	Planning Assistant - 07/08/2023 General Manager - 28/03/2023 Projects Planner - 24/04/2023
EPA Act 002 Prepare DCP	Authority to prepare, on behalf of the council as the relevant planning authority, a development control plan in accordance with Division 3.6.	Planning Assistant - 07/08/2023 A General Manager - 28/03/2023 Projects Planner - 24/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
EPA Act 004A Evaluation of DA	Authority to carry out all functions of the council as consent authority associated with the administration and evaluation of an application for development consent associated with the administration and assessment of an application for development consent.	Planning Assistant - 07/08/2023 General Manager - 28/03/2023 Projects Planner - 24/04/2023 Building Surveyor - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023 Development Compliance Officer - 01/08/2023
EPA Act 004B Determination of DA	Authority to carry out the functions of the council as consent authority associated with the determination of an application for development consent and associated functions.	Planning Assistant - 07/08/2023 General Manager - 28/03/2023 Projects Planner - 24/04/2023 Building Surveyor - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023
EPA Act 005 Determinations and decisions subject to review	Authority to conduct a review of a determination of an application for development consent, the modification of a development consent and the decision of a council to reject and not determine an application for development consent.	General Manager - 28/03/2023
EPA Act 007 Complying Development	Authority to evaluate and determine an application for complying development in accordance with section 4.28 and modification of a complying development certificate in accordance with section 4.30.	General Manager - 28/03/2023 Building Surveyor - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023
EPA Act 009 Extension of lapsing period	Authority to determine an application for a 1-year extension of a consent in accordance with section 4.54.	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
EPA Act 010 Voluntary Planning Agreements	Authority to enter into, or agree to the revocation or amendment of, a voluntary planning agreement in accordance with Division 7.1, Subdivision 2. Authority to execute Voluntary Planning Agreements on behalf of Council where agreement approved by council resolution	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
EPA Act 011 Developer Contributions	Authority to impose conditions of development consent imposing developer contributions	Planning Assistant - 07/08/2023 General Manager - 28/03/2023 Building Surveyor - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023 Development Compliance Officer - 01/08/2023
EPA Act 012 Preparation of contributions plan	Authority to prepare a draft contributions plan in accordance with section 7.18	Planning Assistant - 07/08/2023 General Manager - 28/03/2023
EPA Act 013 Application for Modification	Authority to determine an application for modification of a consent, in accordance with section 4.55 or 4.56 and to form the opinion that a modification is of minimal environmental impact.	Planning Assistant - 07/08/2023 General Manager - 28/03/2023 Building Surveyor - 01/08/2023 Development Compliance Officer - 01/08/2023
EPA Act 015 Revocation or modification of consent	Authority to revoke or modify a development consent in accordance with section 4.57.	General Manager - 28/03/2023
EPA Act 016 Building and Subdivision Certificates	Authority to issue Part 6 Certificates in accordance with Part 6 of the EP&A Act and all associated and ancillary functions including to require additional information.	General Manager - 28/03/2023 Building Surveyor - 01/08/2023 Chief Engineer - 04/04/2023 Regulatory Co-Ordinator - 04/04/2023
EPA Act 017 Principal Certifier	Authority to act on behalf of the council as the principal certifier appointed in respect of building or subdivision work under Part 6.	General Manager - 28/03/2023 Building Surveyor - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
EPA Act 018 Agreement as to work	Authority to reach agreement on behalf of the consent authority with an applicant for a subdivision certificate in circumstances where the work has not yet been completed, in accordance with section 6.15(2)(c).	General Manager - 28/03/2023 Chief Engineer - 04/04/2023
EPA Act 019 Part 5 consideration	Authority, on behalf of the council as the determining authority in relation to an activity under Part 5, to examine and take into account to the fullest extent possible all matters affecting or likely to affect the environment by reason of that activity in accordance with section 5.5 and Part 7 of the Biodiversity Conservation Act 2016.	Planning Assistant - 07/08/2023 General Manager - 28/03/2023 Chief Engineer - 04/04/2023
EPA Act 020 Activities for which EIS required	Authority to determine whether to grant an approval in relation to an activity to which Division 5.1 Subdivision 3 (where an EIS is required) applies.	General Manager - 28/03/2023
EPA Act 021 Appointment of Investigation Officers	Authority to appoint a person as a Council Investigation Officer for the purposes of Division 9.2 and to authorise a person to be an Authorised Person for the purposes of section 9.58 (Penalty notices as to certain offences).	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
EPA Act 022 Investigation Authority powers	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions as an "investigation authority" under Division 9.2, including: Authority to give the owner or occupier of premises written notice of the intention of an investigation officer to enter the premises, in accordance with section 9.17. Authority to authorise in writing (either generally on in a particular case) entry without notice if entry is required urgently in accordance with section 9.17(4)(d). Authority to give notice that an investigation officer used force for the purpose of gaining entry to premises in accordance with section 9.21(2). Authority to require a corporation to nominate a director or officer of the corporation in accordance with section 9.23(2). Authority to give the owner or occupier of premises written notice requiring the owner/occupier to provide reasonable assistance and facilities to an investigation officer in accordance with section 9.27. Authority to recover the reasonable costs of entry and inspection from the owner or occupier of the premises in accordance with section 9.29.	Planning Assistant - 07/08/2023 General Manager - 28/03/2023 Ranger - 24/04/2023 Building Surveyor - 01/08/2023 Chief Engineer - 04/04/2023 Senior Ranger - 04/09/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023 Senior Environmental Health Officer - 31/07/2023 Development Compliance Officer - 01/08/2023 Sustainability Officer - 01/08/2023
EPA Act 026 Settlement of disputes	Authority to submit a dispute to the Premier or the Minister for Planning and Infrastructure for settlement in accordance with section 10.2	General Manager - 28/03/2023
EPA Act 027 Development Control Orders	Authority to exercise Council's functions under Division 9.3 and Schedule 5 as the relevant enforcement authority in relation to Development Control Orders.	General Manager - 28/03/2023 Ranger - 24/04/2023 Building Surveyor - 01/08/2023 Senior Ranger - 04/09/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023 Senior Environmental Health Officer - 31/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
EPA Act 031 Development Control Orders (representations and determinations)	Authority to hear and consider representations as a nominated person and determine to give an order in accordance with the proposed order or in accordance with modification or not to give an order.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023
EPA Act 033 Compliance Cost Notices	Authority on behalf of the relevant enforcement authority that gives a Development Control Order to serve on the other person a compliance cost notice and to recover any unpaid amount as a debt in accordance with Schedule 5, clause 37.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023 Senior Environmental Health Officer - 31/07/2023
EPA Act 035 Enforcement of orders by cessation of utilities	Authority to make application, or instruct the Council's lawyers, to make an application, to the Local Court or the Land & Environment Court for an order directing that a provider of water, electricity or gas to cease to provide those services	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
EPA Act 036 Restraint of breaches	Authority to commence and conduct court proceedings to remedy or restrain a breach of the EP&A Act, in accordance with section 9.45.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023
EPA Act 037 Proceedings for offences	Authority to commence and conduct proceedings for an offence against the EP&A Act or Regulations in accordance with section 9.57	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023
EPA Act 039 Planning Certificates	Authority to issue a planning certificate in accordance with section 10.7 of the EP&A Act.	Planning Assistant - 07/08/2023 Administration Officer - 15/11/2023 General Manager - 28/03/2023 Projects Planner - 24/04/2023 Administration Officer - 15/11/2023

Function Code	Function Description	Delegated / Sub-delegated To
EPA Act 040 Building Certificates	Authority to determine an application for building information certificate.	General Manager - 28/03/2023 Building Surveyor - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023
EPA Act 041 Imposition of Conditions	Authority to accept payment of security, by way of either a deposit or bank guarantee, authorise the drawing of any monies paid as security and authorise the release of any payment of security by an applicant pursuant to a condition of development consent imposed	General Manager - 28/03/2023
EPA Act 042 Special Infrastructure Contributions	Authority to seek the consent of the Minister to accept, and to accept, the dedication of land or provision of material public benefit in satisfaction of a special infrastructure contribution condition imposed by the Minister	General Manager - 28/03/2023
EPA Act 043 Local infrastructure contributions	Authority to accept the dedication of land or the provision of a material public benefit in part or full satisfaction of a condition imposed under section 7.11(1) or (3) and to determine applications for refunds of, or credit for contributions or levies imposed as conditions of development consent.	General Manager - 28/03/2023
EPA Act 044 Revocation or regrant of development consents after order of Court	Authority to revoke a development consent to which an order of suspension applies, and to regrant the consent.	General Manager - 28/03/2023
EPA Act 045 Paper Subdivisions	Authority to carry out all delegable functions of the council as a relevant authority designated by a subdivision order	General Manager - 28/03/2023 Projects Planner - 24/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
EPA ACT 046 Enforcement of undertakings	Authority to recommend that the Planning Secretary accept an undertaking that the planning authority has negotiated.	General Manager - 28/03/2023 Projects Planner - 24/04/2023 Corporate Lawyer - 16/01/2024
EPA Act 047 Variations to development standards	Authority to assume the concurrence of the Secretary of the Department of Planning and Environment under clause 4.6(4)(b) of the Standard Instrument - Principal Local Environmental Plan, in accordance with the Notice issued by the Secretary dated 21 February 2018 which is attached to Planning Circular PS18-003.	General Manager - 28/03/2023
EPA Act 048 Local Strategic Planning Statement	Authority to prepare, on behalf of the council, a Local Strategic Planning Statement in respect of its area.	Planning Assistant - 07/08/2023 General Manager - 28/03/2023 Projects Planner - 24/04/2023
Environmental Planning and Assessment Regulation 2021		
Function Code	Function Description	Delegated / Sub-delegated To
EPA Reg 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Regulation in force and as amended from time to time.	Planning Assistant - 07/08/2023 Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023
EPA Reg 001 Costs and expenses of studies	Authority to negotiate and sign an agreement on behalf of the council as the relevant planning authority with a person who requests the preparation of a planning proposal for the payment of the costs and expenses incurred by the authority in undertaking studies and other matters required in relation to the planning proposal.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
EPA Reg 002 Notice of voluntary surrender	Authority to carry out all functions of the Council as consent authority associated with the determination of a notice of voluntary surrender.	General Manager - 28/03/2023 Projects Planner - 24/04/2023 Regulatory Co-Ordinator - 04/04/2023 Development Compliance Officer - 01/08/2023
EPA Reg 003 Refund for withdrawal	Authority to refund to the applicant the whole or any part of any application fee paid in connection with an application what has been withdrawn.	General Manager - 28/03/2023 Projects Planner - 24/04/2023 Regulatory Co-Ordinator - 04/04/2023
EPA Reg 004 Additional information for Modification Application	Authority to request an applicant for modification of a development consent to provide the consent authority with additional information about the development that the consent authority considers necessary to properly consider the application for modification.	General Manager - 28/03/2023 Projects Planner - 24/04/2023 Regulatory Co-Ordinator - 04/04/2023
EPA Reg 005 Additional Information for DCP	Authority to request the owner of land to provide additional information for the purposes of making a development control plan (where an environmental planning instrument requires or permits such a plan to be prepared and submitted to the relevant planning authority under section 3.44 of the Act).	General Manager - 28/03/2023 Projects Planner - 24/04/2023 Regulatory Co-Ordinator - 04/04/2023
EPA Reg 006 Rejection of DA	Authority to reject a development application.	General Manager - 28/03/2023 Projects Planner - 24/04/2023 Regulatory Co-Ordinator - 04/04/2023
EPA Reg 007 Request for additional information	Authority to request the applicant for development consent to provide it with such additional information about the proposed development as it considers necessary to its proper consideration of the application	General Manager - 28/03/2023 Projects Planner - 24/04/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
EPA Reg 008 Amendment of DA	Authority to approve or reject to the amendment of a development application	General Manager - 28/03/2023 Projects Planner - 24/04/2023 Building Surveyor - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023
EPA Reg 009 Notice of DAs not required	Authority to decide to not comply with section 56 notice requirements in relation to an amended development application if the consent authority complied with section 56 before the application was amended and the Council considers the amended development application differs from the original development application in minor ways only.	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
Fines Act 1996		
Function Code	Function Description	Delegated / Sub-delegated To
Fines Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 Ranger - 24/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Ranger - 04/09/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
Fines Act 001 Internal Review	Authority to exercise the Council's functions as a reviewing agency under Part 3, Division 2A of the Fines Act 1996 including to decide not to conduct an internal review and take other such action as the delegate sees fit, in accordance with section 24B, conduct a review (provided the delegate was not involved in making the decision that is the subject of the review) in accordance with section 24C and 24E, serve a penalty reminder notice in accordance with section 24F, request additional information from the applicant in accordance with section 24D, give an official caution in accordance with section 24G.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
Fire and Emergency Services Levy Act 2017		
Function Code	Function Description	Delegated / Sub-delegated To
FESL Act 000 All Functions	Authority to exercise and or perform on behalf of the Council the Council's delegable functions under this Act and Regulations in force and amended from time to time.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023
FESL Act 001 Classification of land for levy	Authority to act on behalf of the Council to classify and sub-classify parcels of land in the council area, including in response to an application for classification or review and in response to zoning and change in use, to approve the form and manner of a change of circumstances under section 73(4), waive or refund part of the fixed component of the levy charged in respect of a parcel of land situated in more than one area under section 75(3) and to respond to or defend appeals in the Land and Environment Court, in accordance with Part 5 of the Fire and Emergency Services Levy Act 2017.	General Manager - 28/03/2023
FESL Act 002 Recovery of levy	Authority to act on behalf of Council to recover a levy payable to council under section 89 and to enter into an arrangement with the Chief Commissioner under section 91.	General Manager - 28/03/2023

Fisheries Management Act 1994

Function Code	Function Description	Delegated / Sub-delegated To
FM Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
FM Act 001 Access ways over leased areas	Authority (where a leased area is vested in the council) to exercise the functions of the Minister under section 175 to determine an application for an access way over a leased area.	Manager Works - 16/08/2023 General Manager - 28/03/2023
FM Act 003 Notify Minister	Authority to notify Minister of function proposed to be exercised inconsistent with habitat protection plan	General Manager - 28/03/2023
FM Act 004 Dredging and Reclamation work	Authority to apply for a permit to carry out dredging or reclamation work from the Minister and if dissatisfied, appeal such a decision to the Land and Environment Court.	Manager Works - 16/08/2023 General Manager - 28/03/2023
FM Act 005 Notify Minister	Authority to notify Minister of proposed construction or alteration to dam, weir etc	General Manager - 28/03/2023
FM Act 006 Make submissions	Authority to make submissions in respect of critical habitat identifications	Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023 Sustainability Officer - 01/08/2023

Fluoridation of Public Water Supplies Act 1957

Function Code	Function Description	Delegated / Sub-delegated To
FPWS Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
FPWS Act 001 Fluoridation of public water supplies	Authority to carry out the council's functions under the Fluoridation of Public Water Supplies Act 1957 and Fluoridation of Public Water Supplies Regulation 2022 including authority to apply to the Secretary of the Department of Health for approval to add fluorine to any public water supply under Councils control and to allow a qualified operator to add fluorine to such water supply in accordance with such approval or direction, the Act and Regulation.	General Manager - 28/03/2023

Food Act 2003

Function Code	Function Description	Delegated / Sub-delegated To
Food Act 006 Food Safety Programs	Priority classification system and frequency of auditing: authority to determine the priority classification of individual food businesses for the purposes of any food safety program, and to determine the frequency of auditing of any food safety programs.	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
Food Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Senior Environmental Health Officer - 31/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
Food Act 001 Seized items	Authority to deal with items seized by an authorised officer, in accordance with Part 4 Division 2.	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
Food Act 002 Prohibition Notice and Certificate of Clearance	Authority to serve a prohibition notice or give a certificate of clearance in accordance with section 60	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
Food Act 003 Compensation	Authority to determine an application for compensation in relation to a prohibition order and, if it is determined to grant compensation, to authorise the payment of such compensation in accordance with section 66	General Manager - 28/03/2023
Food Act 004 Fees and charges	Authority to exercise the powers of the Council in its capacity as enforcement agency in relation to fees and charges, being to waive the requirement to pay a fee, or extend the time for payment of a fee, in respect of an improvement notice in accordance with section 66AA of the Food Act 2003, to increase the charge or reduce or waive payment of a charge in accordance with clause 14(4), and to issue a notice imposing an annual administration charge, extend the time for payment of the charge or reduce or waive payment of the charge, in accordance with clause 15 of the Food Regulation 2015.	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
Food Act 005 Appointment of Authorised Officer	Authority for an enforcement agency to appoint a person as an authorised officer if the enforcement agency considers the person has appropriate qualifications or experience to exercise the functions of an authorised officer.	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
Food Act 007 Court proceedings	Authority to act in relation to proceedings to review a decision to refuse a certificate of clearance.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023
Food Act 008 Institute proceedings	Authority to institute and carry on proceedings for an offence against the Food Act 2003 or the regulations.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023
Food Act 009 Authority to Sub- Delegate	Authority to sub-delegate a function of the Food Authority delegated by the Food Authority if authorised in writing to do so by the Food Authority.	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
Food Act 010 Delegated Powers	Authority for an Authorised Officer to carry out any function of the NSW Food Authority delegated and sub-delegated in accordance with section 109E.	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
Food Act 011 Consent to Delegation	Authority to provide consent in writing to the Food Authority to the delegation of a function(s) of the NSW Food Authority.	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
Food Act 012 Appointment of Authorised Officer	Authority to appoint a person as an Authorised Officer for the purposes of the Food Act 2003 and provide each Authorised Officer appointed with a certificate of authority as an Authorised Officer under section 115.	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
Food Act 013 Legal Proceedings	Authority to commence proceedings for an offence under the Food Act or Regulations	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023

Game and Feral Animal Control Act 2002

Function Code	Function Description	Delegated / Sub-delegated To
GFAC Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
GFAC Act 001 Recommending land be available for hunting	Authority to make recommendations in respect of land under control of council	General Manager - 28/03/2023

Gas Supply Act 1996

Function Code	Function Description	Delegated / Sub-delegated To
GS Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
GS Act 001 Damage to be made good	Authority to require a network operator to make good any damaged caused by the network operator to a public road or public reserve, carry out or arrange for the work to be carried out if the network operator fails to carry out appropriate work in accordance with any such requirement, and recover any costs incurred in accordance with section 48.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Function Code	Function Description	Delegated / Sub-delegated To
GS Act 002 Make submissions	Authority to make submissions in respect of proposed gas works	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
Geographical Names Act 1966		
Function Code	Function Description	Delegated / Sub-delegated To
GN Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director – Environment & Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023
GN Act 001 Make submissions	Authority to make submissions to the Board in respect of proposed names or changes to names	Planning Assistant - 07/08/2023 Projects Planner - 24/04/2023 General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Government Information (Public Access) Act 2009		
Function Code	Function Description	Delegated / Sub-delegated To
GIPA Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director Corporate Services & Chief Financial Officer - 09/01/2023 Director - Environment and Planning - 17/04/2023 Acting Chief Financial Officer - 31/03/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
GIPA Act 001 Overriding Public Interest Against Disclosure	Authority to decide whether there is an overriding public interest against disclosure for the purposes of sections 6-9, 32(1)(d), 58(1)(d) and (f)	General Manager - 28/03/2023
GIPA Act 002 Authorised Proactive release of information	Authority to make any government information held by the council publicly available unless there is an overriding public interest against disclosure of the information.	General Manager - 28/03/2023
GIPA Act 003 Informal release of information	Authority to release government information held by it to a person in response to an informal request by the person (that is, a request that is not an access application) unless there is an overriding public interest against disclosure of the information.	General Manager - 28/03/2023
GIPA Act 004 Validity of application	Authority to decide whether the application is a valid access application and notify the applicant of its decision in accordance with sections 51, 51A and 52	General Manager - 28/03/2023
GIPA Act 005 Consultation	Authority to consult with a person before providing access to information relating to the person and decide whether information about a person consulted under this section is likely to be included in the agency's disclosure for the purposes of giving a written notice to the person, in accordance with section 54	General Manager - 28/03/2023
GIPA Act 006 Personal factors of the application	Authority to require an applicant to provide evidence concerning any personal factors of the application that were relevant to a decision by the agency that there was not an overriding public interest against disclosure of the information.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
GIPA Act 007 Deciding access applications	Authority to decide an access application and give the applicant notice of the decision in accordance with section 9 and Part 4, Division 4 (sections 57 – 63).	General Manager - 28/03/2023
GIPA Act 008 Processing charge	<p>Authority to carry out the functions of the Council as an agency under the Government Information (Public Access) Act 2009 which are provided for in Part 4, Division 5 (sections 64-71) of the Government Information (Public Access) Act 2009 in accordance with those sections, including the following functions:</p> <ul style="list-style-type: none"> • To impose or waive a processing charge, or discounted processing charge, for dealing with an access application, • to require the applicant to make an advance payment of a processing charge • to refuse to deal further with an access application if the applicant has failed to pay an advance deposit within the time required for payment. 	General Manager - 28/03/2023
GIPA Act 009 Deferral of access	Authority to defer access to information where the Council has decided to provide access in response to an access application, in accordance with section 78.	General Manager - 28/03/2023
GIPA Act 010 Application for Internal review	Authority to agree to accept an application for internal review out of time.	General Manager - 28/03/2023
GIPA Act 011 Conduct of Internal Review	Authority to determine an application for internal review of a decision of the Council and give the applicant notice of the decision in accordance with Part 5, Division 2.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
GIPA Act 012 Review by Information Commissioner	Authority, pursuant to a recommendation by the Information Commissioner, to reconsider a decision and make a new decision in accordance with section 93.	General Manager - 28/03/2023
GIPA Act 013 Waiver, reduction or refund of fees and charges	Authority to waive, reduce or refund any fee or charge payable or paid under the Government Information (Public Access) Act 2009 in any case that the delegate thinks appropriate.	General Manager - 28/03/2023
GIPA Act 014 Confidential information in register	Authority to decide whether or not to include information in the register	General Manager - 28/03/2023

Graffiti Control Act 2008

Function Code	Function Description	Delegated / Sub-delegated To
GC Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Commercial Property Co-Ordinator - 17/04/2023 Manager Works - 16/08/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Project Manager - Property & Building Services - 21/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
GC Act 001 Graffiti Removal Work	Authority to carry out graffiti removal work with consent of owner or occupier of private land or without such consent where graffiti visible from public place.	General Manager - 28/03/2023
Growth Centres (Development Corporations) Act 1974		
Function Code	Function Description	Delegated / Sub-delegated To
GCDC Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023
GCDC Act 001 Agreements	Authority to negotiate an agreement with a development corporation in accordance with section 19 or 30.	General Manager - 28/03/2023
GCDC Act 002 Disputes	Authority to submit a dispute between the council and a development corporation to the Minister for Planning & Infrastructure in accordance with section 32.	General Manager - 28/03/2023
Heavy Vehicle National Law (NSW) and Heavy Vehicle (Adoption of National Law) Act 2013		
Function Code	Function Description	Delegated / Sub-delegated To
HV Act 000 All Functions	All functions - Authority to exercise and/or perform on behalf of Council as the "road manager" the Council's delegable Functions under the this Act and the Regulations in force and as amended from time to time.	Manager Works - 16/08/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description			Delegated / Sub-delegated To
HV Act 001 Mass or Dimension Exemption Permit	Authority to exercise or perform the functions in Column 2, subject to the limitations in Column 3:			Technical Officer - Works Quality - 25/09/2023 General Manager - 28/03/2023 Technical Officer - Assets - 25/09/2023
	Column 1 - Reference	Column 2 - Function	Column 3 - Limitation	
	Part 4.5 Division 3 - Exemptions by permit	All functions of the Regulator in respect of the issue of or refusal to issue a mass or dimensional exemption (permit) under this Division.	The delegate may only exercise functions in respect of a road for which the delegate is the Road Manager.	
	Part 4.7 Division 4 - Amendment, cancellation or suspension of mass or dimension authority granted by permit.	All functions of the Regulator in respect of the amendment, cancellation or suspension of a mass or dimension exemption (permit) under this Division.	The delegate may only exercise functions in respect of a road for which the delegate is the Road Manager.	
	Part 4.7 Division 5 - Provisions about permits for mass or dimension authorities	All functions of the Regulator in respect of the return or replacement of a mass or dimension exemption (permit) under this Division.	The delegate may only exercise functions in respect of a road for which the delegate is the Road Manager.	
The Instrument of Delegation specifies that the Delegate may subdelegate these functions to suitably qualified persons for the purpose of giving effect to the National Law in NSW.				

Heritage Act 1977

Function Code	Function Description	Delegated / Sub-delegated To
Heritage Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023
Heritage Act 001 Interim heritage orders	Authority (where authorised by the Minister for Heritage in accordance with section 25) to make an interim heritage order for a place, building, etc in the council's area that the delegate considers may, on further inquiry or investigation, be found to be of local heritage significance, and that the delegate considers is being or is likely to be harmed, in accordance with Part 3 of the Heritage Act 1977. Authority to revoke an interim heritage order in accordance with section 29(4)	General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023
Heritage Act 002 Exemption from approval	Authority to grant an exemption from section 57(1) by causing an order to be published in the government gazette	General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023
Heritage Act 003 Applications for approval	Authority to give public notice of, and determine, an application for approval in relation to an item of environmental heritage in accordance with Part 4, Division 3, and to modify an approval in accordance with section 65A	Planning Assistant - 07/08/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023
Heritage Act 004 Request Heritage Council	Authority to recommend to Minister listing of item on State Register	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
Heritage Act 005 Make submissions to Heritage Council	Authority to make submissions to Heritage Council on proposed recommendation for listing of item on State Register	General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023
Heritage Act 006 Request Heritage Council	Authority to recommend to Minister removal of listing of item on State Register and make submissions to Heritage Council in respect of a proposed recommendation to remove listing of item	General Manager - 28/03/2023
Heritage Act 007 Make submissions to Heritage Council	Authority to make submissions to Heritage Council regarding item of environmental heritage worthy of conservation	General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023
Heritage Act 008 Refer a submission	Authority to refer a submission objecting to identification of item as of heritage significance in local environmental plan to a panel	Planning Assistant - 07/08/2023 General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023

Heritage Regulation 2012

Function Code	Function Description	Delegated / Sub-delegated To
Heritage Reg 001 Request additional information	Authority to request the applicant of an application for approval in respect of an interim heritage order made by the Council to provide additional information necessary to properly consider the application.	Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 General Manager - 28/03/2023

Holiday Parks (Long-term Casual Occupation) Act 2002

Function Code	Function Description	Delegated / Sub-delegated To
HPLTCO Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
HPLTCO Act 001 All functions	Authority to exercise and/or perform all functions of the council as park owner	General Manager - 28/03/2023

Housing Act 2001

Function Code	Function Description	Delegated / Sub-delegated To
Housing Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
Housing Act 001 Enter into arrangements etc	Authority to enter into arrangements or agreements with corporation	General Manager - 28/03/2023

Hunter Water Act 1991

Function Code	Function Description	Delegated / Sub-delegated To
HW Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
HW Act 001 Damage by Hunter Water	Authority to require Hunter Water to make good any damage caused to a public road or public reserve by any work carried out by Hunter Water, to carry out such work if Hunter Water fails to carry out appropriate work in accordance with any such requirement, and to recover the costs of carrying out the work.	Asset Manager - Water & Wastewater - 07/02/2022 General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
HW Act 002 Notify Hunter Water of application	Authority to notify Hunter Water of application which may damage or interfere with Corporation's works, adversely affect Corporation's operations, or quality of water	General Manager - 28/03/2023
Impounding Act 1993 (Repealed)		
Function Code	Function Description	Delegated / Sub-delegated To
Imp Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
Imp Act 001 Appointment of Impounding Officer	Authority to appoint a person as an impounding officer within the meaning of the Impounding Act 1993	General Manager - 28/03/2023
Imp Act 002 Functions of an Impounding Authority	Authority to carry out the functions of the Council as an impounding authority in relation to how impounded items are to be dealt with	General Manager - 28/03/2023
Imp Act 003 Court proceedings	Authority to represent the Council in relation to appeals against proceedings for offences, applications for review to the Administrative Decisions Tribunal.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
Imp Act 004 Authorisation of Authorised Person	Authority to authorise a person with special powers to destroy animals.	General Manager - 28/03/2023
Inclosed Lands Protection Act 1901		
Function Code	Function Description	Delegated / Sub-delegated To
ILP Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
ILP Act 001 Request	Authority to request person to leave inclosed land owned or occupied by Council	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Regulatory Co-Ordinator - 04/04/2023
ILP Act 002 Destroy animal	Authority to destroy goat trespassing on inclosed land owned or occupied by Council	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
ILP Act 003 Unlawful re- entry on inclosed lands	Authority to give a re-entry prohibition as the responsible authority for an organised event in accordance with section 4AA of the <i>Inclosed Lands Protection Act 1901</i> .	General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023

Independent Pricing and Regulatory Tribunal Act 1992

Function Code	Function Description	Delegated / Sub-delegated To
IPART Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
IPART Act 001 Arrangements with other entities	Authority to enter into arrangement with Tribunal for provision of assistance to or by the Tribunal	General Manager - 28/03/2023
IPART Act 002 Provide information	Authority to provide information or make submissions to the Tribunal in connection with an investigation or report, or in connection with monitoring by the Tribunal	General Manager - 28/03/2023

Land Acquisition (Just Terms Compensation) Act 1991

Function Code	Function Description	Delegated / Sub-delegated To
LAJTC Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023 Director - Property & Place - 17/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
LAJTC Act 001 Land Acquisition	Authority to carry out the functions of the council as an authority of the State under the Land Acquisition (Just Terms Compensation) Act 1991, subject to a council resolution to compulsorily acquire land including an interest in land.	General Manager - 28/03/2023 Technical Officer - Traffic & Roads - 25/09/2023

Land and Environment Court Act 1979

Function Code	Function Description	Delegated / Sub-delegated To
LEC Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
LEC Act 001 Conciliation Conferences	Authority to reach agreement on behalf of the Council in a conciliation conference in Class 1, 2 or 3 proceedings in the Land and Environment Court.	General Manager - 28/03/2023
LEC Act 002 Conciliation Conferences	Authority to give consent, on behalf of the Council, to a Commissioner disposing of Class 1, 2 or 3 proceedings in the Land & Environment Court after terminating a conciliation conference.	General Manager - 28/03/2023

Library Act 1939

Function Code	Function Description	Delegated / Sub-delegated To
Library Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Head Librarian - 09/11/2023 Director - Community & Economy - 26/06/2023 General Manager - 28/03/2023
Library Act 001 Library Committee	Authority to provide, or arrange for the provision of services in relation to the provision, control and management of libraries, library services and information services	General Manager - 28/03/2023 Manager - Community Services - 18/04/2023
Library Act 002 Enter into agreements and arrangements	Authority to enter into agreements or arrangements with other local authorities	General Manager - 28/03/2023
Library Act 003 Subsidy	Authority to apply to the Library Council of NSW for a subsidy in accordance with section 13	General Manager - 28/03/2023 Manager - Community Services - 18/04/2023

Library Regulation 2018

Function Code	Function Description	Delegated / Sub-delegated To
Library Reg 001 Registration, Rules and determining value	Authority to: a) determine the procedure for registration of library borrowers in accordance with clause 5(2) of the Regulation; b) to refuse an application and cancel a person's registration as a borrower in accordance with clause 5(3) of the Regulation; c) to make rules to regulate the use of a council's local libraries in accordance with clause 6 of the Regulation; d) to determine the value of library material or series in accordance with clause 7 of the Regulation.	Head Librarian - 09/11/2023 Director - Community & Economy - 26/06/2023 General Manager - 28/03/2023 Manager - Community Services - 18/04/2023
Library Reg 002 Library users may be directed to leave	Authority to determine the maximum period for which a person may be excluded from the library in accordance with clause 17(3) of the Regulation	Head Librarian - 09/11/2023 Director - Community & Economy - 26/06/2023 General Manager - 28/03/2023 Manager - Community Services - 18/04/2023

Liquor Act 2007 and Liquor Regulation 2008

Function Code	Function Description	Delegated / Sub-delegated To
Liq Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
Liq Act 001 Authorise Complainant	Authority to authorise a person as a complainant in relation to a licensed premises for the purposes of section 79.	General Manager - 28/03/2023
Liq Act 002 Submission re Late Hour Entry Declaration	Authority to make a submission to the Director-General in relation to a proposed late hour entry declaration or variation or revocation of a late hour entry declaration.	General Manager - 28/03/2023
Liq Act 003 Making a complaint	Authority to make a complaint on behalf of the council as the local consent authority for a licenced premises in relation to a licensee, manager or close associate of a licensee to the Authority in accordance with section 139.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023 Projects Planner - 24/04/2023 Regulatory Co-Ordinator - 04/04/2023
Liq Act 004 Written notice to the Secretary re complaints	Authority to give written notice to the Secretary that Council, as the local consent authority for the licensed premises, will be dealing with complaints of a type prescribed by the regulations.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023

Local Government (General) Regulation 2021

Function Code	Function Description	Delegated / Sub-delegated To
LG Reg 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Regulation in force and as amended from time to time.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Reg 001 Act as appropriate person	Authority to act as an appropriate person, within the meaning of clause 164 of the Local Government (General) Regulation 2021, to receive or deal with tenders submitted to Council.	Commercial Property Co-Ordinator - 17/04/2023 Head Librarian - 09/11/2023 Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Projects Planner - 24/04/2023 Director - Property & Place - 17/04/2023 Building Surveyor - 01/08/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Regulatory Co-Ordinator - 04/04/2023 Project Manager - Property & Building Services - 21/04/2023
LG Reg 002 Decide method of tendering	Authority to decide, pursuant to clause 166 of the Local Government (General) Regulation 2021, the method of tendering to be used where Council is required to invite tenders in accordance with section 55 of the Local Government Act 1993.	Commercial Property Co-Ordinator - 17/04/2023 Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Project Manager - Property & Building Services - 21/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Reg 003 Expressions of Interest and Selective tendering	Authority to carry out all of a council's functions under, and in accordance with, clauses 168 (expressions of interest) and 169 (selective tendering method by which recognised contractors listed by council are invited to tender for particular kinds of proposed contracts) of the <i>Local Government (General) Regulation 2021</i> .	Commercial Property Co-Ordinator - 17/04/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Project Manager - Property & Building Services - 21/04/2023
LG Reg 004 Tenders	Authority to extend a deadline in a tender advertisement in accordance with cl.172 and to request or consent to a variation of a tender being made in accordance with cl.176(2).	Commercial Property Co-Ordinator - 17/04/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Project Manager - Property & Building Services - 21/04/2023
LG Reg 005 Water supply may be restricted	Authority to form an opinion that the available stored water or capacity of a water supply system is insufficient and publish a notice in accordance with s.137	General Manager - 28/03/2023
LG Reg 006 Erection of notices to indicate catchment districts	Authority to erect notices for indicating the boundaries of districts and directing attention to any prohibitions or restrictions.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Reg 007 Works constructed to serve 2 or more councils	Authority to agree the convenient point to supply water to another council.	General Manager - 28/03/2023
LG Reg 008 Fire hydrants	Authority to exercise and/or perform the Council's functions in relation to fire hydrants.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023
LG Reg 009 Inspection of pipes	Authority to inspect pipes and drains and measurement of water and sewage in accordance with cl. 143.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Building Surveyor - 01/08/2023 Director - Property & Place - 17/04/2023
LG Reg 010 Cutting off or restricting water supply	Authority to cut off or restrict the supply of water to premises and refuse to supply water to premises in accordance with cl.144(1) and (3)	Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023
LG Reg 011 New sewer or stormwater drain to be constructed if less costly	Authority to hold the belief in relation to the cost of existing sewers or stormwater drains and construct a new sewer or stormwater drain, and serve an order on the owners or occupiers of premises concerned, in accordance with cl.145.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Reg 012 Connections to council's sewerage system	Authority to carry out works and provide connections and impose a charge sufficient to meet the cost of the work or materials, in accordance with cl.146.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023
LG Reg 013 Premises to be connected to water supply	Authority to exercise and/or perform the Council's functions in relation to the connection of premises to water supply by an independent house service pipe.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023
LG Reg 014 Laying of house service pipes	Authority to authorise the laying of a house service pipe at a depth less than that required by the Plumbing Code of Australia.	General Manager - 28/03/2023
LG Reg 015 Security of water meters	Authority to require the owner of premises to protect a water meter, approve a lock and key, and require the key to be deposited with the Council.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023
LG Reg 016 Water meter for one premises	Authority to permit a meter to measure water supplied to a premises and another premises.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023
LG Reg 017 Hire of meters	Authority to enter into an agreement for the hire of a water meter from the Council.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023
LG Reg 018 Testing of meters	Authority to arrange for a water meter to be examined and tested, require an owner to rectify or replace a meter found to be defective and enter into a special contract to regulate the supply of water while a meter is being rectified or replaced.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Reg 019 Unmetered premises	Authority enter into a special contract or give permission for an occupier of unmetered premises to use water other than for domestic purposes.	General Manager - 28/03/2023
LG Reg 020 Acceptance of Tenders	Authority to accept a tender in accordance with clause 178 of the <i>Local Government (General) Regulation 2021</i> but not in respect of tenders to provide services currently provided by members of staff of the Council (s.377(1)(i)) <i>Local Government Act 1993</i>).	General Manager - 28/03/2023
Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021		
Function Code	Function Description	Delegated / Sub-delegated To
LG (M) Reg 001 Certificates of completion	Authority to issue a certificate of completion or a written notice that states why such a certificate is not being issued.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Building Surveyor - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023
LG (M) Reg 002 Approvals for manufactured home estates etc	Authority to grant an approval to operate a manufactured home estate, and to install a manufactured home and associated structures in a manufactured home estate in accordance with Part 2, Division 2 of the Regulation	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023 Building Surveyor - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023 Senior Environmental Health Officer - 31/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG (M) Reg 003 Approvals for caravan parks etc	Authority to grant an approval to operate a caravan park or camping ground, and to install a moveable dwelling and associated structures in accordance with Part 3, Division 2 of the Regulation	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Building Surveyor - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023 Senior Environmental Health Officer - 31/07/2023

Local Government Act 1993

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
LG Act 001 Certificate as to classification of land	Authority to issue a certificate stating the classification of public land	Finance Business Partner - 10/01/2024 Co-Ordinator - Development - 21/04/2023 Finance Manager - 11/01/2023 Senior Financial Accountant - 17/04/2023 General Manager - 28/03/2023 Financial Controller - 19/01/2024
LG Act 002 Leases etc in respect of community land	Authority to grant a lease, licence or other estate in respect of community land in accordance with Chapter 6, Part 2, Division 2 of the Local Government Act 1993 and Part 4, Division 3 of the Local Government (General) Regulation 2005	Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Project Manager - Property & Building Services - 21/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 003 Approvals	Authority to reject a unclear or illegible application for approval for an activity specified in the table to section 68, or to determine such an application, or an application to amend, extend, renew, revoke or modify such an approval and in determining such an application, to give directions in response to an objection.	Planning Assistant - 07/08/2023 Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 General Manager - 28/03/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023
LG Act 004 Mayor Functions	Authority to exercise and/or perform the role of the mayor.	General Manager - 28/03/2023
LG Act 005 Preparation of draft plans of management for community land	Authority to prepare a draft plan of management for community land in accordance with Chapter 6, Part 2, Division 2 of the Local Government Act 1993 and Part 4 of the Local Government (General) Regulation 2005	Director - Environment and Planning - 17/04/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Project Manager - Property & Building Services - 21/04/2023
LG Act 006 Environmental upgrade agreement	Authority to enter into, and amend, an environmental upgrade agreement on behalf of the council with a building owner and a finance provider in relation to a building in accordance with Part 2A of Chapter 6.	General Manager - 28/03/2023
LG Act 007 Power to levy environmental upgrade charge	Authority to levy an environmental upgrade charge in accordance with an environmental upgrade agreement.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 009 Private works	Authority to enter into an agreement with the owner or occupier of private land for the council to carry out works.	Manager Works - 16/08/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
LG Act 010 Fees	Authority to require payment of a further approved fee if an application is amended.	Director - Environment and Planning - 17/04/2023 Technical Officer - Works Quality - 25/09/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023
LG Act 011 Withdrawal of Applications	Authority to authorise a refund in respect of fees paid by an applicant in respect of an application for a Section 68 Activity approval which is withdrawn	Acting Chief Financial Officer - 31/03/2023 Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
LG Act 012 Review of determination of approvals	Authority to review the determination of an application for an approval for an activity in accordance with section 100	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Chief Engineer - 04/04/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 013 Approvals for Filming	Authority to exercise the functions of the council in relation to applications for filming proposals including to determine an application under section 115, determine any security deposit, bond, fee or charge in accordance with section 116 and the reject an application under section 117, in accordance with Chapter 7, Part 1, Division 4.	Director - Environment and Planning - 17/04/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Project Manager - Property & Building Services - 21/04/2023
LG Act 014 Orders	<p>Authority to exercise Council's functions under Chapter 7, Part 2 of the Local Government Act 1993 in relation to the making of orders including:</p> <ul style="list-style-type: none"> a) the giving of an Order under section 124; b) issue a notice of intention to give an order in accordance with section 132, c) hear and consider representations made in relation to a notice of intention to give an order, in accordance with section 133 d) determine to give, or not give, an order in accordance with section 135; e) accept or reject particulars of work in accordance with section 141; f) prepare or authorise the preparation of particulars of work and order the owner to carry out that work under section 141(3); g) recover from the owner expenses incurred in preparing particulars of work in accordance with section 141; h) modify an order in accordance with section 152; i) revoke an order in accordance with section 153. 	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Ranger - 24/04/2023 Projects Planner - 24/04/2023 General Manager - 28/03/2023 Senior Ranger - 04/09/2023 Corporate Lawyer - 16/01/2024 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 015 Abatement of Public Nuisances	Authority to take action to abate a public nuisance or order a person responsible for a public nuisance to abate it.	Head Librarian - 09/11/2023 Arts Centre Director - 07/08/2023 Aquatic Centres Manager - 07/08/2023 Director - Environment and Planning - 17/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Director - Community & Economy - 26/06/2023 Chief Engineer - 04/04/2023 Corporate Lawyer - 16/01/2024 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023 Manager - Community Services - 18/04/2023
LG Act 016 Local Policies	Authority to prepare a draft local policy for approvals and orders under sections 158 and 159.	Planning Assistant - 07/08/2023 Acting Chief Financial Officer - 31/03/2023 Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 017 Authorisation of Power of entry	Authority to authorise a council employee or other person to enter land in accordance with section 191, 191A and generally Chapter 8, Part 2 of the Local Government Act 1993.	Project Manager - 12/09/2023 Planning Assistant - 07/08/2023 Director - Environment and Planning - 17/04/2023 Manager Works - 16/08/2023 Technical Officer - Works Quality - 25/09/2023 Works Co-Ordinator - Civil - 12/01/2024 Co-Ordinator - Development - 21/04/2023 Ranger - 24/04/2023 Director - Property & Place - 17/04/2023 WHS Advisor - 29/01/2024 General Manager - 28/03/2023 Technical Officer - Traffic & Roads - 25/09/2023 Technical Officer - Assets - 25/09/2023 Works Co-Ordinator - Civil - 31/05/2023 Senior Ranger - 04/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023 WHS Co-Ordinator - 29/01/2024 Works Co-Ordinator - Parks - 24/04/2023
LG Act 018 Written Authority	Authority to issue a written authority to a person authorised, to enter premises	Planning Assistant - 07/08/2023 Director - Environment and Planning - 17/04/2023 Manager Works - 16/08/2023 Co-Ordinator - Development - 21/04/2023 Director - Property & Place - 17/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 019 Notice of entry	Authority to give written notice to the owner or occupier of the premises of the intention to enter the premises and authority to give notification of the use of force or urgent entry to such persons or authorities as appear to the delegate to be appropriate in the circumstances.	Project Manager - 12/09/2023 Planning Assistant - 07/08/2023 Director - Environment and Planning - 17/04/2023 Manager Works - 16/08/2023 Technical Officer - Works Quality - 25/09/2023 Works Co-Ordinator - Civil - 12/01/2024 Co-Ordinator - Development - 21/04/2023 Ranger - 24/04/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Technical Officer - Traffic & Roads - 25/09/2023 Technical Officer - Assets - 25/09/2023 Animal Shelter Co-Ordinator - 21/04/2023 Works Co-Ordinator - Civil - 31/05/2023 Senior Ranger - 04/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Senior Environmental Health Officer - 31/07/2023 Development Compliance Officer - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023 Works Co-Ordinator - Parks - 24/04/2023
LG Act 020 Recovery of costs of entry and inspection	Authority to recover the reasonable costs of the entry and inspection from the owner or occupier of the premises in accordance with section 197.	Director - Environment and Planning - 17/04/2023 Acting Chief Financial Officer - 31/03/2023 Co-Ordinator - Development - 21/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 020A Compensation for inspection damage	Authority to pay compensation for any damage caused by a person authorised to enter premises.	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 021 Appointment of Authorised Person	Authority to authorise an employee of a council as an authorised person, generally or specifically	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Finance Manager - 11/01/2023 General Manager - 28/03/2023 Financial Controller - 19/01/2024 Regulatory Co-Ordinator - 04/04/2023
LG Act 022 Temporary appointments	Authority to appoint a person to a position temporarily	Head Librarian - 09/11/2023 Acting Chief Financial Officer - 31/03/2023 Director - Environment and Planning - 17/04/2023 Finance Manager - 11/01/2023 General Manager - 28/03/2023 Director - Community & Economy - 26/06/2023 Co-Ordinator Community Partnerships - 12/01/2024 Manager - Roads, Drainage & Technical Services - 26/07/2023 Financial Controller - 19/01/2024 Manager - Community Services - 18/04/2023
LG Act 023 Insurance	Authority to make arrangements for the council's adequate insurance against public liability and professional liability in accordance with the regulations.	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 024 Categorisation of land for purposes of ordinary rates	Authority to determine and declare the categorisation of rateable land within the Council's area and to review a declaration.	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 025 Application for change of category	Authority to determine applications to change the category of rateable land	Acting Chief Financial Officer - 31/03/2023 Finance Manager - 11/01/2023 General Manager - 28/03/2023 Financial Controller - 19/01/2024
LG Act 026 Adjustment of rates following change in category	Authority to make an appropriate adjustment of rates paid or payable following a change in the category of rateable land	Acting Chief Financial Officer - 31/03/2023 Finance Manager - 11/01/2023 General Manager - 28/03/2023 Financial Controller - 19/01/2024
LG Act 027 Agreement as to periodical payment of rates and charges	Authority to write off or reduce interest accrued on rates or charges where a person complies with an agreement for the payment of rates or charges, pursuant to section 564 of the Local Government Act 1993 (NSW).	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 028 Write off rates, charges and accrued interest	Authority to write off rates, charges and accrued interest on rates and charges in accordance with section 567 of the <i>Local Government Act 1993</i> and clause 130 of the <i>Local Government (General) Regulation 2021</i>	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 029 Notice to occupier re unpaid rates	Authority to serve a notice on the occupier of land in relation to unpaid rates or charges in accordance with section 569 of the Local Government Act 1993	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 030 Liability of eligible pensioners	Authority to reduce a rate or charge in respect of land on which a dwelling is situated for an eligible pensioner in accordance with section 575 of the Local Government Act 1993	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 031 Extension of concession to avoid hardship	Authority to order that a person is taken to be an eligible pensioner in accordance with section 577(1) and to order that a person is taken to be solely liable in respect of the land on which the dwelling is situated in accordance with section 577(2)	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 032 Abandonment of pensioner rates and charges	Authority to waive or reduce rates, charges and interest due by any person prescribed by the regulations who is in receipt of a pension, benefit or allowance under the Social Security Act 1991 of the Commonwealth	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 033 Aggregation of parcels subject to a rate or charge	Authority to form the opinion to treat parcels as being a single parcel and levy a charge accordingly and to form the opinion to aggregate the land values of parcels and levy the rate on the aggregated land values.	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 034 Redetermination on partial change of circumstances	Authority to make a due adjustment to the rates payable, or apply the provisions postponing rates, as the delegate considers equitable in the circumstances, in accordance with section 598	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 035 Reduction of subsequent rate	Authority to verify the eligibility of the rateable person for a reduction in a subsequent rate as prescribed by the regulations and reduce the subsequent rate in accordance with section 599	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 036 Objection in respect of certain land vested in public bodies	Authority to object to the inclusion of a parcel of land in the list in accordance with section 600(6) of the Local Government Act 1993	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 037 Discretion to waive, reduce or defer payment of a rate	Authority to waive, reduce or defer the payment of the whole or any part of the increase in the amount of the rate payable by the ratepayer in such circumstances, for such period and subject to such conditions as the delegate thinks fit.	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 038 Certificate as to rates and charges	Authority to issue a certificate as to the amount (if any) due or payable to the council, by way of rates, charges or otherwise, in respect of a parcel of land in accordance with section 603.	Acting Chief Financial Officer - 31/03/2023 Finance Business Partner - 10/01/2024 General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 040 Operational Land	Authority to grant (and renew, vary, terminate and otherwise deal with) a lease or licence in relation to operational land.	Commercial Property Co-Ordinator - 17/04/2023 General Manager - 28/03/2023 Project Manager - Property & Building Services - 21/04/2023
LG Act 041 Waive or reduce fees	Authority to waive payment of, or reduce, a fee (whether expressed as an actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced.	Commercial Property Co-Ordinator - 17/04/2023 Head Librarian - 09/11/2023 Acting Chief Financial Officer - 31/03/2023 Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023 Project Manager - Property & Building Services - 21/04/2023 Manager - Community Services - 18/04/2023
LG Act 042 Investment of money	Authority to invest money that is not, for the time being, required by the Council for another purpose in accordance with section 625 and the current Ministerial Investment Order published in the Government Gazette.	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 043 Notices in Public Places	Authority to erect a notice in a public place in accordance with section 632 and in relation to bathing and other water-based recreational activities, in accordance with section 633.	General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
LG Act 044 Alcohol Prohibited Place	Authority to declare a public place as an alcohol prohibited place under section 632A(4).	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 045 Alcohol Free Zone	Authority to prepare a proposal for the establishment of an alcohol-free zone under section 644	General Manager - 28/03/2023
LG Act 046 Agreement re free parking area	Authority to execute an agreement on behalf of the Council with the owner of private land under which the land, or any part of the land, is set aside for use as a free parking area.	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 047 Request for name and address	Authority to request an occupier or manager of any premises or an agent of the owner of the premises to disclose the name and address of the owner of the premises or of the person receiving or authorised to receive the rents of the premises and of the manager or occupier of the premises.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Ranger - 24/04/2023 General Manager - 28/03/2023 Animal Shelter Co-Ordinator - 21/04/2023 Senior Ranger - 04/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023
LG Act 048 Remedy or restraint of breaches of LG Act	Authority to bring and conduct proceedings for the purpose of an order to remedy or restrain a breach of the Local Government Act 1993 in accordance with section 673.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 049 Failure to comply with order?carrying out of work by the council	Authority to do or arrange to be done through the Council's employees, contractors or agents, all such things as are necessary or convenient to give effect to the terms of an order issued by the Council including the carrying out of any work required by the order and recover expenses incurred in accordance with section 678 of the LG Act and otherwise give effect to the functions provided for in section 678	Director - Environment and Planning - 17/04/2023 Manager Works - 16/08/2023 Co-Ordinator - Development - 21/04/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Manager - Roads, Drainage & Technical Services - 26/07/2023 Project Manager - Property & Building Services - 21/04/2023 Regulatory Co-Ordinator - 04/04/2023
LG Act 050 Laying of informations	Authority to lay information in respect of any proceedings for an offence	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Manager - Roads, Drainage & Technical Services - 26/07/2023
LG Act 051 Appearance in local court	Authority for an employee of the council appointed in writing by the general manager to represent the council in all respects in proceedings in the local court and to institute and carry on any proceedings in the local court which the council is authorised to institute and carry on under the Local Government Act 1993.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Manager - Roads, Drainage & Technical Services - 26/07/2023 Regulatory Co-Ordinator - 04/04/2023
LG Act 052 Bankruptcy	Authority to represent Council and act on its behalf in any bankruptcy or winding up proceedings	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 053 Other remedies	<p>Authority to recover from the person:</p> <p>(a) any sum for damage sustained by it through the person's act or default, and</p> <p>(b) the costs and expenses incurred by it in remedying that damage, and</p> <p>(c) the value of anything wasted, misused or unlawfully consumed, diverted or taken by the person.</p>	<p>Head Librarian - 09/11/2023</p> <p>General Manager - 28/03/2023</p> <p>Corporate Lawyer - 16/01/2024</p>
LG Act 054 Suing for debts	Authority to recover a rate, charge, fee or other money due to the council under this Act or the regulations as a debt.	<p>General Manager - 28/03/2023</p> <p>Corporate Lawyer - 16/01/2024</p>
LG Act 055 Agreement as to compensation	Authority to agree with a claim for compensation under section 12(5) of the Graffiti Control Act 2008 or section 128 or 198 of this Act, in case of dispute, may by agreement between the council and the person claiming the compensation be referred to arbitration under the Commercial Arbitration Act 2010.	<p>General Manager - 28/03/2023</p> <p>Corporate Lawyer - 16/01/2024</p>
LG Act 056 Certificate as to notices	Authority to issue a certificate to an applicant as to whether there are any outstanding notices issued by the council under this Act in respect of any land within the council's area.	<p>Director - Environment and Planning - 17/04/2023</p> <p>Co-Ordinator - Development - 21/04/2023</p> <p>Projects Planner - 24/04/2023</p> <p>General Manager - 28/03/2023</p> <p>Corporate Lawyer - 16/01/2024</p> <p>Development Compliance Officer - 01/08/2023</p> <p>Regulatory Co-Ordinator - 04/04/2023</p>

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 057 Protection of privacy	Authority to determine a request made by a person that any material that is available (or is to be made available) for public inspection by or under that Act be prepared or amended so as to omit or remove any matter that would disclose or discloses the person's place of living if the person considers that the disclosure would place or places the personal safety of the person or the person's family at risk.	Acting Chief Financial Officer - 31/03/2023 Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 General Manager - 28/03/2023 Manager - Governance & Risk - 17/04/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023
LG Act 059 General Manager's functions	Authority to perform the functions of the General Manager, other than the power of delegation.	Acting General Manager - 11/01/2022 General Manager - 28/03/2023
LG Act 060 Water Supply etc Construction of works	Authority to apply to the Minister of Primary Industries for the Minister to construct works of water supply, sewerage or stormwater drainage under the Public Works Act 1912	Asset Manager - Water & Wastewater - 07/02/2022 General Manager - 28/03/2023
LG Act 061 Ownership of water supply, sewerage and stormwater drainage works	Authority to operate, repair, replace, maintain, remove, extend, expand, connect, disconnect, improve or do any other things that are necessary or appropriate to any of its works to ensure that, in the opinion of the person delegated this authority, the works are used in an efficient manner for the purposes for which the works were installed.	Manager Works - 16/08/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023
LG Act 062 Council works approval from Minister	Authority to apply to the Minister for Primary Industries to do works specified in s.60 of the Local Government Act 1993 and cl.138 of the Local Government (General) Regulation.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 063 Developer contributions for water management works	Authority to serve a notice on an applicant requiring the applicant to pay a contribution towards the cost of water management works and/or construct water management works in accordance with s306 <i>Water Management Act 2000</i> . Authority to be satisfied that a requirement has been complied with and to grant or refuse a certificate of compliance for development in accordance with 307 <i>Water Management Act 2000</i> .	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
LG Act 065 Parking Area Agreement	Authority to enter into an agreement with the owners corporation of a strata scheme or the association of a community, precinct or neighbourhood scheme in relation to a strata parking area or community scheme parking area.	General Manager - 28/03/2023
LG Act 066 Special entertainment precincts	If Council establishes a special entertainment precinct by amending its local environmental plan, authority to prepare a plan for regulating noise from amplified music from premises in the special entertainment precinct, publish it on Council's website, and notify the required persons.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
LG Act 067 Exempt land or bodies from water supply and sewerage special rates	Authority to exempt land or bodies from water supply special rates and sewerage special rates.	General Manager - 28/03/2023
LG Act 068 Concessions	Authority to carry out the council's functions in relation to concessions for pensions and other concessions from rates and charges.	General Manager - 28/03/2023
LG Act 069 Expenses of tracing persons	Authority to add to the amount of a rate or charge, any reasonable out-of-pocket expenses incurred in tracing the person liable to pay the rate or charge.	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
LG Act 39 Estimates of coastal protection charges	Authority to provide, on request, a person who would be liable to pay an annual charge for coastal protection services in relation to proposed coastal protection works with an estimate of the person's liability for that annual charge (if the council were to make such a charge) for each of the following 5 years, in accordance with section 606A.	General Manager - 28/03/2023
Local Government and Other Authorities (Superannuation) Act 1927		
Function Code	Function Description	Delegated / Sub-delegated To
LG (Super) Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023
Local Land Services Act 2013		
Function Code	Function Description	Delegated / Sub-delegated To
LLS 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023
LLS Act 001 Concurrence for a stock permit	Authority to provide the concurrence regarding the issuing of a stock permit in the case of a public road that is not a Crown road vested in the council.	Technical Officer - Works Quality - 25/09/2023 General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Major Events Act 2009

Function Code	Function Description	Delegated / Sub-delegated To
ME Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023 Director - Community & Economy - 26/06/2023 Co-Ordinator Community Partnerships - 12/01/2024
ME Act 001 Functions	Authority to exercise and/or perform Council's functions as a government agency	General Manager - 28/03/2023 Manager - Community Services - 18/04/2023

Marine Estate Management Act 2014

Function Code	Function Description	Delegated / Sub-delegated To
MEM Act 001 Consent to declaration of aquatic reserve	Authority to consent to declaration of aquatic reserve in the case of public water land vested in council	General Manager - 28/03/2023

Ombudsman Act 1974

Function Code	Function Description	Delegated / Sub-delegated To
Ombudsmans Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023 Corporate Lawyer - 16/01/2024
Ombudsmans Act 001 Complaints	Authority to complain to the Ombudsman about the conduct of a public authority in accordance with section 12	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023

Passenger Transport (General) Regulation 2017

Function Code	Function Description	Delegated / Sub-delegated To
PT Reg 001 Appointment of bus stops	Authority to approve, on behalf of the Council as a roads authority for the road concerned, the appointment of bus stops in accordance with clause 104 of the <i>Passenger Transport (General) Regulation 2017</i> .	General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Pesticides Act 1999

Function Code	Function Description	Delegated / Sub-delegated To
Pesticides Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
Pesticides Act 001 Clean up action	Authority, where the council is advised by the EPA, or where the delegate reasonably suspects that any pesticide pollution is occurring or has occurred, to take or authorise such clean-up action as the delegate considers necessary in accordance with section 20, issue a compliance cost notice in relation to such action in accordance with section 28, recover any unpaid amounts specified in a compliance costs notice as a debt in accordance with section 29 and apply for a compliance cost notice to be registered as a charge on the land to which it relates in accordance with section 30.	General Manager - 28/03/2023
Pesticides Act 002 Power of Entry	Authority to authorise a person to enter premises for the purpose of exercising the council's functions under Part 3 of the <i>Pesticides Act 1999</i> in accordance with section 35 of the <i>Pesticides Act 1999</i> and Chapter 7 of the <i>Protection of the Environment Operations Act 1997</i> .	General Manager - 28/03/2023
Pesticides Act 003 Recovery of costs etc	Authority to seek an order for costs, expenses and compensation in accordance with section 95 and to recover from the offender the costs and expenses incurred or the amount of the loss or damage incurred by the council in the Land and Environment Court in accordance with section 96.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
Pesticides Act 004 Pesticide use notification plans	Authority to carry out all the functions associated with the requirement to prepare, finalise, notify the EPA and give public notice of, a pesticide use notification plan in accordance with Part 5 Division 2 of the <i>Pesticides Regulation</i> 2017.	General Manager - 28/03/2023 Sustainability Officer - 01/08/2023
Pipelines Act 1967		
Function Code	Function Description	Delegated / Sub-delegated To
Pipelines Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
Pipelines Act 001 Object to compulsory acquisition of land or easement	Authority to make a written objection to the Minister in respect of a proposed compulsory acquisition	General Manager - 28/03/2023

Privacy and Personal Information Protection Act 1998

Function Code	Function Description	Delegated / Sub-delegated To
PPIP Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Acting Chief Financial Officer - 31/03/2023 Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023 Corporate Lawyer - 16/01/2024
PPIP Act 001 The powers to comply with Act	Authority to exercise and/or perform all powers and functions necessary or desirable to enable the Council to comply with its obligations under the Privacy and Personal Information Protection Act 1998.	Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
PPIP Act 002 Conduct internal review	Authority to conduct internal review requested by an aggrieved person	General Manager - 28/03/2023

Protection of the Environment Operations (Clean Air) Regulation 2022

Function Code	Function Description	Delegated / Sub-delegated To
PoEO (Clean Air) Reg 001 Approval for burning matter	Authority to grant an approval in respect of the burning of dead and dry vegetation on the premises on which the vegetation grew, in accordance with Part 3 (section 18) of the <i>Protection of the Environment Operations (Clean Air) Regulation 2022</i> .	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023 Senior Environmental Health Officer - 31/07/2023

Protection of the Environment Operations (Waste) Regulation 2014

Function Code	Function Description	Delegated / Sub-delegated To
PoEO (Waste) Reg 000 All Functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
PoEO (Waste) Reg 001 Occupier of scheduled waste facility	Authority to carry out all of Council's functions as the occupier of a scheduled waste facility.	General Manager - 28/03/2023
PoEO (Waste) Reg 002 Application for exemption	Authority on behalf of Council to apply to the EPA for an exemption.	General Manager - 28/03/2023

Protection of the Environment Operations Act 1997

Function Code	Function Description	Delegated / Sub-delegated To
PoEO Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Co-Ordinator - Development - 21/04/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Function Code	Function Description	Delegated / Sub-delegated To
PoEO Act 001 Clean-up notices	Authority to issue, vary or revoke a clean-up notice. A notice can be issued in writing, or orally in accordance with section 93.	Director - Environment and Planning - 17/04/2023 Ranger - 24/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Ranger - 04/09/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023
PoEO Act 002 Fees	Authority to waive payment of the whole or any part of the fee, or extend the time for payment of a fee, in respect of a clean-up notice or prevention notice.	Director - Environment and Planning - 17/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
PoEO Act 003 Prevention notices	Authority to issue, vary or revoke a prevention notice.	Director - Environment and Planning - 17/04/2023 Ranger - 24/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Ranger - 04/09/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023
PoEO Act 004 Action in event of failure to comply	Authority to take action to cause a prevention notice to be complied with if a person does not comply with a prevention notice given to the person.	Director - Environment and Planning - 17/04/2023 Ranger - 24/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Ranger - 04/09/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
PoEO Act 005 Voluntary clean-up action	Authority to take such clean-up action as the delegate considers necessary if the delegate reasonably suspects that a pollution incident has occurred or is occurring.	Director - Environment and Planning - 17/04/2023 Manager Works - 16/08/2023 Ranger - 24/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Chief Engineer - 04/04/2023 Senior Ranger - 04/09/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023
PoEO Act 006 Compliance cost notices	Authority to: a) issue a compliance cost notice; b) recover any unpaid amounts as a debt; c) apply to register a compliance cost notice in relation to land; and d) where a compliance cost notice has been lodged or registered, issue a notice requiring the person to pay the reasonable costs and expenses incurred by the authority in respect of the lodgement or registration and recover any unpaid amounts as a debt. e) revoke or vary a notice.	Acting Chief Financial Officer - 31/03/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Environmental Health Officer - 31/07/2023
PoEO Act 007 Appointment of Authorised Officers and authorisation of Enforcement Officers	Authority to appoint an officer or employee of the Council as an Authorised Officer and to authorise a member of staff of the Council to exercise the functions of an Enforcement Officer under Division 3 of Part 8.2 of the Act (in respect of penalty notice offences).	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
PoEO Act 008 Requirement to provide information and records	Authority to give, revoke or vary a notice to a person to require the person to furnish information or records (or both).	Director - Environment and Planning - 17/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023
PoEO Act 009 Court proceeding (agent or appointee)	Authority to act as an agent or appointee of the Council to commence proceedings for an offence against the Act or Regulations.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
PoEO Act 010 Assistance to be given to authorised officers	Authority to issue a notice requiring the owner or occupier of a premises to provide such reasonable assistance and facilities to an authorised officer	Director - Environment and Planning - 17/04/2023 Ranger - 24/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Ranger - 04/09/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023
PoEO Act 011 Court proceedings (officers and employees)	Authority to institute proceedings for an offence against the Act or the Regulations (other than excluded offences) with the written consent of the council or a person authorised by the council, in accordance with sections 218 and 220. If a court convicts a corporation of an offence in such proceedings, authority to apply to the Court for a monetary benefits order.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
PoEO Act 012 Court proceedings (authority to provide consent)	Authority to provide consent for an officer or employee to institute proceedings under section 220.	General Manager - 28/03/2023
PoEO Act 013 Noise control notices	Authority to give or issue, revoke or vary a noise control notice.	Director - Environment and Planning - 17/04/2023 Ranger - 24/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Ranger - 04/09/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023
PoEO Act 015 Extend time	Authority to extend time for payment of, or waive, a fee	Director - Environment and Planning - 17/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
PoEO Act 016 Supplementary clean-up notices	Authority to provide a supplementary clean-up notice to a current director of the corporation, former director and/or a related body corporate in accordance with section 91A, where the previous clean-up notice has not been complied with.	Director - Environment and Planning - 17/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023
PoEO Act 017 Supplementary prevention notices	Authority to provide a supplementary prevention notice to a current director of the corporation, former director and/or a related body corporate in accordance with section 96A, where the previous prevention notice has not been complied with.	Director - Environment and Planning - 17/04/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Senior Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023

Public Health Act 2010

Function Code	Function Description	Delegated / Sub-delegated To
PH Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 Aquatic Centres Manager - 07/08/2023 General Manager - 28/03/2023 Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023 Senior Environmental Health Officer - 31/07/2023 WHS Co-Ordinator - 29/01/2024
PH Act 001 Failure to comply with notice relating to regulated system	Authority to take action if the occupier of premises at which there is a regulated system fails to comply with an improvement notice.	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
PH Act 002 Prohibition Order	Authority to serve a prohibition order, and give a certificate of clearance, in accordance with section 45, and to determine a claim for compensation in accordance with section 49.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
PH Act 003 Agreement with Director General	Authority to enter into an agreement or arrangement with Director General	General Manager - 28/03/2023
PH Act 004 Commence proceedings	Authority to commence proceedings against a breach of the Act or Regulations.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Function Code	Function Description	Delegated / Sub-delegated To
PH Act 005 Authority to appoint authorised officer	Power to appoint a member of the staff of the Council or a member of the staff of another government authority to be an authorised officer, where in the opinion of the Council, the person has appropriate qualifications or experience for such an appointment.	General Manager - 28/03/2023 Senior Ranger - 04/09/2023
Public Health Regulation 2022		
Function Code	Function Description	Delegated / Sub-delegated To
PH Reg 001 Fees	Authority to extend the time for payment of a fee or waive a fee in full or part in respect of an improvement notice or prohibition order.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
Public Interest Disclosures Act 1994		
Function Code	Function Description	Delegated / Sub-delegated To
PID Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Acting Chief Financial Officer - 31/03/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Manager - Governance & Risk - 17/04/2023 Corporate Lawyer - 16/01/2024
PID Act 002 Provide report	Authority to provide report to Ombudsman and to Minister	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
PID Act 003 Refer evidence of an offence	Authority to refer evidence of an offence to Commissioner of Police or Commissioner	General Manager - 28/03/2023
PID Act 004 Determine to disclose	Authority to determine to disclose and disclose identifying information	General Manager - 28/03/2023
PID Act 005 Provide investigating authority	Authority to provide investigating authority with view of Council as to proposed transfer of investigation, enter arrangements with investigating authority	General Manager - 28/03/2023
PID Act 006 Notify person	Authority to notify person of action or proposed action in respect of a disclosure	General Manager - 28/03/2023

Public Interest Disclosures Act 2022

Function Code	Function Description	Delegated / Sub-delegated To
PID (2022) Act 001 Determine a voluntary public interest disclosure	Authority to determine, or refuse to determine, a disclosure is a voluntary public interest disclosure, including the authority to revoke any such determination.	Corporate Lawyer - 16/01/2024

Function Code	Function Description	Delegated / Sub-delegated To
PID (2022) Act 002 Give a determination	Authority to give a written determination to the maker of a voluntary public interest disclosure.	Corporate Lawyer - 16/01/2024
PID (2022) Act 003 Referral of detrimental action offence	Authority to refer evidence of a detrimental action offence to the Commissioner of Police, and the Independent Commission Against Corruption or the Law Enforcement Conduct Commission, and to notify the Ombudsman of the referral.	Corporate Lawyer - 16/01/2024
PID (2022) Act 005 Consult with Ombudsman	Authority to consult with the Ombudsman in relation to action to deal with a voluntary public interest disclosure.	Corporate Lawyer - 16/01/2024
PID (2022) Act 006 Deal with a voluntary public interest disclosure	Authority to deal with a voluntary public interest disclosure by investigating or referring, in accordance with Division 2 of Part 5.	Corporate Lawyer - 16/01/2024
PID (2022) Act 007 Internal review	Authority to undertake internal review of a decision to deal with a disclosure.	Corporate Lawyer - 16/01/2024

Function Code	Function Description	Delegated / Sub-delegated To
PID (2022) Act 008 Disclosing identifying information	Authority to disclose identifying information of a person making a disclosure.	Corporate Lawyer - 16/01/2024
PID (2022) Act 010 Reporting to the Ombudsman	Authority to provide an annual report to the Ombudsman.	Corporate Lawyer - 16/01/2024
PID (2022) Act 012 Provide information to another agency	Authority to provide information relating to a public interest disclosure to another agency.	Corporate Lawyer - 16/01/2024
PID (2022) Act 013 Information for employees and public officials	Authority to ensure information is provided to all public officials associated with Council and training provided.	Corporate Lawyer - 16/01/2024

Public Spaces (Unattended Property) Act 2021

Function Code	Function Description	Delegated / Sub-delegated To
PSUP 001 Appointment of Authorised Officer	Authority to appoint a person as an authorised officer within the meaning of the Public Spaces (Unattended Property) Act 2021	General Manager - 28/03/2023
PSUP 002 Functions of an Impounding Authority	Authority to carry out the functions of the Council to deal with property after taking possession of it.	Contractor - Ranger - 07/03/2023 Ranger - 24/04/2023 General Manager - 28/03/2023
PSUP Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Senior Ranger - 04/09/2023 Regulatory Co-Ordinator - 04/04/2023
PSUP Act 003 Court proceedings	Authority to represent the Council in relation to appeals against proceedings for offences, debt recovery and applications for review to the Administrative Decisions Tribunal.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
PSUP Act 004 Authority to direct an authorised officer to destroy property	Destroying items that are in possession of Council	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
PSUP Act 005 Authority to direct an authorised officer to sell or dispose of property	Authority to sell or dispose of items that were taken into possession by an authorised officer	General Manager - 28/03/2023
PSUP Act 006 Arrangements to exercise functions outside the area of operations	Authority to arrange with other Councils or other Authorities under the Act to permit Authorised Officers to exercise functions outside of their Council area of operations.	General Manager - 28/03/2023
PSUP Act 007 Pay or waive a fee charged	Authority to pay an amount or waive an amount in relation to a property or animal taken into possession.	General Manager - 28/03/2023
PSUP Act 008 Issuing notices to owners or persons responsible for unattended items	Authority to give notices after taking possession of property	Ranger - 24/04/2023 General Manager - 28/03/2023
PSUP Act 009 Keeping records	Authority to keep records of property taken into possession.	General Manager - 28/03/2023

Public Works and Procurement Act 1912

Function Code	Function Description	Delegated / Sub-delegated To
PW Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Acting Chief Financial Officer - 31/03/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023
PW Act 001 Appointment of Council as Agent	Authority to exercise the Council's functions as an agent of the Minister for Finance and Services if the Council has been so appointed.	General Manager - 28/03/2023
PW Act 002 Handing over of work	Authority to agree to handing over of work to Council by Minister	General Manager - 28/03/2023
PW Act 003 Handing over of work	Authority to agree to handing over of work to Council by RMS	General Manager - 28/03/2023

Real Property Act 1900

Function Code	Function Description	Delegated / Sub-delegated To
RP Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Property & Place - 17/04/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Project Manager - Property & Building Services - 21/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
RP Act 001 Position of boundary under Real Property Act 1900	Authority to apply for a determination as to the position of a common boundary of adjoining lands and, if dissatisfied, appeal to the Land and Environment Court for a such a determination by the Court in accordance with sections 135B and 135J.	Commercial Property Co-Ordinator - 17/04/2023 General Manager - 28/03/2023
Residential (Land Lease) Communities Act 2013		
Function Code	Function Description	Delegated / Sub-delegated To
RLLC Act 000 All functions	Authority to exercise and/or perform all functions of the council as park owner.	General Manager - 28/03/2023
Restricted Premises Act 1943		
Function Code	Function Description	Delegated / Sub-delegated To
Restricted Premises Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023
Restricted Premises Act 001 Make application	Authority to make application or instruct Council's lawyers to make application to the Land & Environment Court for a brothel closure order	General Manager - 28/03/2023

Road Transport Act 2013

Function Code	Function Description	Delegated / Sub-delegated To
RT Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Manager Works - 16/08/2023 Ranger - 24/04/2023 Director - Property & Place - 17/04/2023 A General Manager - 28/03/2023 Senior Ranger - 04/09/2023
RT Act 001 Removal of dangers and obstructions to traffic	Authority to authorise an employee of the council as the appropriate roads authority as an appropriate officer for the purposes of section 142 of the Road Transport Act 2013. Section 142 provides that an appropriate officer may remove the vehicle, thing or container and take such other steps as may be necessary to protect the public and facilitate the free flow of traffic	Asset Manager - Water & Wastewater - 07/02/2022 Chief Engineer - 04/04/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023
RT Act 002 Commence proceedings	Authority to recover as a debt expenses incurred under s.142	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
RT Act 003 Certificates	Authority to provide certificates specifying an amount of costs incurred	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
RT Act 005 Certificates	Authority to provide certificates as to maintenance of road, estimating monetary value of road infrastructure or of damage to it, estimating cost of remedying damage, estimating extent of offender's contribution to damage	General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Roads Act 1993

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 034 Transfer of street vending or other consent	Authority to transfer a street vending or other consent and impose conditions	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023
Roads Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
Roads Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023 Director - Property & Place - 17/04/2023 Senior Ranger - 04/09/2023
Roads Act 001 Appointment of authorised officers	Authority to authorise an employee of Council to exercise functions of an authorised officer	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023
Roads Act 002 Dedicate land	Authority to dedicate land left in subdivision effected prior to 1907 as public road by publishing notice in gazette	General Manager - 28/03/2023
Roads Act 003 Serve notice	Authority to serve notice of intention to dedicate land as public road on owner	General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 004 Identification of road boundaries	<p>Authority to:</p> <ul style="list-style-type: none"> a) cause surveys to be carried out to identify the boundaries of a public road in accordance with section 18; b) consider any submissions that have been duly made with respect to the proposed boundaries and approve the survey plan, either with or without alteration in accordance with section 21 	<p>General Manager - 28/03/2023 Technical Officer - Traffic & Roads - 25/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023</p>
Roads Act 005 Publish notice	<p>Authority to publish notice of proposed boundaries in newspaper and serve notice on owner of affected land</p>	<p>General Manager - 28/03/2023 Technical Officer - Traffic & Roads - 25/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023</p>
Roads Act 006 Road widening	<p>Authority to:</p> <ul style="list-style-type: none"> a) submit to the Minister for Roads and Ports a proposed plan for the widening of a public road in accordance with section 22 b) make a road widening order in accordance with section 25 c) revoke or vary a road widening order in accordance with section 27 d) grant consent for the carrying out minor repairs or improvements to a building in accordance with section 26 e) direct an owner of land (where a person constructs, replaces or repairs a building or work on land affected by a road widening order in contravention of section 26) to carry out such work as is necessary to restore the land to the state it was in before the contravention occurred in accordance with section 26(4). 	<p>General Manager - 28/03/2023 Technical Officer - Traffic & Roads - 25/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023</p>

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 007 Road Levels	<p>Authority to:</p> <p>a) Prepare a prepare a proposal to fix the levels of a public road, or to vary the existing levels of a public road in accordance with section 29</p> <p>b) consider any submissions that have been duly made concerning the proposal and decide to proceed with the proposal, either with or without alteration (by making an order), or to abandon the proposal in accordance with section 31.</p>	<p>General Manager - 28/03/2023</p> <p>Manager - Roads, Drainage & Technical Services - 26/07/2023</p>
Roads Act 008 Closing of public roads	<p>Authority to carry out the functions of the Council as the roads authority to close a council public road, including to cause notice of a proposed closure of a public road to be notified in accordance with s38B, appeal against a formal objection made by a notifiable authority under s38C(3), consider any submission made and publish a notice in the Gazette to close the public road (s38D) and to close a temporary public road under s39 if the road does not give access to an isolated road.</p>	<p>General Manager - 28/03/2023</p> <p>Technical Officer - Traffic & Roads - 25/09/2023</p> <p>Manager - Roads, Drainage & Technical Services - 26/07/2023</p>
Roads Act 009 Cause a temporary public road to be closed	<p>Authority to cause a temporary public road to be closed by publishing a notice in the Gazette</p>	<p>Manager Works - 16/08/2023</p> <p>General Manager - 28/03/2023</p> <p>Technical Officer - Traffic & Roads - 25/09/2023</p> <p>Works Engineer - 31/05/2023</p> <p>Manager - Roads, Drainage & Technical Services - 26/07/2023</p>
Roads Act 010 Consultation with roads authorities	<p>Authority to make submissions to TfNSW regarding proposed action</p>	<p>Manager Works - 16/08/2023</p> <p>General Manager - 28/03/2023</p> <p>Works Engineer - 31/05/2023</p> <p>Manager - Roads, Drainage & Technical Services - 26/07/2023</p>

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 011 Roads Authorities may appeal to Minister	Authority to determine whether aggrieved by TfNSW action and if so appeal to Minister	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
Roads Act 012 Roads agreements between TfNSW and roads authorities	Authority to enter agreement with TfNSW transferring council's responsibilities for classified road	General Manager - 28/03/2023
Roads Act 013 Power of roads authorities in respect to roadwork	Authority to carry out road work on public road or other land controlled by council	Project Manager - 12/09/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Technical Officer - Works Quality - 25/09/2023 Chief Engineer - 04/04/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 014 Notify TfNSW	Authority to notify TfNSW of work on classified road involving deviation or alteration of road or construction of bridge, tunnel or level crossing	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 015 Notify TfNSW	Authority to notify TfNSW of major road work	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 016 Construct bridges and tunnels across navigable waters	Authority to construct bridges and tunnels across navigable waters, give public notice of proposal, consider submissions, make decision, and give notice of decision	Manager Works - 16/08/2023 General Manager - 28/03/2023 Chief Engineer - 04/04/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 017 Location of conduits	Authority to consult with persons as to location of conduits for utilities across public roads	Project Manager - 12/09/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Technical Officer - Works Quality - 25/09/2023 Chief Engineer - 04/04/2023 Works Engineer - 31/05/2023 Technical Officer - Assets - 25/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 018 Functions of Council in respect of private roads	Authority to direct the owner of a private road (other than a classified road) to carry out such work as is necessary to prevent the road from becoming unsafe or unsightly	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 019 Traffic Control Facilities	Authority to seek consent of TfNSW, and with such consent, carry out traffic control work on classified road	Project Manager - 12/09/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Technical Officer - Assets - 25/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 020 Traffic Control Facilities	Authority to carry out traffic control work on unclassified road or transitway or road or road related area	Project Manager - 12/09/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Technical Officer - Works Quality - 25/09/2023 Chief Engineer - 04/04/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 021 Tree felling	Authority to form the opinion that it is necessary to remove or lop a tree or other vegetation on or overhanging a public road for the purpose of a road work or to remove a traffic hazard, and to effect such removal or lopping	Director - Environment and Planning - 17/04/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 022 Alter landform	Authority to alter landform of land adjoining public road to ensure stability of road	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 023 Carry out drainage work	Authority to carry out drainage work on land in vicinity of public road for purpose of draining or protecting public road	Manager Works - 16/08/2023 General Manager - 28/03/2023 Technical Officer - Works Quality - 25/09/2023 Chief Engineer - 04/04/2023 Works Engineer - 31/05/2023 Technical Officer - Assets - 25/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 024 Give a direction	Authority to give a direction under Part 7	Manager Works - 16/08/2023 General Manager - 28/03/2023 Chief Engineer - 04/04/2023 Works Engineer - 31/05/2023 Corporate Lawyer - 16/01/2024 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 025 Regulate traffic	Authority to regulate traffic on a public road by means of barriers or notices for any of the purposes set out in section 115(2) of the Roads Act 1993 (NSW) in so far as they apply to the Council as a roads authority.	Project Manager - 12/09/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Chief Engineer - 04/04/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 026 Request review	Authority to request Minister to review decision of TfNSW	General Manager - 28/03/2023 Works Engineer - 31/05/2023
Roads Act 026A Applications for consent	Authority to apply to TfNSW for consent to erect a barrier or notice or carry out work or take any action to regulate traffic on a public road for other purposes; to remove any notice or barrier, to demolish any work or cease any action for which the TfNSW has given consent, and give public notice of such application	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 027 Temporary regulation of traffic	Authority to serve (and revoke) an Order prohibiting a person from causing any vehicle under the person's control to pass along a specified local road	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023
Roads Act 028 Authority to erect structures	Authority to authorise the holder of a footway dining approval to erect and maintain structures in, or over any part, of the footway	Director - Environment and Planning - 17/04/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Regulatory Co-Ordinator - 04/04/2023
Roads Act 029 Public Gates	Authority to grant and/or revoke a permit for the erection of a public gate or the construction of a by-pass around a public gate.	General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 030 Approval to use footway for restaurant	Authority to determine an application for a footway dining approval	General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Regulatory Co-Ordinator - 04/04/2023
Roads Act 031 Determine an application for consent	Authority to determine an application for consent to: (a) erect a structure, or carry out work in, on or over a public road; (b) dig up or disturb the surface of a public road; (c) remove or interfere with a structure, work or tree on a public road; (d) pump water into a public road from any land adjoining a public road; (e) connect a road (whether public or private) to a classified road, and impose conditions on a consent.	Planning Assistant - 07/08/2023 Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 032 Revocation of street vending consent	Authority to revoke a street vending consent and give notice of revocation	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Regulatory Co-Ordinator - 04/04/2023
Roads Act 033 Extend term	Authority to extend term of a street vending consent and impose conditions	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023
Roads Act 035 Fresh consents	Authority to grant a fresh consent where previous consent revoked, expired or lapsed	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023
Roads Act 036 Revocation of Consent	Authority to revoke a consent by notice of revocation served on holder	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Regulatory Co-Ordinator - 04/04/2023
Roads Act 037 Permits for road events	Authority to grant a permit to any person to conduct a road event (as defined) on a public road	General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 038 Leasing of land above or below public road	Authority to grant a lease of air space above or land below public road with approval of Director of Planning	General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 039 Transfer of public road to other roads authority	Authority to consent to the transfer of a public road by the Minister for Roads and Ports from or to the Council	General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 040 Short-term leases of unused public roads	Authority to grant short term lease of unused public road to adjoining owner or lessee, give public notice of proposed lease, consider submissions, make decision	General Manager - 28/03/2023
Roads Act 041 Naming of public roads	Authority to approve names and numbering for all roads for which the Council is the roads authority	General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023
Roads Act 042 Inspections and Investigations	Authority to inspect the land, for the purposes of an inspection, dig up any ground and take such measures as are necessary to ascertain the character and condition of the land and of any building, structure or work that is situated in, on or over the land, make surveys and take levels and, for those purposes, may dig trenches, break up the soil and set up any posts, stakes or marks, and may take samples or photographs in connection with any inspection.	Project Manager - 12/09/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Technical Officer - Works Quality - 25/09/2023 Chief Engineer - 04/04/2023 Works Engineer - 31/05/2023 Technical Officer - Assets - 25/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 043 Warrants of entry	Authority to form the opinion that it is necessary and apply on behalf of the council as a roads authority for a warrant of entry authorising an authorised officer under the Roads Act 1993 to enter and inspect the land for the purposes of this Act.	Project Manager - 12/09/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023 Technical Officer - Works Quality - 25/09/2023 Chief Engineer - 04/04/2023 Works Engineer - 31/05/2023 Technical Officer - Assets - 25/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 044 Roads authority may take possession of land when constructing etc public road	Authority to use and occupy land along or near a road for the purpose of carrying out road work or providing a temporary road, and give notice of intention to do so	Manager Works - 16/08/2023 General Manager - 28/03/2023 Chief Engineer - 04/04/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 045 Access roads across land owned by public authority	Authority to enter into agreement with public authority regarding construction and maintenance of road	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 046 Financial or other assistance	Authority to enter into agreement with TfNSW for financial or other assistance	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 047 Apportionment of cost	Authority to agree to apportionment of cost of road work on a classified road forming boundary, make submissions to TfNSW regarding apportionment	Acting General Manager - 11/01/2022 General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 048 Financial or other assistance	Authority to agree with another Council financial assistance from TfNSW for a classified road forming boundary	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 049 Roads authorities may levy tolls on road-ferries	Authority to lease the running of a road ferry, lease the collection of tolls and charges on a road ferry	General Manager - 28/03/2023
Roads Act 050 Recovery of	Authority to determine the amount of contribution to which an owner of land adjoining a public road is required to contribute to the cost incurred by the Council in constructing or paving any adjacent kerb, gutter or footway	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Corporate Lawyer - 16/01/2024
Roads Act 051 Roads authority to supply TfNSW with plans and specifications	Authority to make submissions to TfNSW regarding proposed works	Manager Works - 16/08/2023 General Manager - 28/03/2023 Technical Officer - Traffic & Roads - 25/09/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
Roads Act 052 Roads authority may carry out work instead of paying compensation	Authority to enter an agreement to do work instead of pay compensation	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
Roads Act 053 Authorised officer may require production of information	Authority to require the owner of the vehicle or the person in charge of the vehicle to produce certain information immediately.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Ranger - 24/04/2023 Works Engineer - 31/05/2023
Roads Act 054 Roads authority may give effect to direction and recover costs	Authority to take action necessary to give effect to a direction and recover costs from person to whom direction given	Manager Works - 16/08/2023 General Manager - 28/03/2023 Works Engineer - 31/05/2023
Roads Act 055 Refer matters	Authority to refer matters to local land board	General Manager - 28/03/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Corporate Lawyer - 16/01/2024
Roads Act 056 Footway restaurants	Authority to grant an approval pursuant to Part 9 Division 1 of the Roads Act 1993 (NSW) to use part of a footway for the purposes of a restaurant and to authorise a holder of an approval to erect and maintain structures in, on or over any part of the footway the subject of the approval.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Regulatory Co-Ordinator - 04/04/2023
Roads Act 057 Street vending consent	Authority to grant, revoke, transfer or extend the term of a street vending consent	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Co-Ordinator - Development - 21/04/2023 Regulatory Co-Ordinator - 04/04/2023
Roads Act 058 Notice of Entry	Authority to give written notice to the owner or occupier of the premises of the intention to enter the premises and authority to give notification of the use of force or urgent entry to such persons or authorities as appear to the delegate to be appropriate in the circumstances.	Manager Works - 16/08/2023 General Manager - 28/03/2023 WHS Advisor - 29/01/2024 Works Engineer - 31/05/2023 WHS Co-Ordinator - 29/01/2024

Rural Fires Act 1997

Function Code	Function Description	Delegated / Sub-delegated To
RF Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023 Ranger - 24/04/2023 Director - Property & Place - 17/04/2023 Senior Ranger - 04/09/2023
RF Act 001 Formation of Rural Fire Brigades	Authority to form (or form jointly with another council) one or more rural fire brigades for any rural fire district constituted for a council's area or part of its area in accordance with section 15	General Manager - 28/03/2023
RF Act 002 Responsible local authorities	Authority to enter into agreement with another local authority to combine responsibility for fire districts	General Manager - 28/03/2023
RF Act 003 Responsible local authorities	Authority to enter into agreement with another local authority to nominate the authority as having responsibility for some or all of fire district	General Manager - 28/03/2023
RF Act 004 Disbandment	Authority to disband a rural fire brigade	General Manager - 28/03/2023
RF Act 005 Area of operations	Authority to determine the territory of a rural fire brigade and appoint officers for the brigade	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
RF Act 006 Responsibilities and functions	Authority to provide facilities and accommodation for fire control officer and consult with Commissioner	General Manager - 28/03/2023
RF Act 008 Local bush fire danger period declaration	Authority to consult with and make recommendations in relation to the making of a local bush fire danger period declaration in accordance with section 83.	General Manager - 28/03/2023
RF Act 009 Bush Fire Hazard Reduction Certificates	<p>Authority to:</p> <p>a) determine an application for a bush fire hazard reduction certificate that authorises the carrying out of bush fire hazard reduction work on private land within the council's area by a person other than the Commissioner or a local authority in accordance with Part 4, Division 8</p> <p>b) Authority to certify a bush fire hazard reduction certificate in relation to bush fire hazard reduction work on land by the council in accordance with Part 4, Division 8</p>	<p>Director - Environment and Planning - 17/04/2023</p> <p>General Manager - 28/03/2023</p>
RF Act 010 Proceedings for breach	Authority to bring proceedings on behalf of the Council in the Land and Environment Court for an order to remedy or restrain a breach of section 100F or 100G of the Act (in relation to bush fire hazard reduction certificates) in accordance with section 100H.	<p>General Manager - 28/03/2023</p> <p>Corporate Lawyer - 16/01/2024</p>
RF Act 011 Rural Fire Brigade Contributions	Authority to arrange for the payment of rural fire brigade contributions in accordance with Part 5, Division 4	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
RF Act 012 Fire Trails	Authority to exercise and/or perform the Council's functions under Part 3B as the owner or occupier of land, including to make a fire trail complaint, object to, or appeal against, a fire trail rectification notice, apply for the termination of the registration of a fire trail and to object to, or appeal against, a refusal to terminate registration of a fire trail.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Rural Fires Regulation 2013

Function Code	Function Description	Delegated / Sub-delegated To
RF Reg 001 Rural Fire Brigades	Authority to register or refuse to register a person as a member of a rural fire brigade and remove a person's name from the register of members.	General Manager - 28/03/2023

Service NSW (One-stop Access to Government Services) Act 2013

Function Code	Function Description	Delegated / Sub-delegated To
S NSW Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
S NSW Act 001 Delegation of	Authority to delegate customer service functions of council to CEO with the approval of a resolution of council	General Manager - 28/03/2023
S NSW Act 002 Enter into	Authority to enter into agreement with CEO with the approval of a resolution of council	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
S NSW Act 003 Agreements authorising	Authority to enter into agreement with CEO to act as agent of CEO	General Manager - 28/03/2023
State Emergency and Rescue Management Act 1989		
Function Code	Function Description	Delegated / Sub-delegated To
SERM Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
SERM Act 001 Combination of local government areas	Authority to agree to combine emergency management arrangements with other councils	General Manager - 28/03/2023
SERM Act 003 Representative on Local Emergency Management Committee	Authority to determine the representative of an organisation on the Local Emergency Management Committee in accordance with section 28(2)(c).	General Manager - 28/03/2023

State Emergency Service Act 1989

Function Code	Function Description	Delegated / Sub-delegated To
SES Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
SES Act 001 Recommending appointment of local controller	Authority to recommend to the Commissioner a person to be appointed as the local controller of SES units in the Council's area.	General Manager - 28/03/2023
SES Act 002 Local controllers	Authority to provide facilities and accommodation for local controller	General Manager - 28/03/2023
SES Act 003 Disposal by local councils of equipment purchased from Fund	Authority to sell or dispose, with the consent of the commissioner, of equipment	General Manager - 28/03/2023

State Environmental Planning Policy (Biodiversity and Conservation) 2021

Function Code	Function Description	Delegated / Sub-delegated To
SEPP (Veg) 001 Permit for clearing of vegetation	Authority to issue a permit on behalf of the Council to clear vegetation in a non-rural area which is declared by a development control plan made by the Council.	Planning Assistant - 07/08/2023 Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023 Sustainability Officer - 01/08/2023

State Records Act 1998

Function Code	Function Description	Delegated / Sub-delegated To
SR Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Head Librarian - 09/11/2023 Acting Chief Financial Officer - 31/03/2023 WHS Administration Officer - 20/11/2023 WHS Advisor - 29/01/2024 General Manager - 28/03/2023 Co-Ordinator Community Partnerships - 12/01/2024 Records Officer - 27/05/2022
SR Act 001 Exercise functions	Authority to exercise the Council's functions, including the disposal of Council records and making of open and closed access directions in accordance with that Act and the State Records Regulation 2005	General Manager - 28/03/2023

Strata Schemes Development Act 2015

Function Code	Function Description	Delegated / Sub-delegated To
SSD Act 000 All Functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
SSD Act 001 Strata Certificates	Authority to issue a strata certificate in accordance with section 54 (strata plans and subdivision of development lots), s55(subdivision not involving development lot) and s56 (notices of conversion) in accordance with Part 4 Division 2 of the <i>Strata Schemes Development Act 2015</i> and Part 4 of the <i>Strata Schemes Development Regulation 2016</i> .	General Manager - 28/03/2023
SSD Act 002 Obligations of planning authority	Authority on behalf of the council as a planning authority when granting a planning approval, to certify in accordance with s75(2).	General Manager - 28/03/2023
SSD Act 003 Strata development contract amendment	Authority to approve the amendment of a strata development contract for a strata scheme in accordance with s84.	General Manager - 28/03/2023
SSD Act 004 Termination of a strata scheme	Authority to sign an application for termination of a strata scheme in accordance with s142.	General Manager - 28/03/2023

Strata Schemes Management Act 2015

Function Code	Function Description	Delegated / Sub-delegated To
SSM Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
SSM Act 001 (Orders) Enforcing restrictions on uses of utility lots	Authority to apply to the Tribunal for an order enforcing restrictions on uses of utility lots and for reallocation of unit entitlements.	General Manager - 28/03/2023

Surveying and Spatial Information Act 2002

Function Code	Function Description	Delegated / Sub-delegated To
SSI Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
SSI Act 001 Maintenance and repair of permanent survey marks	Authority to apply to the Minister for a direction that it is the duty of the Surveyor-General may to keep any or all of the permanent survey marks the subject of a notice to the council, in good condition and repair, in accordance with section 9.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
SSI Act 002 Authority to	Authority to carry out surveys	General Manager - 28/03/2023
Swimming Pools Act 1992		
Function Code	Function Description	Delegated / Sub-delegated To
SP Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
SP Act 001 Exemption from compliance	Authority to grant an exemption from all or any of the requirements of the access to swimming pools provisions, unconditionally or subject to conditions.	General Manager - 28/03/2023
SP Act 002 Direction to comply	Authority to serve a direction requiring compliance with the access to swimming pools provisions.	Contractor - Ranger - 07/03/2023 Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
SP Act 003 Authority to carry out inspection	Authority to carry out inspection of swimming pool, including on request of owner and charge a fee	Building Surveyor - 01/08/2023 General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
SP Act 004 Authority to issue a certificate of compliance	Authority to issue a certificate of compliance and charge a fee	Building Surveyor - 01/08/2023 General Manager - 28/03/2023
SP Act 005 Notice of intention	Authority to serve on the occupier of the premises a notice of intention to carry out the requirements of a direction given under section 23 (requiring compliance with the access to swimming pools provisions).	Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
SP Act 006 Directing a person to act	Authority to direct a person to act as "a person acting under the direction of a local authority" for the purposes of section 23A.	General Manager - 28/03/2023
SP Act 007 Appeals	Authority to represent the Council in relation to an appeal against a decision of the Council.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
SP Act 008 Appointment of Authorised officer	Authority to appoint an employee of the Council or other person as an authorized officer for the purposes of the Act and Regulations.	General Manager - 28/03/2023
SP Act 010 Investigation of complaint	Authority to investigate a complaint of non-compliance with the Act or Regulations.	Building Surveyor - 01/08/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
SP Act 011 Proceedings to remedy or restrain a breach	Authority to bring proceedings in the Land and Environment Court for an order to remedy or restrain a breach of the Act or Regulations.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Function Code	Function Description	Delegated / Sub-delegated To
SP Act 012 Proceedings to breach	Authority to bring proceedings in the Local Court for an offence against the Act or Regulations.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Swimming Pools Regulation 2018

Function Code	Function Description	Delegated / Sub-delegated To
SP Reg 001 Application for exemption	Authority to determine the form of an application for exemption	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Building Surveyor - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023
SP Reg 002 Give notice	Authority to give notice of decisions	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
SP Reg 003 Issue a certificate of Non-Compliance	Authority to be satisfied/ not satisfied on behalf of the local authority that the requirements for the issue of a certificate of compliance have been met, and issue a notice and/or certificate of non-compliance under clauses 20 and 21 respectively.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023

Tattoo Parlours Act 2012

Function Code	Function Description	Delegated / Sub-delegated To
TP Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023
TP Act 001 Exchange of information	Authority to enter into information sharing arrangement with the Director General	General Manager - 28/03/2023

Transport Administration Act 1988

Function Code	Function Description	Delegated / Sub-delegated To
TA Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023 Director - Property & Place - 17/04/2023
TA Act 001 Referral of disputes	Authority to refer a dispute between the council and a transport authority to the Minister in accordance with section 111.	General Manager - 28/03/2023
TA Act 002 Grants to Council	Authority to apply for grants in connection with use of roads by buses	General Manager - 28/03/2023

Trees (Disputes Between Neighbours) Act 2006

Function Code	Function Description	Delegated / Sub-delegated To
T(DBN) Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Director - Property & Place - 17/04/2023 General Manager - 28/03/2023
T(DBN) Act 001 Appearance before Court	Authority to appear before the Court in any proceedings under this Part in relation to a tree in accordance with section 13 or 14G.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
T(DBN) Act 002 Authorised person	Authority to authorise a person as an authorised person for the purposes of section 17 of the Act.	General Manager - 28/03/2023
T(DBN) Act 003 Act as an authorised person	Authority to act as an authorised person for the purposes of section 17 of the Act	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
T(DBN) Act 004 Notice of intention	Authority to serve on the owner of land a notice of intention to enter land under section 17.	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023
T(DBN) Act 005 Charge on Land	Authority (after obtaining an order of a court in proceedings against an owner of land for the recovery of costs in accordance with section 17 (8)) to apply to the Registrar-General for registration of the order in relation to that land, and certify that the amount has been paid or otherwise agree to a cancellation of the charge in accordance with section 17A.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Valuation of Land Act 1916

Function Code	Function Description	Delegated / Sub-delegated To
VL Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Acting Chief Financial Officer - 31/03/2023 Director - Property & Place - 17/04/2023 General Manager - 28/03/2023
VL Act 001 Application for Valuation	Authority to apply to the Valuer-General for a valuation of land held by or on behalf of the Council in accordance with section 14A(2)(a) or within the council)as the rating or taxing authority)'s local government area in accordance with section 14A(2)(c). Authority to apply for an apportionment factor in accordance with section 14X or 14BBA and for an assessed annual value of land which became rateable on or after 1 July 1977 in accordance with section 19B.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
VL Act 002 Objection to Valuation and Appeal	Authority to make an objection to a valuation of the Valuer General in accordance with section 31 and if dissatisfied with the determination of the objection, to appeal in accordance with section 37.	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024
VL Act 003 Valuation Lists	Authority to forward to the Valuer-General particulars of any desired alterations to any valuation list under section 50(1), to request a new valuation list under section 51 and request that the Valuer-General make a new valuation of any land in accordance with section 60A.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
VL Act 004 Copies of entries to be supplied	Authority to agree with Valuer General regarding supply of information as to valuations	General Manager - 28/03/2023
VL Act 005 Valuer-General not required to determine certain valuations	Authority to request Valuer General to determine assessed annual value of land	General Manager - 28/03/2023
Waste Avoidance and Resource Recovery Act 2001 and Waste Avoidance and Resource Recovery (Container Deposit Scheme) Regulation 2017		
Function Code	Function Description	Delegated / Sub-delegated To
WARR 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023
WARR 001 Agreements with material recovery facility operators	Authority to enter into processing agreements and refund sharing agreements with a material recovery facility operator on behalf of council.	Asset Manager - Water & Wastewater - 07/02/2022 General Manager - 28/03/2023

Water Management (General) Regulation 2018

Function Code	Function Description	Delegated / Sub-delegated To
WM Reg 000 All Functions	Authority to exercise and/or perform on behalf of Council as a water supply authority the Council's delegable Functions under this Regulation in force and as amended from time to time.	Asset Manager - Water & Wastewater - 07/02/2022 Manager Works - 16/08/2023 General Manager - 28/03/2023 Director - Property & Place - 17/04/2023

Water Management Act 2000

Function Code	Function Description	Delegated / Sub-delegated To
WM Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023 Director - Property & Place - 17/04/2023
WM Act 001 Authority to seek Minister's approval	Authority to seek Minister's approval for construction of public protective works	General Manager - 28/03/2023
WM Act 002 Water Supply Authority	Authority to exercise and/or perform on behalf of the Council as a water supply authority the Council's delegable functions under this Act and any Regulation made under the Act in force from time to time.	Manager Works - 16/08/2023 Asset Manager - Water & Wastewater - 07/02/2022 General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
WM Act 003 Commercial Operations	Authority to seek the approval of the Governor and enter into commercial arrangements on behalf of the Council as a water supply authority.	General Manager - 28/03/2023
WM Act 004 Entry on land	Authority to authorise a person to enter land and do the things referred to in sections 296 and 297 in accordance with those sections.	Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 General Manager - 28/03/2023
WM Act 005 Break up roads	Authority to give notice to persons and open and break a public road etc in accordance with section 298.	Manager Works - 16/08/2023 General Manager - 28/03/2023
WM Act 006 Altering position of conduits	Authority to serve a notice requiring the alteration of a conduit in accordance with section 299, and make the alteration in accordance with section 299(3).	Manager Works - 16/08/2023 General Manager - 28/03/2023
WM Act 007 Obstruction of works	Authority to apply for and obtain an injunction in accordance with section 300.	General Manager - 28/03/2023
WM Act 008 Finding source of pollution of water supply	Authority to give notice to a person, and try to find the source of pollution, and recover expenses, in accordance with section 301.	Manager Works - 16/08/2023 General Manager - 28/03/2023
WM Act 009 Crown land in special areas	Authority to give approval in writing for the purposes of section 303 of the WM Act.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
WM Act 010 Exercise of certain function in special areas	Authority to make representations for the purposes of section 304 of the WM Act.	General Manager - 28/03/2023
WM Act 011 Certificates of compliance	Authority to impose certain requirements before granting a certificate of compliance in accordance with section 306 and grant, or refuse to grant, a certificate of compliance under section 307.	General Manager - 28/03/2023
WM Act 012 Connections	Authority to publish a notice of the availability of a water main or sewer main, make a connection at the expense of a landowner and recover any amount due for the connection in accordance with section 309 of the WM Act.	General Manager - 28/03/2023
WM Act 013 Service charges, fees and other charges	Authority to exercise any function under Chapter 6, Part 2, Division 6, except for imposing fees under s310(2).	General Manager - 28/03/2023
WM Act 014 Recovery of rates, charges etc by charging authority	Authority to exercise and/or perform all of the council's delegable functions as a charging authority under the <i>Water Management Act 2000</i> and the <i>Water Management (General) Regulation 2011</i> .	General Manager - 28/03/2023 Finance Manager - 11/01/2023
WM Act 015 Compensation for interference	Authority to seek compensation for interference or damage to property in accordance with section 319.	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
WM Act 016 Access licence	Authority to apply to the Minister to increase the entitlement in accordance with section 66.	General Manager - 28/03/2023

Wilderness Act 1987

Function Code	Function Description	Delegated / Sub-delegated To
Wilderness Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	General Manager - 28/03/2023
Wilderness Act 001 Wilderness Protection Agreement	Authority to enter into a wilderness protection agreement with Minister	General Manager - 28/03/2023
Wilderness Act 002 Proposals by statutory authorities affecting certain wilderness areas	Authority to give notice of proposed development in wilderness area	General Manager - 28/03/2023

Function Code	Function Description	Delegated / Sub-delegated To
Wilderness Act 003 Resolution of certain disputes	Authority to refer a dispute to the Premier	General Manager - 28/03/2023
Work Health and Safety Act 2011		
Function Code	Function Description	Delegated / Sub-delegated To
WHS Act 000 All functions	Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.	Head Librarian - 09/11/2023 Arts Centre Director - 07/08/2023 Aquatic Centres Manager - 07/08/2023 Director - Property & Place - 17/04/2023 WHS Advisor - 29/01/2024 General Manager - 28/03/2023 Co-Ordinator Community Partnerships - 12/01/2024 WHS Co-Ordinator - 29/01/2024
WHS Act 001 Authority to apply to the regulator	Authority to apply to the regulator for internal review of a reviewable decision and to the IRC for external review	General Manager - 28/03/2023 Corporate Lawyer - 16/01/2024

Policy Delegations & Other Third Party Authority

Arts Centre

Function Code	Function Description	Delegated / Sub-delegated To
pa AC006	Authorised and accredited to represent Muswellbrook Shire Council on social media platforms and using a social media platform for business or Council purposes relating to Muswellbrook Regional Arts Centre matters.	Arts Centre Director - 07/08/2023 Director - Community & Economy - 26/06/2023 Manager - Community Services - 18/04/2023
pa AC005	Determine artworks to be considered for deaccessioning/removal from the collection with a full report on the reason for disposal submitted to Council.	Arts Centre Director - 07/08/2023 Director - Community & Economy - 26/06/2023 Manager - Community Services - 18/04/2023
pa AC003	Accept gifts under the Tax Incentives for the Arts Scheme (Cultural Gifts Program) which fulfils the requirements of the Muswellbrook Shire Art Collection Policy and the Muswellbrook Shire Council will comply with all regulations governing that Scheme.	Arts Centre Director - 07/08/2023 Director - Community & Economy - 26/06/2023 Manager - Community Services - 18/04/2023
pa AC004	Refuse to accept any artwork which bears any unreasonable or inappropriate restrictions on either its display or storage.	Arts Centre Director - 07/08/2023 Director - Community & Economy - 26/06/2023 Manager - Community Services - 18/04/2023
pa AC001	Approve loan of work from the art collection(s) owned or held in trust by Muswellbrook Shire Council, subject to the relevant Agreements and or Policies.	Arts Centre Director - 07/08/2023 Director - Community & Economy - 26/06/2023 Manager - Community Services - 18/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa AC002	Authorise the acquisition of artworks subject to the available budget.	Arts Centre Director - 07/08/2023 Director - Community & Economy - 26/06/2023 Manager - Community Services - 18/04/2023
Authority to Delegate		
Function Code	Function Description	Delegated / Sub-delegated To
pa AD001	The Position Holder has the authority to delegate their responsibilities to their staff in the event of the position holder's absence.	Commercial Property Co-Ordinator - 17/04/2023 Head Librarian - 09/11/2023 Aquatic Centres Manager - 07/08/2023 Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Finance Manager - 11/01/2023 Director - Property & Place - 17/04/2023 Director - Community & Economy - 26/06/2023 Co-Ordinator - Human Resources - 18/09/2023 Co-Ordinator Community Partnerships - 12/01/2024 Manager - Governance & Risk - 17/04/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Regulatory Co-Ordinator - 04/04/2023 Project Manager - Property & Building Services - 21/04/2023 Manager - Community Services - 18/04/2023

Correspondence

Function Code	Function Description	Delegated / Sub-delegated To
pa C002	Sign working documents' including contracts, specifications, plans and annexures or any other documents deemed necessary to form part of the contract, relating to all contractual agreements entered into by the Department of Community Infrastructure and bind the Council subject to the Mayor and General Manager signing under Council Seal where the Council Seal is required.	Acting Chief Financial Officer - 31/03/2023 Co-Ordinator Community Partnerships - 12/01/2024 Manager - Roads, Drainage & Technical Services - 26/07/2023
pa C003	<p>Sign working documents' including contracts, specifications, plans and annexures or any other documents deemed necessary to form part of the contract, relating to all contractual agreements entered into by the Department of Community & Justice and bind the Council subject to the Mayor and General Manager signing under Council Seal where the Council Seal is required.</p> <p>All documents should be signed:</p> <p>Name:</p> <p>Position:</p>	Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa C001	<p>Sign all Correspondence, facsimile transmissions, notices and transmit emails prepared in respect to the day-to-day operations of the tasks set out in the Job Description and in accordance with Council's Policies. (See Limitations)</p> <p>All Correspondence and notices signed under delegated authority should be signed:</p> <p>Name</p> <p>Position</p>	<p>Community Services Officer - Partnerships - 07/08/2023</p> <p>Administration Officer - 27/11/2023</p> <p>Acting Customer Service and Administration Team Leader - 15/02/2022</p> <p>Planning Assistant - 07/08/2023</p> <p>Commercial Property Co-Ordinator - 17/04/2023</p> <p>Head Librarian - 09/11/2023</p> <p>Arts Centre Director - 07/08/2023</p> <p>Director - Environment and Planning - 17/04/2023</p> <p>Acting Chief Financial Officer - 31/03/2023</p> <p>Aquatic Centres Manager - 07/08/2023</p> <p>Community Partnerships Officer - 07/08/2023</p> <p>Manager Works - 16/08/2023</p> <p>Asset Manager - Water & Wastewater - 07/02/2022</p> <p>Co-Ordinator - Customer Service & Administration - 13/11/2023</p> <p>Customer Service Team Leader - 14/11/2023</p> <p>Human Resources Advisor - 18/09/2023</p> <p>Finance Business Partner - 10/01/2024</p> <p>Works Co-Ordinator - Civil - 12/01/2024</p> <p>Co-Ordinator - Development - 21/04/2023</p> <p>Ranger - 24/04/2023 Finance Manager - 11/01/2023</p> <p>Community Services Officer - Engagement - 07/08/2023</p> <p>Projects Planner - 24/04/2023</p> <p>Director - Property & Place - 17/04/2023</p> <p>Building Surveyor - 01/08/2023</p> <p>WHS Advisor - 29/01/2024</p>

Function Code	Function Description	Delegated / Sub-delegated To
		Director - Community & Economy - 26/06/2023 Co-Ordinator - Human Resources - 18/09/2023 EA to Mayor - 18/09/2023 Chief Engineer - 04/04/2023 Technical Officer - Traffic & Roads - 25/09/2023 Manager - Governance & Risk - 17/04/2023 Co-Ordinator Community Partnerships - 12/01/2024 Works Engineer - 31/05/2023 Animal Shelter Co-Ordinator - 21/04/2023 Works Co-Ordinator - Civil - 31/05/2023 Senior Ranger - 04/09/2023 Corporate Lawyer - 16/01/2024 Economic Development Officer - 15/08/2022 Innovation Co-Ordinator - 15/08/2022 Regulatory Co-Ordinator - 04/04/2023 Financial Controller - 19/01/2024 Senior Environmental Health Officer - 31/07/2023 Project Manager - Property & Building Services - 21/04/2023 Development Compliance Officer - 01/08/2023 Sustainability Officer - 01/08/2023 WHS Co-Ordinator - 29/01/2024 Manager - Community Services - 18/04/2023 EA to the Mayor & General Manager - 18/09/2023 Works Co-Ordinator - Parks - 24/04/2023

Financial Accountability

Function Code	Function Description	Delegated / Sub-delegated To
pa FA011	Pursuant to clause 213(1) of the <i>Local Government (General) Regulation 2005</i> , Council fix the amount of \$1,000 as the threshold amount of any amount owed to Council for which the <i>Local Government Act 1993</i> or regulations thereunder does not otherwise make specific provision for writing off such an amount, above which any debt may be written off only by resolution of the Council.	Acting Chief Financial Officer - 31/03/2023
pa FA010	Pursuant to clause 131(1) of the <i>Local Government (General) Regulation 2005</i> , Council fix the amount of \$1,000 as the threshold amount of unpaid rates and charges, above which any individual rate or charge may be written off only by resolution of the Council.	Finance Manager - 11/01/2023 Financial Controller - 19/01/2024
pa F020	Authorise payment of petty cash up to the value of Three Hundred and Forty Dollars (\$340.00).	Administration Officer - 27/11/2023
pa FA014	Authorise payments and transfers for Council activities.	Acting Chief Financial Officer - 31/03/2023 Finance Manager - 11/01/2023 Senior Financial Accountant - 17/04/2023 Financial Controller - 19/01/2024
pa F020	Authorise the refund, in whole or in part, of fees relative to Administration functions where an application is withdrawn, or where fees have been amended or miscalculated.	Customer Service Team Leader - 14/11/2023
pa F0018	Authority to raise orders and authorise payment for required Goods and Services up to the value of ten thousand dollars (\$10,000) dollars. (Limitation L001)	WHS Administration Officer - 20/11/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa FA015	Sign correspondence and notices prepared in respect to the day-to-day operations of the Finance Division	Finance Manager - 11/01/2023 Acting Chief Financial Officer - 31/03/2023 Senior Financial Accountant - 17/04/2023 Financial Controller - 19/01/2024
pa FA013	Sign correspondence and forms related to opening, closing and managing Council bank accounts	Acting Chief Financial Officer - 31/03/2023 Finance Manager - 11/01/2023 Senior Financial Accountant - 17/04/2023 Financial Controller - 19/01/2024
pa FA012	Authority to update financial systems pertaining to the position description and subject to general instruction from supervisors.	Finance Officer - Accounts Payable - 17/04/2023 Rates Officer - 17/04/2023 Finance & Fleet Officer - 17/04/2023 Finance and Collections Officer - 21/02/2023 Finance Manager - 11/01/2023 Water Billing Officer - 17/04/2023 Senior Financial Accountant - 17/04/2023 Finance Officer - 17/04/2023 Payroll Officer - 17/04/2023 Senior Finance Officer - 01/06/2022 Financial Controller - 19/01/2024 Assistant Accountant - 17/04/2023 Rates & Collections Officer - 17/04/2023
pa F001	Raise orders and authorise payments for required items up to the value of one hundred and fifty thousand (\$150,000) dollars. For limitation, refer to Schedule 2.XX.	Acting Chief Financial Officer - 31/03/2023 Asset Manager - Water & Wastewater - 07/02/2022 Director - Environment and Planning - 17/04/2023 Director - Property & Place - 17/04/2023 Director - Community & Economy - 26/06/2023 Chief Engineer - 04/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa F005	Raise orders and authorise payments for required items up to the value of ten thousand (\$10,000) dollars. For limitation, refer to Schedule 2.XX	Arts Centre Director - 07/08/2023 Head Librarian - 09/11/2023 Aquatic Centres Manager - 07/08/2023 Works Co-Ordinator - Civil - 12/01/2024 Projects Planner - 24/04/2023 WHS Advisor - 29/01/2024 EA to Mayor - 18/09/2023 WHS Co-Ordinator - 29/01/2024 EA to the Mayor & General Manager - 18/09/2023 Works Co-Ordinator - Parks - 24/04/2023
pa F004	Raise orders and authorise payments for required items up to the value of twenty thousand (\$20,000) dollars. For limitation, refer to Schedule 2.XX	Commercial Property Co-Ordinator - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Co-Ordinator - Human Resources - 18/09/2023 Manager - Governance & Risk - 17/04/2023 Works Engineer - 31/05/2023 Regulatory Co-Ordinator - 04/04/2023 Project Manager - Property & Building Services - 21/04/2023 Sustainability Officer - 01/08/2023 Manager - Community Services - 18/04/2023
pa F006	Raise orders and authorise payments for required items up to the value of five thousand (\$5,000) dollars. For limitation, refer to Schedule 2.XX	Acting Customer Service and Administration Team Leader - 15/02/2022 Project Manager - 12/09/2023 Co-Ordinator - Customer Service & Administration - 13/11/2023 Customer Service Team Leader - 14/11/2023 Technical Officer - Works Quality - 25/09/2023 Finance Business Partner - 10/01/2024 Ranger - 24/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
		Senior Financial Accountant - 17/04/2023 Technical Officer - Traffic & Roads - 25/09/2023 Senior Ranger - 04/09/2023 Administration Officer - 29/01/2024 Development Compliance Officer - 01/08/2023
pa F009	Approve tools and equipment write-off to the value of \$200 for any one item.	Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 Finance Manager - 11/01/2023 Senior Ranger - 04/09/2023 Financial Controller - 19/01/2024
pa F002	Raise orders and authorise payments for items where the value exceeds one hundred and fifty thousand (\$150,000) dollars. For limitation refer to Schedule XX	
pa F007	Authorise payment of petty cash up to the value of three hundred (\$300) dollars.	Commercial Property Co-Ordinator - 17/04/2023 Head Librarian - 09/11/2023 Acting Chief Financial Officer - 31/03/2023 Director - Environment and Planning - 17/04/2023 Finance Business Partner - 10/01/2024 Co-Ordinator - Development - 21/04/2023 Senior Financial Accountant - 17/04/2023 Co-Ordinator Community Partnerships - 12/01/2024 Regulatory Co-Ordinator - 04/04/2023
pa F003	Raise orders and authorise payments for required items up to the value of fifty thousand (\$50,000) dollars. For limitation, refer to Schedule 2.XX	ICT Manager - 25/07/2022 Manager Works - 16/08/2023 Finance Manager - 11/01/2023 Corporate Lawyer - 16/01/2024 Financial Controller - 19/01/2024

Function Code	Function Description	Delegated / Sub-delegated To
pa F008	Check and certify accounts for payments in accordance with the Regulations.	Finance Manager - 11/01/2023 Project Manager - 12/09/2023 Head Librarian - 09/11/2023 Arts Centre Director - 07/08/2023 Aquatic Centres Manager - 07/08/2023 Acting Chief Financial Officer - 31/03/2023 Asset Manager - Water & Wastewater - 07/02/2022 Technical Officer - Works Quality - 25/09/2023 Director - Property & Place - 17/04/2023 Co-Ordinator - Human Resources - 18/09/2023 Technical Officer - Traffic & Roads - 25/09/2023 Manager - Governance & Risk - 17/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Manager - Community Services - 18/04/2023
General		
Function Code	Function Description	Delegated / Sub-delegated To
pa G013	Consider Code of Conduct Complaints.	Co-Ordinator - Human Resources - 18/09/2023
pa G010	Consider and determine whether or not normal Department of Community Infrastructure approved works and services have any significant environmental effects and to undertake any environmental safeguards.	Manager Works - 16/08/2023 Director - Property & Place - 17/04/2023 Chief Engineer - 04/04/2023 Works Engineer - 31/05/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa G012	Approve commercial lease arrangements up to \$50,000 annually	Director - Property & Place - 17/04/2023 Co-Ordinator - Human Resources - 18/09/2023
pa G014	Investigate Code of Conduct Complaints and report to the General Manager.	Co-Ordinator - Human Resources - 18/09/2023 Corporate Lawyer - 16/01/2024
pa G004	Represent and act on behalf of Council in the conduct of any action, suit or other legal proceedings taken in any event by, for or on account of or against the Council.	Director - Environment and Planning - 17/04/2023 Manager Works - 16/08/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023
pa G003	Lay information or application and direct any prosecution taken in respect of any offence against any Act, Ordinance or Regulation referred to above in Section 1.	Director - Environment and Planning - 17/04/2023 Manager Works - 16/08/2023 Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 Corporate Lawyer - 16/01/2024 Regulatory Co-Ordinator - 04/04/2023
pa G002	Recommend the affixing of the Common Seal of Council, when necessary, to Bonds, Bank Guarantees, Tender Documents and associated forms for subdivisions which are in accordance with Council's requirements.	Manager - Roads, Drainage & Technical Services - 26/07/2023 Corporate Lawyer - 16/01/2024
pa G007	Execute contracts of sale or purchase where the sale or purchase of property has first been approved by Council.	Director - Property & Place - 17/04/2023 Corporate Lawyer - 16/01/2024
pa G005	Deal with breaches, fees due and institution of legal proceedings in respect of road openings. For limitation refer to Schedule 2.7	Corporate Lawyer - 16/01/2024 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa G006	Determination of appropriate legal action and engagement of Solicitors or expert witnesses of Council's behalf.	Manager - Roads, Drainage & Technical Services - 26/07/2023 Corporate Lawyer - 16/01/2024
pa G008	Drive Council's Motor Vehicles in accordance with Council's Policy	Community Services Officer - Partnerships - 07/08/2023 ICT Manager - 25/07/2022 Administration Officer - 15/11/2023 Administration Officer - 27/11/2023 Acting Customer Service and Administration Team Leader - 15/02/2022 Project Manager - 12/09/2023 Planning Assistant - 07/08/2023 Commercial Property Co-Ordinator - 17/04/2023 Arts Centre Director - 07/08/2023 Head Librarian - 09/11/2023 Aquatic Centres Manager - 07/08/2023 Community Partnerships Officer - 07/08/2023 Acting Chief Financial Officer - 31/03/2023 Director - Environment and Planning - 17/04/2023 Asset Manager - Water & Wastewater - 07/02/2022 Manager Works - 16/08/2023 Co-Ordinator - Customer Service & Administration - 13/11/2023 Customer Service Team Leader - 14/11/2023 Administration Officer - 15/11/2023 Administration Officer - 15/11/2023 Helpdesk Officer - 03/05/2022 Finance Officer - Accounts Payable - 17/04/2023 Rates Officer - 17/04/2023 Finance & Fleet Officer - 17/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
		Technical Officer - Works Quality - 25/09/2023 Finance Business Partner - 10/01/2024 Works Co-Ordinator - Civil - 12/01/2024 Finance and Collections Officer - 21/02/2023 Co-Ordinator - Development - 21/04/2023 Ranger - 24/04/2023 Finance Manager - 11/01/2023 Community Services Officer - Engagement - 07/08/2023 Administration Officer - 15/11/2023 WHS Administration Officer - 20/11/2023 Projects Planner - 24/04/2023 Director - Property & Place - 17/04/2023 Building Surveyor - 01/08/2023 WHS Advisor - 29/01/2024 Water Billing Officer - 17/04/2023 Senior Financial Accountant - 17/04/2023 Director - Community & Economy - 26/06/2023 Co-Ordinator - Human Resources - 18/09/2023 EA to Mayor - 18/09/2023 Chief Engineer - 04/04/2023 Technical Officer - Traffic & Roads - 25/09/2023 Manager - Governance & Risk - 17/04/2023 Finance Officer - 17/04/2023 Payroll Officer - 17/04/2023 Co-Ordinator Community Partnerships - 12/01/2024 Works Engineer - 31/05/2023 Technical Officer - Assets - 25/09/2023 Senior Finance Officer - 01/06/2022 Animal Shelter Co-Ordinator - 21/04/2023 Senior Ranger - 04/09/2023

Function Code	Function Description	Delegated / Sub-delegated To
		Economic Development Officer - 15/08/2022 Innovation Co-Ordinator - 15/08/2022 Corporate Lawyer - 16/01/2024 Manager - Roads, Drainage & Technical Services - 26/07/2023 Financial Controller - 19/01/2024 Administration Officer - 29/01/2024 Senior Environmental Health Officer - 31/07/2023 Development Compliance Officer - 01/08/2023 Project Manager - Property & Building Services - 21/04/2023 Regulatory Co-Ordinator - 04/04/2023 Sustainability Officer - 01/08/2023 Assistant Accountant - 17/04/2023 Rates & Collections Officer - 17/04/2023 WHS Co-Ordinator - 29/01/2024 Manager - Community Services - 18/04/2023 EA to the Mayor & General Manager - 18/09/2023 Records Officer - 27/05/2022 Works Co-Ordinator - Parks - 24/04/2023
pa G011	The exercise of any delegation shall be subject to any specific direction of the General Manager.	Project Manager - 12/09/2023 Acting Chief Financial Officer - 31/03/2023 Director - Environment and Planning - 17/04/2023 Technical Officer - Works Quality - 25/09/2023 Director - Property & Place - 17/04/2023 WHS Advisor - 29/01/2024 Co-Ordinator - Human Resources - 18/09/2023 Chief Engineer - 04/04/2023 Technical Officer - Assets - 25/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa G016	Recommend the affixing of the Common Seal of Council, when necessary, for the opening, closure and transfer of land which are in accordance with Council's requirements.	Technical Officer - Traffic & Roads - 25/09/2023
pa G015	Act as Alternate Code of Conduct Co-Ordinator.	Co-Ordinator - Human Resources - 18/09/2023 Manager - Governance & Risk - 17/04/2023
pa G017	Appointed to the position of Local Emergency Management Officer for Muswellbrook Shire Council. Minute # 14 - Ordinary Council Meeting held on 25/07/2023	Manager Works - 16/08/2023
pa G009	Voting Member on the Local Traffic Committee.	Manager - Roads, Drainage & Technical Services - 26/07/2023

Information Services

Function Code	Function Description	Delegated / Sub-delegated To
pa IS001	Authority to update Information Services systems as necessary in liaison with and subject to approval from the Director of Corporate Services.	Acting Chief Financial Officer - 31/03/2023 Helpdesk Officer - 03/05/2022

Infringements

Function Code	Function Description	Delegated / Sub-delegated To
pa I001	Issue penalty notices under the provision of the approved SELF Enforcement Infringement Notices System (SEINS) subject to such	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Ranger - 24/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
	notices being referred to the Director – Environment & Planning as soon as practicable after issue.	Projects Planner - 24/04/2023 Building Surveyor - 01/08/2023 Senior Ranger - 04/09/2023 Regulatory Co-Ordinator - 04/04/2023 Senior Environmental Health Officer - 31/07/2023
pa I002	Carry out enquiries under the provision of the RMS DRIVES24 system and in accordance with Council Guidelines an the RMS's Terms of Agreement.	Director - Environment and Planning - 17/04/2023 Ranger - 24/04/2023 Senior Ranger - 04/09/2023 Regulatory Co-Ordinator - 04/04/2023
Limitations		
Function Code	Function Description	Delegated / Sub-delegated To
pa L013	Destruction of animals is not to be carried out without the prior consent of the General Manager, Director - Planning & Environmental Services. This does not preclude the euthanasia of animals by an appropriately qualified person.	Director - Environment and Planning - 17/04/2023 Senior Ranger - 04/09/2023 Regulatory Co-Ordinator - 04/04/2023
pa L014	All matters requiring legal enforcement by court proceedings are to be referred to Council for determination prior to any action being taken.	Director - Environment and Planning - 17/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
pa L020	All expenditure is to comply with the RFS guidelines whereby the expenditure is to be reimbursed to Council. (RF001, RF002)	District Manager - 07/02/2023 Administration Officer - Hunter Valley - 10/10/2023 Operations Officer Level 3 / 2IC Hunter Valley District - 13/02/2023
pa L021	This delegation is to be used to support the Hunter Valley Rural Fire Service District Manager.	Operations Officer Level 3 / 2IC Hunter Valley District - 13/02/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa L022	<p>Except where Council by special resolution provides otherwise, the delegation to determine matters under the Environmental Planning and Assessment Act 1979:</p> <ul style="list-style-type: none"> i. in which the capital investment value of the development specified in the development application exceeds \$500,000 or ii. which are for, or in any way related to: <ul style="list-style-type: none"> a) restricted premises; b) food and drink premises used for, or proposed to be used for, the sale of alcohol, but not including modification or alterations that will not increase the floor area or increase the trading hours of the premises; c) electricity generating works; d) mines and extractive industries, but not including businesses proposed on land zoned R1, R2, R5, B1, B2, B3, B4, B5, IN1 or IN2 that support mining and extractive industries; e) waste disposal facility; f) subdivisions; g) works alongside or adjoining any river or urban drainage system (excluding any waterway outside the urban areas of Muswellbrook, Denman and Sandy Hollow) that anticipate non-compliance with Section 25 of Muswellbrook DCP 2009 or Council's Rivers and Drainage Channels Policy. iii. which anticipate any non- compliance with any development standard in Part 4 of the Muswellbrook Local Environmental Plan 2009 (or any equivalent LEP applicable to the Muswellbrook Local Government Area); iv. which have received an objection during the notification process; or v. where the determination has been delegated to the Development Assessment Committee. 	Development Compliance Officer - 01/08/2023

Function Code	Function Description	Delegated / Sub-delegated To
	<p>Note:</p> <p>For the avoidance of doubt and except where the context otherwise requires, terms used in this clause 3, Schedule 2 have the meanings ascribed to them in the Environmental Planning and Assessment Act 1979 and regulations and statutory instruments made thereunder (as amended) if they are defined.</p>	
pa L024	All correspondence to be approved by XXX.	Human Resources Advisor - 18/09/2023
pa L015	<p>These delegations relate to work already authorised and should be carried out in accordance with Council's Policies and Procedures.</p> <p><i>(F001, F002, F003, F004, F005, F006)</i></p>	<p>Head Librarian - 09/11/2023</p> <p>Commercial Property Co-Ordinator - 17/04/2023</p> <p>Arts Centre Director - 07/08/2023</p> <p>Aquatic Centres Manager - 07/08/2023</p> <p>Manager Works - 16/08/2023</p> <p>Acting Chief Financial Officer - 31/03/2023</p> <p>Director - Environment and Planning - 17/04/2023</p> <p>Finance Manager - 11/01/2023</p> <p>Director - Property & Place - 17/04/2023</p> <p>WHS Advisor - 29/01/2024</p> <p>Director - Community & Economy - 26/06/2023</p> <p>Chief Engineer - 04/04/2023</p> <p>Manager - Governance & Risk - 17/04/2023</p> <p>Works Engineer - 31/05/2023</p> <p>Corporate Lawyer - 16/01/2024</p> <p>Financial Controller - 19/01/2024</p> <p>Project Manager - Property & Building Services - 21/04/2023</p> <p>Sustainability Officer - 01/08/2023</p> <p>Regulatory Co-Ordinator - 04/04/2023</p> <p>Manager - Community Services - 18/04/2023</p>

Function Code	Function Description	Delegated / Sub-delegated To
pa L017	Correspondence addressed to Federal Government or State Government Ministers, Members of Parliament, the Ombudsman, ICAC or Heads of State may only be signed in accordance with position description and tasks/events aligned with the position. (C002)	Acting Chief Financial Officer - 31/03/2023 Director - Environment and Planning - 17/04/2023 Director - Property & Place - 17/04/2023
pa L016	The delegation in relation to Section 138 of the Roads Act, shall not include the determination of any mining related applications. Those applications are required to be submitted to Council. This includes any Traffic Management Plans, Traffic Construction Plans or documents of a similar nature required for the servicing of the mining sector. (Roads Act 031)	Manager - Roads, Drainage & Technical Services - 26/07/2023
pa L010	Except where Council by special resolution provides otherwise, the delegation to determine matters under the Environmental Planning and Assessment Act 1979: i. in which the capital investment value of the development specified in the development application exceeds \$3,000,000 or ii. which are for, or in any way related to: a) restricted premises; b) food and drink premises used for, or proposed to be used for, the sale of alcohol, but not including modification or alterations that will not increase the floor area or increase the trading hours of the premises; c) electricity generating works;	Director - Environment and Planning - 17/04/2023 General Manager - 28/03/2023 Regulatory Co-Ordinator - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
	<p>d) mines and extractive industries, but not including businesses proposed on land zoned R1, R2, R5, B1, B2, B3, B4, B5, IN1 or IN2 that support mining and extractive industries;</p> <p>e) waste disposal facility;</p> <p>f) subdivisions into more than five lots;</p> <p>g) works alongside or adjoining any river or urban drainage system (excluding any waterway outside the urban areas of Muswellbrook, Denman and Sandy Hollow) that anticipate non-compliance with Section 25 of Muswellbrook DCP 2009 or Council's Rivers and Drainage Channels Policy.</p> <p>iii. which anticipate any non- compliance with any development standard in Part 4 of the Muswellbrook Local Environmental Plan 2009 (or any equivalent LEP applicable to the Muswellbrook Local Government Area);</p> <p>iv. that despite the proposal complying with provisions in the Local Environmental Plan and Development Control Plan, the proposal received more that five unique objections during the notification process; or</p> <p>v. where the determination has been delegated to the Development Assessment Committee.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • For the avoidance of doubt and except where the context otherwise requires, terms used in this clause 3, Schedule 2 have the meanings ascribed to them in the Environmental Planning and Assessment Act 1979 and regulations and statutory instruments made thereunder (as amended) if they are defined. 	

Function Code	Function Description	Delegated / Sub-delegated To
pa L007	The delegation in relation to discussion of appeals shall be exercised after consultation with the General Manager.	Corporate Lawyer - 16/01/2024
pa L018	This delegation shall only be exercised following consultation with the General Manager/ Director. (AD001)	Commercial Property Co-Ordinator - 17/04/2023 Head Librarian - 09/11/2023 Manager Works - 16/08/2023 Director - Environment and Planning - 17/04/2023 Finance Manager - 11/01/2023 Director - Property & Place - 17/04/2023 Director - Community & Economy - 26/06/2023 Manager - Governance & Risk - 17/04/2023 Works Engineer - 31/05/2023 Co-Ordinator Community Partnerships - 12/01/2024 Corporate Lawyer - 16/01/2024 Project Manager - Property & Building Services - 21/04/2023 Manager - Community Services - 18/04/2023
pa L019	<p>Except where Council by special resolution provides otherwise, the delegation to determine matters under the Environmental Planning and Assessment Act 1979:</p> <ul style="list-style-type: none"> i. in which the capital investment value of the development specified in the development application exceeds \$1,000,000 or ii. which are for, or in any way related to: <ul style="list-style-type: none"> a) restricted premises; b) food and drink premises used for, or proposed to be used for, the sale of alcohol, but not including modification or alterations that 	Planning Assistant - 07/08/2023 Director - Environment and Planning - 17/04/2023 Projects Planner - 24/04/2023 Building Surveyor - 01/08/2023

Function Code	Function Description	Delegated / Sub-delegated To
	<p>will not increase the floor area or increase the trading hours of the premises;</p> <p>c) electricity generating works;</p> <p>d) mines and extractive industries, but not including businesses proposed on land zoned R1, R2, R5, B1, B2, B3, B4, B5, IN1 or IN2 that support mining and extractive industries;</p> <p>e) waste disposal facility;</p> <p>f) subdivisions into more than five lots;</p> <p>g) works alongside or adjoining any river or urban drainage system (excluding any waterway outside the urban areas of Muswellbrook, Denman and Sandy Hollow) that anticipate non-compliance with Section 25 of Muswellbrook DCP 2009 or Council's Rivers and Drainage Channels Policy.</p> <p>iii. which anticipate any non- compliance with any development standard in Part 4 of the Muswellbrook Local Environmental Plan 2009 (or any equivalent LEP applicable to the Muswellbrook Local Government Area);</p> <p>iv. that despite the proposal complying with provisions in the Local Environmental Plan and Development Control Plan, the proposal received more that one unique objection during the notification process; or</p> <p>v. where the determination has been delegated to the Development Assessment Committee.</p>	

Function Code	Function Description	Delegated / Sub-delegated To
	<p><i>Note:</i></p> <ul style="list-style-type: none"> For the avoidance of doubt and except where the context otherwise requires, terms used in this clause 3, Schedule 2 have the meanings ascribed to them in the Environmental Planning and Assessment Act 1979 and regulations and statutory instruments made thereunder (as amended) if they are defined. 	
pa L006	The delegation in relation to whether legal action should proceed, shall be exercised after consultation with the General Manager.	Director - Environment and Planning - 17/04/2023
pa L005	The delegation, in relation to institution of legal proceedings, shall be exercised after consultation with the General Manager.	Director - Environment and Planning - 17/04/2023 Co-Ordinator - Development - 21/04/2023 Regulatory Co-Ordinator - 04/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
pa L004	<p>This delegation, in relation to temporary employment of staff under the Local Government (State) Award, shall be exercised within constraints of the Budget. Temporary staff above Grade 12 shall be subject to the confirmation of the General Manager.</p> <p>(S002, S010)</p>	Commercial Property Co-Ordinator - 17/04/2023 Head Librarian - 09/11/2023 Manager Works - 16/08/2023 Acting Chief Financial Officer - 31/03/2023 Director - Environment and Planning - 17/04/2023 Finance Manager - 11/01/2023 Director - Property & Place - 17/04/2023 Director - Community & Economy - 26/06/2023 Co-Ordinator Community Partnerships - 12/01/2024 Manager - Roads, Drainage & Technical Services - 26/07/2023 Financial Controller - 19/01/2024 Manager - Community Services - 18/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa L011	Any Development Application in respect of which one (1) objection or more is received by Council must be reported to Council or the Development Assessment Committee as the case requires.	Planning Assistant - 07/08/2023 Building Surveyor - 01/08/2023
pa L001	This delegation shall only be exercised for any orders or goods and services within the budget approved by Council. (FA001, FA002, FA003, FA004, FA005, FA006, FA016, FA018)	Administration Officer - 27/11/2023 Acting Customer Service and Administration Team Leader - 15/02/2022 Project Manager - 12/09/2023 Head Librarian - 09/11/2023 Commercial Property Co-Ordinator - 17/04/2023 Aquatic Centres Manager - 07/08/2023 Acting Chief Financial Officer - 31/03/2023 Director - Environment and Planning - 17/04/2023 Manager Works - 16/08/2023 Co-Ordinator - Customer Service & Administration - 13/11/2023 Customer Service Team Leader - 14/11/2023 Human Resources Advisor - 18/09/2023 Technical Officer - Works Quality - 25/09/2023 Finance Business Partner - 10/01/2024 Works Co-Ordinator - Civil - 12/01/2024 Co-Ordinator - Development - 21/04/2023 Ranger - 24/04/2023 Finance Manager - 11/01/2023 Projects Planner - 24/04/2023 Director - Property & Place - 17/04/2023 WHS Advisor - 29/01/2024 Senior Financial Accountant - 17/04/2023 Director - Community & Economy - 26/06/2023 Co-Ordinator - Human Resources - 18/09/2023 EA to Mayor - 18/09/2023 Technical Officer - Traffic & Roads - 25/09/2023 Chief Engineer - 04/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
		Works Engineer - 31/05/2023 Manager - Governance & Risk - 17/04/2023 Co-Ordinator Community Partnerships - 12/01/2024 Senior Ranger - 04/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Corporate Lawyer - 16/01/2024 Financial Controller - 19/01/2024 Administration Officer - 29/01/2024 Project Manager - Property & Building Services - 21/04/2023 Development Compliance Officer - 01/08/2023 Sustainability Officer - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023 WHS Co-Ordinator - 29/01/2024 Manager - Community Services - 18/04/2023 EA to the Mayor & General Manager - 18/09/2023 Works Co-Ordinator - Parks - 24/04/2023
pa L002	This delegation shall be limited to Orders and Payments in accordance with tenders accepted by Council. <i>(FA001, FA002, FA003, FA004)</i>	Project Manager - 12/09/2023 Commercial Property Co-Ordinator - 17/04/2023 Head Librarian - 09/11/2023 Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 Director - Environment and Planning - 17/04/2023 Human Resources Advisor - 18/09/2023 Technical Officer - Works Quality - 25/09/2023 Co-Ordinator - Development - 21/04/2023 Ranger - 24/04/2023 Finance Manager - 11/01/2023 Projects Planner - 24/04/2023 Director - Property & Place - 17/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
		Director - Community & Economy - 26/06/2023 Co-Ordinator - Human Resources - 18/09/2023 EA to Mayor - 18/09/2023 Technical Officer - Traffic & Roads - 25/09/2023 Chief Engineer - 04/04/2023 Works Engineer - 31/05/2023 Manager - Governance & Risk - 17/04/2023 Senior Ranger - 04/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Corporate Lawyer - 16/01/2024 Financial Controller - 19/01/2024 Project Manager - Property & Building Services - 21/04/2023 Sustainability Officer - 01/08/2023 Regulatory Co-Ordinator - 04/04/2023 WHS Co-Ordinator - 29/01/2024 Manager - Community Services - 18/04/2023 EA to the Mayor & General Manager - 18/09/2023
pa L008	The exercise of any delegation shall be subject to any specific direction of the General Manager.	ICT Manager - 25/07/2022 Director Corporate Services & Chief Financial Officer - 09/01/2023 Acting Customer Service and Administration Team Leader - 15/02/2022 Head Librarian - 09/11/2023 Acting Chief Financial Officer - 31/03/2023 Asset Manager - Water & Wastewater - 07/02/2022 Co-Ordinator - Customer Service & Administration - 13/11/2023 Customer Service Team Leader - 14/11/2023 Human Resources Advisor - 18/09/2023

Function Code	Function Description	Delegated / Sub-delegated To
		Technical Officer - Works Quality - 25/09/2023 Works Co-Ordinator - Civil - 12/01/2024 Co-Ordinator - Development - 21/04/2023 Finance Manager - 11/01/2023 Projects Planner - 24/04/2023 Director - Property & Place - 17/04/2023 EA to Mayor - 18/09/2023 Manager - Governance & Risk - 17/04/2023 Co-Ordinator Community Partnerships - 12/01/2024 Regulatory Co-Ordinator - 04/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Corporate Lawyer - 16/01/2024 Financial Controller - 19/01/2024 Development Compliance Officer - 01/08/2023 WHS Co-Ordinator - 29/01/2024 EA to the Mayor & General Manager - 18/09/2023 Works Co-Ordinator - Parks - 24/04/2023
pa L009	This delegation shall not include correspondence, facsimile transmissions, notices and transmission emails to: - Federal Government or State Government Ministers; - Any Members of Parliament; - The Ombudsman or ICAC; - Staff appointment, termination or suspension notices;	Community Services Officer - Partnerships - 07/08/2023 Administration Officer - 27/11/2023 Acting Customer Service and Administration Team Leader - 15/02/2022 Planning Assistant - 07/08/2023 Commercial Property Co-Ordinator - 17/04/2023 Arts Centre Director - 07/08/2023 Head Librarian - 09/11/2023 Aquatic Centres Manager - 07/08/2023 Community Partnerships Officer - 07/08/2023 Manager Works - 16/08/2023

Function Code	Function Description	Delegated / Sub-delegated To
	<p>- Heads of State (i.e. Premier, Prime Minister, State Governor or Governor General).</p> <p>(C001)</p>	<p>Asset Manager - Water & Wastewater - 07/02/2022</p> <p>Co-Ordinator - Customer Service & Administration - 13/11/2023</p> <p>Customer Service Team Leader - 14/11/2023</p> <p>Human Resources Advisor - 18/09/2023</p> <p>Finance Business Partner - 10/01/2024</p> <p>Works Co-Ordinator - Civil - 12/01/2024</p> <p>Co-Ordinator - Development - 21/04/2023</p> <p>Ranger - 24/04/2023</p> <p>Finance Manager - 11/01/2023</p> <p>Community Services Officer - Engagement - 07/08/2023</p> <p>WHS Administration Officer - 20/11/2023</p> <p>Projects Planner - 24/04/2023</p> <p>Environmental Health Officer - 31/07/2023</p> <p>Building Surveyor - 01/08/2023</p> <p>WHS Advisor - 29/01/2024</p> <p>Director - Community & Economy - 26/06/2023</p> <p>Co-Ordinator - Human Resources - 18/09/2023</p> <p>EA to Mayor - 18/09/2023</p> <p>Technical Officer - Traffic & Roads - 25/09/2023</p> <p>Chief Engineer - 04/04/2023</p> <p>Manager - Governance & Risk - 17/04/2023</p> <p>Co-Ordinator Community Partnerships - 12/01/2024</p> <p>Animal Shelter Co-Ordinator - 21/04/2023</p> <p>Senior Ranger - 04/09/2023</p> <p>Economic Development Officer - 15/08/2022</p> <p>Innovation Co-Ordinator - 15/08/2022</p> <p>Regulatory Co-Ordinator - 04/04/2023</p> <p>Manager - Roads, Drainage & Technical Services - 26/07/2023</p>

Function Code	Function Description	Delegated / Sub-delegated To
		Corporate Lawyer - 16/01/2024 Financial Controller - 19/01/2024 Project Manager - Property & Building Services - 21/04/2023 Development Compliance Officer - 01/08/2023 Sustainability Officer - 01/08/2023 WHS Co-Ordinator - 29/01/2024 Manager - Community Services - 18/04/2023 EA to the Mayor & General Manager - 18/09/2023 Works Co-Ordinator - Parks - 24/04/2023
pa L012	Institution of legal proceedings to be exercised after consultation with the General Manager.	Director - Environment and Planning - 17/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023

Media and Communication (Sample)

Function Code	Function Description	Delegated / Sub-delegated To
pa MC001	Authority to make media statements subject to instruction from/liaison with Manager	Commercial Property Co-Ordinator - 17/04/2023 Director - Environment and Planning - 17/04/2023 Acting Chief Financial Officer - 31/03/2023 Director - Property & Place - 17/04/2023 Director - Community & Economy - 26/06/2023 Sustainability Officer - 01/08/2023

Planning

Function Code	Function Description	Delegated / Sub-delegated To
pa P001	Authority to extend the s.138 Road Permits for Skippens Road (2018-0072) and Rosebrook Lane (2019-0066) for a 12 month period to 1 April 2021.	Manager - Roads, Drainage & Technical Services - 26/07/2023
pa P002	Sign Section 10.7 Planning Certificates on behalf of the General Manager for all zones, except where the land is identified as potentially contaminated and/or a 'split' land zone."	Co-Ordinator - Development - 21/04/2023 Projects Planner - 24/04/2023 Environmental Health Officer - 31/07/2023 Regulatory Co-Ordinator - 04/04/2023 Senior Environmental Health Officer - 31/07/2023

Procurement Policy and Procedures

Function Code	Function Description	Delegated / Sub-delegated To
pa PP001	Any expenditure incurred in the course of discharging the responsibilities of the position will be in accordance with Council's Procurement Policy and Procedures.	Community Services Officer - Partnerships - 07/08/2023 Administration Officer - 15/11/2023 Administration Officer - 27/11/2023 Project Manager - 12/09/2023 Commercial Property Co-Ordinator - 17/04/2023 Arts Centre Director - 07/08/2023 Director - Environment and Planning - 17/04/2023 Aquatic Centres Manager - 07/08/2023 Acting Chief Financial Officer - 31/03/2023 Community Partnerships Officer - 07/08/2023 Manager Works - 16/08/2023

		<p>Co-Ordinator - Customer Service & Administration - 13/11/2023</p> <p>Customer Service Team Leader - 14/11/2023</p> <p>Administration Officer - 15/11/2023</p> <p>Administration Officer - 15/11/2023</p> <p>Helpdesk Officer - 03/05/2022</p> <p>Human Resources Advisor - 18/09/2023</p> <p>Technical Officer - Works Quality - 25/09/2023</p> <p>Finance Manager - 11/01/2023</p> <p>Community Services Officer - Engagement - 07/08/2023</p> <p>Administration Officer - 15/11/2023</p> <p>Director - Property & Place - 17/04/2023</p> <p>WHS Advisor - 29/01/2024</p> <p>Director - Community & Economy - 26/06/2023</p> <p>Co-Ordinator - Human Resources - 18/09/2023</p> <p>EA to Mayor - 18/09/2023</p> <p>Chief Engineer - 04/04/2023</p> <p>Manager - Governance & Risk - 17/04/2023</p> <p>Technical Officer - Traffic & Roads - 25/09/2023</p> <p>Co-Ordinator Community Partnerships - 12/01/2024</p> <p>Works Engineer - 31/05/2023</p> <p>Senior Finance Officer - 01/06/2022</p> <p>Corporate Lawyer - 16/01/2024</p> <p>Manager - Roads, Drainage & Technical Services - 26/07/2023</p> <p>Regulatory Co-Ordinator - 04/04/2023</p> <p>Financial Controller - 19/01/2024</p> <p>Administration Officer - 29/01/2024</p> <p>Project Manager - Property & Building Services - 21/04/2023</p> <p>Sustainability Officer - 01/08/2023</p> <p>Manager - Community Services - 18/04/2023</p> <p>EA to the Mayor & General Manager - 18/09/2023</p>
--	--	---

Public Officer

Function Code	Function Description	Delegated / Sub-delegated To
pa PO 001	Pursuant to s342 of the Local Government Act 1993 (NSW), this position is appointed as Public Officer of Muswellbrook Shire Council.	Director - Property & Place - 17/04/2023
pa PO 002	<p>Pursuant to s343 of the Local Government Act 1993 (NSW), the functions of the Public Officer are as follows:</p> <p>343 Functions of the public officer</p> <p>(1) The public officer—</p> <ul style="list-style-type: none">• may deal with requests from the public concerning the council's affairs• has the responsibility of assisting people to gain access to public documents of the council• may receive submissions made to the council• may accept service of documents on behalf of the council• may represent the council in any legal or other proceedings• has such other functions as may be conferred or imposed on the public officer by the general manager or by or under this Act. <p>(2) The public officer is subject to the direction of the general manager.</p>	Director - Property & Place - 17/04/2023

Road Rules Regulation 2014

Function Code	Function Description	Delegated / Sub-delegated To
pa RR Reg 001	Authority to issue infringement notices relating to parking restrictions.	Director - Environment and Planning - 17/04/2023 Ranger - 24/04/2023 Senior Ranger - 04/09/2023 Regulatory Co-Ordinator - 04/04/2023

Roads

Function Code	Function Description	Delegated / Sub-delegated To
pa R0004	Authority to sign the s.138 Roads Act 1993 permit approval for ongoing road maintenance works	Manager - Roads, Drainage & Technical Services - 26/07/2023

Rural Fire Service

Function Code	Function Description	Delegated / Sub-delegated To
pa RF007	To carry on the delegations to the Manager Hunter Valley District in his/her absence. (RF007)	Operations Officer Level 3 / 2IC Hunter Valley District - 13/02/2023
pa RF001	Carry out regular fire protection services and operations of Council limited to any single expenditure amount being no greater than twenty five thousand (\$25,000) dollars and within the sums voted by the Council for expenditure within the position's are of responsibility.	District Manager - 07/02/2023 Administration Officer - Hunter Valley - 10/10/2023 Operations Officer Level 3 / 2IC Hunter Valley District - 13/02/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa RF003	Act as an authorised person within the meaning of the Local Government Act, 1993	District Manager - 07/02/2023 Administration Officer - Hunter Valley - 10/10/2023 Operations Officer Level 3 / 2IC Hunter Valley District - 13/02/2023
pa RF005	Organise the carrying out of works on a contract basis for other businesses, individuals or government instrumentalities in accordance with Council's guidelines and fee schedules for such work.	District Manager - 07/02/2023 Administration Officer - Hunter Valley - 10/10/2023 Operations Officer Level 3 / 2IC Hunter Valley District - 13/02/2023
pa RF006	Enter upon any such land in accordance with the powers granted under any act administered by the Council, for the purpose of carrying out duties on Council's behalf.	District Manager - 07/02/2023 Operations Officer Level 3 / 2IC Hunter Valley District - 13/02/2023
pa RF002	Raise Orders and authorise payments S44 Events up to the value of one hundred and fifty thousand (\$150,000) dollars.	District Manager - 07/02/2023 Operations Officer Level 3 / 2IC Hunter Valley District - 13/02/2023
pa RF004	Organise the repairs / maintenance of Council plant and machinery provided for bush fire related purposes.	District Manager - 07/02/2023 Administration Officer - Hunter Valley - 10/10/2023 Operations Officer Level 3 / 2IC Hunter Valley District - 13/02/2023

Staff Matters

Function Code	Function Description	Delegated / Sub-delegated To
pa S012	Carry out approved works by day labour, contract or sub-contract to hire plant and vehicles.	Commercial Property Co-Ordinator - 17/04/2023 Manager Works - 16/08/2023 Works Co-Ordinator - Civil - 12/01/2024 Director - Property & Place - 17/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Project Manager - Property & Building Services - 21/04/2023 Works Co-Ordinator - Parks - 24/04/2023
pa S004	Deal with industrial disputes within the Department of Community Infrastructure.	Director - Property & Place - 17/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023
pa S003	Classify and reclassify Wages Staff employees.	Financial Controller - 19/01/2024
pa S001	Carry out approved works by day labour, contract or sub-contract, to hire plant and vehicles, to approve temporary employment of staff under the Wages Staff Award and/or make replacements to vacancies of permanent wages staff where necessary to carry on the works within the approved staff establishment.	Director - Environment and Planning - 17/04/2023 Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 Asset Manager - Water & Wastewater - 07/02/2022 Finance Manager - 11/01/2023 Director - Property & Place - 17/04/2023 Chief Engineer - 04/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Financial Controller - 19/01/2024

Function Code	Function Description	Delegated / Sub-delegated To
pa S005	Authorise the attendance of Community Infrastructure Staff at conferences and seminars within budget with the exception that the Director - Community Infrastructure attendance must be approved by the General Manager.	Manager - Roads, Drainage & Technical Services - 26/07/2023
pa S008	Authorise Sick Leave and Annual Leave within the Department.	Acting Customer Service and Administration Team Leader - 15/02/2022 Arts Centre Director - 07/08/2023 Director - Environment and Planning - 17/04/2023 Aquatic Centres Manager - 07/08/2023 Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 Co-Ordinator - Customer Service & Administration - 13/11/2023 Customer Service Team Leader - 14/11/2023 Co-Ordinator - Development - 21/04/2023 Finance Manager - 11/01/2023 Director - Property & Place - 17/04/2023 Senior Financial Accountant - 17/04/2023 Director - Community & Economy - 26/06/2023 Co-Ordinator - Human Resources - 18/09/2023 Manager - Governance & Risk - 17/04/2023 Co-Ordinator Community Partnerships - 12/01/2024 Senior Ranger - 04/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Regulatory Co-Ordinator - 04/04/2023 Financial Controller - 19/01/2024 Project Manager - Property & Building Services - 21/04/2023 WHS Co-Ordinator - 29/01/2024 Manager - Community Services - 18/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa S007	Authorise timesheets.	Commercial Property Co-Ordinator - 17/04/2023 Arts Centre Director - 07/08/2023 Aquatic Centres Manager - 07/08/2023 Director - Environment and Planning - 17/04/2023 Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 Co-Ordinator - Customer Service & Administration - 13/11/2023 Customer Service Team Leader - 14/11/2023 Co-Ordinator - Development - 21/04/2023 Finance Manager - 11/01/2023 Director – Property & Place - 17/04/2023 Senior Financial Accountant - 17/04/2023 Director - Community & Economy - 26/06/2023 Co-Ordinator - Human Resources - 18/09/2023 Manager - Governance & Risk - 17/04/2023 Co-Ordinator Community Partnerships - 12/01/2024 Senior Ranger - 04/09/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Regulatory Co-Ordinator - 04/04/2023 Financial Controller - 19/01/2024 Project Manager - Property & Building Services - 21/04/2023 WHS Co-Ordinator - 29/01/2024 Manager - Community Services - 18/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa S010	Appoint casual and temporary staff for the Department as required within budget limits.	Commercial Property Co-Ordinator - 17/04/2023 Director - Environment and Planning - 17/04/2023 Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 Asset Manager - Water & Wastewater - 07/02/2022 Director - Community & Economy - 26/06/2023 Co-Ordinator - Human Resources - 18/09/2023 Co-Ordinator Community Partnerships - 12/01/2024 Manager - Roads, Drainage & Technical Services - 26/07/2023 Project Manager - Property & Building Services - 21/04/2023
pa S009	Authorise overtime for Departmental staff in the case of emergency subject to the work being carried out within budget approval by Council.	Director - Environment and Planning - 17/04/2023 Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 Asset Manager - Water & Wastewater - 07/02/2022 Co-Ordinator - Customer Service & Administration - 13/11/2023 Co-Ordinator - Development - 21/04/2023 Finance Manager - 11/01/2023 Director - Property & Place - 17/04/2023 Director - Community & Economy - 26/06/2023 Co-Ordinator - Human Resources - 18/09/2023 Manager - Governance & Risk - 17/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Regulatory Co-Ordinator - 04/04/2023 Financial Controller - 19/01/2024 Manager - Community Services - 18/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
pa S011	Authorise the attendance of required staff at Conferences and Seminars within budget, with the exception that the Position Holder must be approved by their relevant Manager.	Arts Centre Director - 07/08/2023 Director - Environment and Planning - 17/04/2023 Aquatic Centres Manager - 07/08/2023 Acting Chief Financial Officer - 31/03/2023 Asset Manager - Water & Wastewater - 07/02/2022 Director - Property & Place - 17/04/2023 Director - Community & Economy - 26/06/2023 Co-Ordinator - Human Resources - 18/09/2023 Manager - Governance & Risk - 17/04/2023 Co-Ordinator Community Partnerships - 12/01/2024 Manager - Roads, Drainage & Technical Services - 26/07/2023 Financial Controller - 19/01/2024
pa S002	Approve temporary employment of staff under Salary Awards within Budget constraints. For limitation, refer to Schedule 2.XX.	Director - Environment and Planning - 17/04/2023 Acting Chief Financial Officer - 31/03/2023 Manager Works - 16/08/2023 Finance Manager - 11/01/2023 Director - Property & Place - 17/04/2023 Director - Community & Economy - 26/06/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Financial Controller - 19/01/2024
pa S013	Review and authorise all offers of employment made within your Directorate.	Director - Community & Economy - 26/06/2023 Chief Engineer - 04/04/2023 Manager - Roads, Drainage & Technical Services - 26/07/2023 Project Manager - Property & Building Services - 21/04/2023

Function Code	Function Description	Delegated / Sub-delegated To
Water & Wastewater		
Function Code	Function Description	Delegated / Sub-delegated To
pa WW001	Authority to make amendments to the Sewage and Trade Waste Discharge Factors for non-residential groupings as contained within the Trade Waste Policy as required.	Manager Works - 16/08/2023 Asset Manager - Water & Wastewater - 07/02/2022 Director - Property & Place - 17/04/2023
pa WW000	Authority to exercise the power to carry out the General Functions of the Local Water Utility to permit the day to day operation of all works carried out.	Manager Works - 16/08/2023 Asset Manager - Water & Wastewater - 07/02/2022 Director - Property & Place - 17/04/2023
pa WW002	Authority to appoint flagmen to direct traffic using a road where the road is under repair or in such other cases as appropriate.	Manager Works - 16/08/2023 Asset Manager - Water & Wastewater - 07/02/2022 Director - Property & Place - 17/04/2023
pa WW003	Order removal of obstructions from roads or public places where such obstructions constitute a public danger	Manager Works - 16/08/2023 Director - Property & Place - 17/04/2023
pa WW005	Consider and determine whether or not normal Department of Community Infrastructure approved works and services have any significant environmental effects and to undertake any required environmental safeguard.	Director - Property & Place - 17/04/2023
pa WW004	Authorise the use of Council's plant, staff and equipment in emergencies at the request of SES or the NSW Police up to an amount of \$5,000.	Manager Works - 16/08/2023 Director - Property & Place - 17/04/2023

