

Power of Delegation

Council delegates functions of the Council to the General Manager under s377 of the *Local Government Act 1993* (NSW). These delegations are made on an exceptions basis meaning that ALL functions are delegated to the General manager unless expressly excluded. To determine which functions have not been delegated from the Council to the General Manager, refer to the register of delegations from Council to the General Manager which contains an exhaustive list of functions that have not been delegated by Council to the General Manager.

The General Manger delegates functions of the General Manager to staff pursuant to s378 of the *Local Government Act 1993* (NSW). The delegations from the General Manager to staff are set out in this document. If a delegation is not expressly stated in this document, the function has not been delegated to a staff member. If this is the case, you should refer to the register of delegations from the Council to the General Manager to determine whether the function has been delegated to the General Manager.

Understanding these delegations

Important: You must note the following matters when reading these delegations:

1. Delegations must be exercised in accordance with all Council policies and procedures and are subject to the direction of the delegate's manager or divisional director.
2. All dollar figures referred to in these delegations are exclusive of GST unless otherwise stated, therefore care is needed in relation to exceeding tender limits.
3. Unless expressly stated, these delegations apply to each position identified in the column headed 'Delegate' and those positions that supervise or manage that position.
4. These delegations cannot be exercised by agency contractors unless they have been granted specific delegations in writing by the General Counsel. These delegations do not apply to consultants.
5. These delegations remain in force until the Council or the General Manager directs otherwise.
6. No delegate role named as having the authority to exercise a function under this document as has the power to delegate that authority to a different role.
7. These delegations do not limit an attorney of Strathfield Council from executing any document as the Council's attorney.
8. If you cannot find a delegation in this register then the power has not been delegated to a staff member of Council. You should refer to the delegations from Council to the General Manger to determine whether the function has been delegated to the General Manger.
9. Where an employee of Strathfield Council is acting in a position that has powers delegated to it, the person acting in that position can exercise the powers of the delegate.
10. The provisions of the *Interpretation Act 1987* (NSW) apply to these delegations. Contact the General Counsel if you would like more information about this.
11. If legislation referred to in this register is superseded by updated or new legislation, to the extent practicable the delegations will apply to the new legislation.
12. A reference to 'Director' in this register is a reference to the Director of a Division, and the Chief Financial Officer of Council, and not any other position with the word 'Director' in its title.
13. Exercise of delegations in this register in relation to a new program of a value of more than \$50,000 is subject to approval under the procurement policy.
14. A reference to 'contract or agreement' in delegations 19 and 20 means any enforceable agreement between the Council and another party or parties including deeds, covenants, restrictions on use or any Instrument as that word is defined in the *Real Property Act (1900)* (NSW).
15. Order splitting is not permitted. A delegation function or transaction value must not be split into separate parts or processes in order to avoid approval by a delegate, or to seek approval through a lower delegation. In exercising a delegation with respect to a value, it should be based on the estimated whole cost of the transaction over the full term of the transaction.

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

INDEX OF DELEGATIONS

- | | | |
|--|---|---|
| 1. Procurement | 32. Execution of Leases, Licenses, Assignments, and Options | 63. Returning Applications |
| 2. Corporate Purchase Cards | 33. Owner's Consent | 64. Acceptance of Applications |
| 3. Bank Account | 34. Authority to Occupy and Use | 65. Certification |
| 4. Waive Bank Fees | 35. Hoardings | 66. Principal Certifier |
| 5. Write off or Reduce Interest | 36. Banner Poles | 67. Orders, Notices, Directions and Enforcement Functions |
| 6. Bank Guarantees and Security Deposits | 37. Allowances and Reimbursements | 68. Applications for Development Consent and Modifications of Consent |
| 7. Disposal and Retirement of Assets | 38. Disciplinary Action | 69. Part 5 of the Environmental Planning and Assessment Act 1979 |
| 8. Council Financing | 39. Fitness for Work | 70. Conduct reviews under Pt. 8 Div.8.2 of the Environmental Planning and Assessment Act 1979 |
| 9. Investment of Funds | 40. Higher Grade Payments | 71. Applications under the Heritage Act 1977 |
| 10. Electronic Funds Transfer Payments and Signing Cheques | 41. Training, Conferences and Meetings | 72. Planning Agreements |
| 11. Refunds | 42. Paid Leave | 73. Subdivisions |
| 12. Rates Exemption | 43. Special Leave | 74. Stormwater Drainage Works |
| 13. Rebate of Rates | 44. Long Service Leave | 75. Subdivisions |
| 14. Bad Debts, Write Off | 45. Absence after Contract with Infectious Disease | 76. Determination of Applications for Approvals and Modifications |
| 15. Plant and Assets, and Capital Works - Variations | 46. Absence without Reasonable Cause | 77. Power of Entry |
| 16. Outgoing Grants | 47. Employment Hours of Duty | 78. Disposal of Abandoned Items |
| 17. Incoming Sponsorship | 48. Industrial Action | 79. Removal of Graffiti |
| 18. Waive and Reduce Fees and Charges | 49. Recruitment | 80. Approve the installation of signs |
| 19. Execution of Contracts -- Standard Form | 50. Investigations | 81. Registration as a Building Certifier |
| 20. Execution of Contracts -- Non-Standard Form | 51. Access to staff records | 82. Public Officer |
| 21. Principal of a construction contract | 52. Footway Applications | 83. Government Information (Public Access) Act 2009 (GIPA Act) |
| 22. Insurance requirements | 53. Activities on Roads and Footways | 84. Destruction of Council Records |
| 23. Superintendent of a contract -- construction contract | 54. Temporary Closure of a Parking Space or Loading Zone | 85. Responsible Accounting Officer |
| 24. Superintendent's Representative of Contract -- construction contract | 55. Public Roads and Footways | 86. Australian Tax Office (ATO) Services |
| 25. Engage External Legal Services. | 56. Works, Structures and Activities in, on or over Public Roads | 87. Access and Release of CCTV Footage |
| 26. Commence Legal Proceedings | 57. Shoring and Temporary Ground Anchors | 88. Call for tenders |
| 27. Legal Proceedings for Regulatory and Planning Matters | 58. Parking and Traffic Control Measures | 89. Emergency Provisions |
| 28. Legal proceedings for non-regulatory and Planning Matters | 59. Roads Act | 90. Communications |
| 29. Settlement of Monetary Claims and Disputes | 60. Penalty Notices | |
| 30. Settlement of Non-monetary Claims and Disputes | 61. Reviewable conditions | |
| 31. Electronic (or otherwise) Conveyancing Transactions | 62. Illegible or Unclear Applications, Mandatory documents and plans not provided | |

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
Chief 1	<p>Commit and Authorise Expenditure</p> <p>To commit and authorise expenditure of any amount within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies.</p>		<p>Directors</p> <p>Managers</p> <p>Chief Financial Officer</p> <p>General Counsel</p> <p>Chief Strategy Officer</p> <p>Waste Service Co-Ordinator</p> <p>Coordinators</p> <p>Executive Assistant to the Director</p> <p>Executive Assistant to the Director</p> <p>Executive Assistant to the Director</p> <p>All</p> <p>Facilities Supervisor</p> <p>Purchasing Officer</p>	<p>All</p> <p>All</p> <p>Corporate & Community</p> <p>Office of the General Manager</p> <p>Office of the General Manager</p> <p>Planning & Environment</p> <p>All</p> <p>Engineering & Operations</p> <p>Planning & Environment</p> <p>Corporate & Community</p> <p>All</p> <p>Corporate & Community</p> <p>Corporate & Community</p> <p>Corporate & Community</p>
	a) up to \$500,000			
	b) up to \$100,000			
	c) up to \$30,000			
	d) up to \$5,000			
	e) up to \$10,000			
	d) up to \$2,000			

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
<p>1. Procurement Where the General Manager is excluded from considering a procurement matter (on the basis of probity or otherwise) the Director, Corporate & Community will have the same delegation as the General Manager for that matter only.</p>		Director, Corporate & Community Update to include all Directors and GC.	Corporate & Community
<p>2. Corporate Purchase Cards a) To authorise the issue of Purchase Cards to employees within the area of operation and budget for which the delegate is responsible, in accordance with the Purchase Card Policy. b) To undertake transactions on a Purchase Card in accordance with:</p> <ul style="list-style-type: none"> the credit limits, authorised use provisions and any other restrictions approved, and the Purchase Card Policy. 		Director All approved Purchase Card Users	All
<p>3. Bank Account To authorise the opening, closing and operation of bank accounts for the Strathfield Council. The same delegate may not recommend and authorize the opening, closing, or operation of bank accounts for the Council.</p>		Chief Financial Officer Coordinator Operations Coordinator Finance, Administration Coordinator, Treasury	Corporate & Community Corporate & Community Corporate & Community Corporate & Community
<p>4. Waive Bank Fees To waive bank fees on dishonoured payments.</p>		Chief Financial Officer Coordinator Operations Coordinator Finance, Administration	Corporate & Community Corporate & Community Corporate & Community

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
<p>5. Write off or Reduce Interest To write off or reduce interest accrued on rates or charges, where a repayment arrangement has been agreed.</p>	<p>Local Government Act 1993 s564 s567</p>	<p>Coordinator, Treasury Chief Financial Officer Coordinator Revenue</p>	<p>Corporate & Community Corporate & Community Corporate & Community</p>
<p>6. Bank Guarantees and Security Deposits To authorise the release of bank guarantees, bonds and other security deposits:</p>		<p>Director Director</p>	<p>All All</p>
<p>a) above \$500,000, with the concurrence of the Chief Financial Officer.</p>			
<p>b) between \$250,000 and \$500,000, with the concurrence of the General Manager or Manager, Financial Services & Chief Financial Officer.</p>		<p>Director Manager, Engineering</p>	<p>All Engineering & Operations</p>
<p>c) between \$50,000 and \$250,000</p>		<p>Director Director Manager, Engineering</p>	<p>All All Engineering & Operations</p>
<p>d) up to \$50,000</p>		<p>Manager, Planning, Place & Development</p>	<p>Engineering & Operations Planning & Environment</p>

INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS from General Manager to Staff as at 26 MAY 2023

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
7. Disposal and Retirement of Assets a) To authorise the disposal and retirement of assets with a value of up to \$150,000, other than where contemplated by an approved capital works project. b) To authorise the disposal and retirement of assets with a value over \$150,000 but only in accordance with an approved capital works project.		Director	All
8. Council Financing a) To exercise the functions of Council under Chapter 15 of the Local Government Act 1993, other than those functions under section 377 (f) of the Act which are non-delegable. b) for functions relating to rates and charges	Local Government Act 1993 Chapter 15	Chief Financial Officer	Corporate & Community
9. Investment of Funds a) To authorise the investment of Council funds in accordance with the Strathfield Council's Investment Policy. The same delegate may not recommend and authorise the same investment. This delegation must be exercised by two (2) delegates listed.	Local Government Act 1993	Chief Financial Officer Coordinator Revenue Director, Corporate & Community Chief Financial Officer Coordinator Operations Coordinator Finance, Administration Coordinator, Treasury General Counsel Manager Governance & Risk	Corporate & Community Corporate & Community Corporate & Community Corporate & Community Corporate & Community Corporate & Community Office of the General Manager Corporate & Community

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
10.	<p>Electronic Funds Transfer Payments and Signing Cheques</p> <p>To authorise:</p> <p>a) payment and release of Strathfield Council funds by cheque and/or electronic funds transfer. The same person cannot certify the delivery of the goods and services and authorise the payment of the Strathfield Council funds.</p>		<p>Director, Corporate & Community</p> <p>Chief Financial Officer</p>	<p>Corporate & Community</p> <p>Corporate & Community</p>
			<p>Coordinator Operations</p> <p>Coordinator Finance, Administration</p> <p>Coordinator, Treasury</p>	<p>Corporate & Community</p> <p>Corporate & Community</p> <p>Corporate & Community</p>
			<p>Director, Corporate & Community</p> <p>Chief Financial Officer</p> <p>Manager, People & Culture</p>	<p>Corporate & Community</p> <p>Corporate & Community</p> <p>Corporate & Community</p>
	<p>b) electronic bank transfer of salaries, approve superannuation payments to nominated funds and sign cheque requisitions in relation to payroll matters.</p>			

11. **Refunds**

To authorise refunds* in accordance with legislation and Council policy for:

* Note: This delegation is for refunds only. To authorise a credit note, refer to the Accounts Receivable Policy. Any decision to be provide a refund is to be properly documented with such documentation saved on Council's record management system.

INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS from General Manager to Staff as at 26 MAY 2023

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
a) health and building applications and withdrawals	Local Government Act 1993 Environmental Planning and Assessment Act 1979	Manager, Environment, Sustainability & Compliance	Planning & Environment
b) fees paid in relation to applications under Part 4 of the Environmental Planning and Assessment Act 1979 which are subsequently withdrawn	Environmental Planning and Assessment Act 1979	Manager, Environment, Sustainability & Compliance	Planning & Environment
c) planning and footway applications and withdrawals	Local Government Act 1993 Environmental Planning and Assessment Act 1979	Manager, Planning, Place & Development Manager, Engineering	Planning & Environment Engineering & Operations
d) development contributions in accordance with the criteria contained in the relevant contributions plan in consultation with the Chief Financial Officer	Environmental Planning and Assessment Act 1979	Director, Planning & Environment	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
	e) completion of works secured against retained s 7.11 (previously known as s94) contributions not exceeding \$150,000	Environmental Planning and Assessment Act 1979	Director, Planning & Environment	Planning & Environment
	f) any overpayments, with the concurrence of the Chief Financial Officer	Local Government Act 1993	Director	All
12.	Rates Exemption To authorise applications for exemption from rates:	Local Government Act 1993	Director, Corporate & Community	Corporate & Community
13.	Rebate of Rates To grant rebates of rates and concessions.	Local Government Act 1993	Manager, Financial Services & Chief Financial Officer	Corporate & Community
			Director, Corporate & Community	Corporate & Community
			Manager, Financial Services & Chief Financial Officer	Corporate & Community
14.	Bad Debts Write Off To write off bad debts up to \$10,000 inclusive of GST (in accordance with Council's delegation to the General Manager)	Chapter 15 Part 8	Director, Corporate & Community	Corporate & Community
15.	Plant and Assets, and Capital Works - Variations a) To authorise a budget variation within an approved Capital Works budget within the area of operation for which the delegate is responsible for an amount up to 20% of the contract amount or \$150,000, whichever is the lesser.		Chief Financial Officer	Corporate & Community
			Director	All

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS		LEGISLATION	DELEGATE	DIVISION
	b) To authorise a budget variation within an approved Capital Works budget within the area of operation for which the delegate is responsible for an amount up to 10% or \$25,000, whichever is the lesser.		Manager, Engineering Manager, Operations Manager, Capital Works	Engineering & Operations Engineering & Operations Engineering & Operations
16.	Outgoing Grants To authorise outgoing "value in kind" grants in accordance with Council's policies.		Director	Corporate & Community
17.	Incoming Sponsorship To authorise incoming sponsorship in accordance with the Council's Sponsorships Policy, whether a single year or multi-year sponsorship agreement, with a value up to \$100,000 (including GST).		Director	Corporate & Community
18.	Waive and Reduce Fees and Charges To waive or reduce a fee or charge receivable up to \$10,000 by the area of operation for which the delegate is responsible, in accordance with the relevant categories as determined within the Revenue Policy of the Council's Operational Plan.		Director	All
19.	Execution of Contracts – Standard Form To execute any contract or agreement on behalf of Council provided that the contract or agreement is in a standard Strathfield Council form (including any standard form contract or agreement with amendments approved by an internal solicitor).	Local Government Act 1993 s378	Officers listed in Chief 1 up to their financial delegation.	All
20.	Execution of Contracts – Non-Standard Form To execute any contract or agreement except as otherwise authorised in these delegations on behalf of Council that is not in a standard form, and which has been approved by Council's General Counsel	Local Government Act 1993 s378	Officers listed in Chief 1 up to their financial delegation.	All

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
<p>21. Principal of a construction contract To be appointed to the role of principal of a construction contract, where that term is used.</p>		Director	Engineering & Operations
<p>a) For contracts with a total contract sum and contingency of \$5,000,000 and over.</p> <p>b) For contracts with a total contract sum and contingency of \$100,000 and under</p>		Manager Capital Works	Engineering & Operations
<p>22. Insurance requirements To review and approve Strathfield Council's insurance requirements in contracts or agreements with third parties, on a case-by-case basis having regard to risk and market conditions, in consultation with the relevant Director and/or General Counsel.</p>		Manager, Governance & Risk	Corporate & Community
<p>23. Superintendent of a contract – construction contract To be appointed to the role of Superintendent of a construction contract, where that term is used in the contract</p>		Director	Engineering & Operations
<p>a) For contracts with a total contract sum and contingency of \$5,000,000.</p>		Manager of Capital	Engineering & Operations
<p>b) For contracts with a total sum of up to \$100,000</p>		Manager operations	Engineering & Operations
		Manager Engineering	Engineering & Operations

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
24. Superintendent's Representative of Contract – construction contract		Director	Engineering & Operations
This delegation does not apply to dispute resolution activities.			
To be appointed to the role of Superintendent's Representative of a construction contract, where that term is used in the contract			
25. Engage External Legal Services To approve the engagement of:		General Counsel	Office of the General Manager
a) external providers for legal services, consultants and expert witnesses associated with proceedings or legal advice and any matter listed below.			
b) external providers for legal services, consultants and expert witnesses associated with workers compensation claims		Manager, People & Culture	Corporate & Community
c) external providers for legal services, consultants and expert witnesses associated with debt recovery and liability claims		Chief Financial Officer	Corporate & Community
		Coordinator, Revenue	Corporate & Community
d) external providers for legal services, consultants and expert witnesses associated with insurance claims.		Manager, Governance & Risk	Corporate & Community

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
26. Commence Legal Proceedings		General Counsel	Office of the General Manager
a) To approve the commencement of legal proceedings.		Chief Financial Officer	Corporate & Community
b) To recover unpaid rates, charges, and debts.		Coordinator, Revenue	Corporate & Community
		Coordinator, Treasury	Corporate & Community
27. Legal Proceedings for Regulatory and Planning Matters		Director	Planning & Environment
a) To exercise the powers, authorities, duties and functions of Council during the course of proceedings involving planning or regulatory matters including the authority to bind Council in any agreement as to the resolution of a planning or regulatory appeal, notwithstanding that the outcome is contrary to a resolution of Council.		General Counsel	Office of the General Manager
		Manager, Environment, Sustainability & Compliance	Planning & Environment
		Manager, Landuse, Place & Development	Planning & Environment
28. Legal proceedings for non-Regulatory and Planning Matters		Director	All
To exercise the powers, authorities, duties and functions of Council during the course of proceedings including the authority to bind Council in any agreement as to the resolution of a matter subject to consulting with Council's General Counsel but not in a manner contrary to a resolution of Council and subject to the delegation to settle monetary claims and disputes.			

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
29.	<p>Settlement of Monetary Claims and Disputes To authorise the settlement of monetary claims and disputes in which Council is a party:</p>			
	a) over \$50,000, in consultation with the General Manager.		Director	All
	b) up to \$50,000, in consultation with the General Counsel		Director	All
	c) up to \$50,000 relating to workers compensation matters, in consultation with the Director Corporate & Community		Manager, People & Culture	Corporate & Community
	d) up to \$50,000 relating to industrial relations matters, in consultation with the Director Corporate & Community		Manager, People & Culture	Corporate & Community
	g) up to \$50,000 to settle insurance claims for amounts that fall below the excess limit of insurance policies held by the Strathfield Council, in consultation with the relevant Director.		Manager, Governance & Risk	Corporate & Community
30.	<p>Settlement of Non-monetary Claims and Disputes To authorise the settlement of non-monetary claims and disputes in which Council is a party, in consultation with the General Counsel</p>		Director	All

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
<p>31. Electronic (or otherwise) Conveyancing Transactions</p> <p>To authorise, certify and sign electronic (or otherwise) conveyancing transactions under land titles legislation on behalf of Council, subject to other delegations, and in accordance with Council policies.</p> <p>i. This is an administrative delegation and is specific to the conveyancing of the transaction and can only be exercised following approval of the transaction (e.g. lease, voluntary planning agreement, development consent) in accordance with other relevant delegations and Council policies.</p>	<p>Electronic Conveyancing National Law (NSW)</p>	<p>Director</p> <hr/> <p>Manager, Landuse, Place & Development, in consultation with the General Counsel</p> <p>General Counsel</p>	<p>Planning & Environment</p> <hr/> <p>Planning & Environment</p> <p>Office of the General Manager</p>
<p>32. Execution of Leases, Licenses, Assignments, and Options</p> <p>To execute leases, licenses and other tenancies for Council's properties and for land managed by Council and to exercise options and the surrender of tenancies (not involving claims and disputes) in consultation with Director, Engineering & Operations and subject to any requirements under Council resolutions and in accordance with Council's delegation to the General Manager.</p>		<p>Director</p> <hr/> <p>Manager, Engineering</p>	<p>Engineering & Operations</p> <hr/> <p>Engineering & Operations</p>
<p>33. Owner's Consent</p> <p>To grant owner's consent to the lodgment of an application on property or land (including roads) owned or managed by Council.</p>		<p>Director</p>	<p>Engineering & Operations</p>

Note: the terms of any lease or license must be reported to the body politic before execution of any agreement. All leases and licenses must be executed by both the Mayor and the General Manager (or their delegates).

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
<p>34. Authority to Occupy and Use</p> <p>To authorise the use and occupation of property and land owned or controlled by Council (including Crown Land) other than footway approvals under s125 of the Road Act 1993, in accordance with Council policies, the General Manager's delegation and subject to any fees as determined by Council:</p>			
<p>Note: all approvals to be reported to Council in the Quarterly Report</p>			
<p>a) To authorise the use and occupation of property and land (as qualified above)</p>	<p>Road Act 1993 Crown Land Management Act 2016</p>	<p>Director</p>	<p>Engineering & Operations</p>
<p>b) To terminate a licence or other agreement for the use and occupation of property and land (as qualified above) in consultation with the General Counsel</p>	<p>Road Act 1993 Crown Land Management Act 2016</p>	<p>Director</p>	<p>Engineering & Operations</p>
<p>c) Temporary (for up to 40 days) use of footways and roads</p>	<p>Roads Act 1993</p>	<p>Director</p>	<p>Engineering & Operations</p>
<p>d) Temporary use (for up to 40 days) of parks and open spaces controlled by Council</p>	<p>Local Government Act</p>	<p>Director</p>	<p>Engineering & Operations</p>

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
35.	<p>Hoardings</p> <p>a) To approve or refuse applications for the erection of a hoarding which is for a period not exceeding five years.</p> <p>b) To revoke or modify an approval</p>	<p>Roads Act 1993 s138 s 139</p> <p>Local Government Act 1993 s 108</p>	<p>Director</p> <p>Manager, Engineering</p> <p>Manager, Environment, Sustainability & Compliance Senior Ranger</p> <p>Director</p> <p>Manager, Engineering</p> <p>Manager, Environment, Sustainability & Compliance Senior Ranger</p> <p>Director</p> <p>Managers</p>	<p>Engineering & Operations Planning & Environment Engineering & Operations</p> <p>Planning & Environment</p> <p>Engineering & Operations Engineering & Operations</p> <p>Engineering & Operations Planning & Environment</p> <p>Engineering & Operations Planning & Environment</p> <p>Engineering & Operations</p> <p>Planning & Environment</p> <p>Corporate & Community</p> <p>All</p>
36.	<p>Banner Poles</p> <p>To approve the use of Banner Poles in accordance with Council's policies and subject to fees to be determined by Council</p>			
37.	<p>Allowances and Reimbursements</p> <p>To approve requests for allowances (including, but not limited to, licenses/fees, on call, tools, fares and meals) in accordance with the provisions of Council's Awards and policies within their relevant division.</p>			

POWERS AND FUNCTIONS		LEGISLATION	DELEGATE	DIVISION
38.	<p>Disciplinary Action To authorise:</p> <ul style="list-style-type: none"> a) suspension with or without pay up to 5 days, in consultation with a member of the People & Culture section. b) disciplinary action in the nature of verbal and written warnings, in consultation with relevant Director, or Manager, People & Culture. c) disciplinary action in the nature of final written warnings, demotion and show cause meetings, in consultation with relevant Director and Manager, People & Culture 		<p>Director</p> <p>Manager</p> <p>Manager</p>	<p>All</p> <p>All</p> <p>All</p>
39.	<p>Fitness for Work Direct an employee to submit for a medical examination to determine fitness to continue or return to work and assess the fitness for work of an employee who is claiming sick leave.</p>		<p>Director</p> <p>Manager, People & Culture</p>	<p>All</p> <p>Corporate & Community</p>
40.	<p>Higher Grade Payments To approve higher grade payments</p>		<p>Director</p>	<p>All</p>
41.	<p>Training, Conferences and Meetings To approve applications for training, conferences and meetings (except higher education) including payment of travel and other expenses for attending conferences or meetings within NSW or the ACT</p>		<p>Director</p>	<p>Corporate & Community</p>

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
42.	<p>Paid Leave To approve requests for paid leave in accordance with the provisions of Council's Awards and policies for:</p> <ul style="list-style-type: none"> a) paid sick leave, carers' leave and annual leave. b) other paid leave such as long service, parental and jury leave. 		<p>Manager</p> <p>Manager</p>	<p>All</p> <p>All</p>
43.	<p>Special Leave To approve all forms of special leave (such as court attendance and military service leave) in accordance with the provisions of Council's Awards and policies.</p>		<p>Director</p>	<p>All</p>
44.	<p>Long Service Leave To approve:</p> <ul style="list-style-type: none"> a) recognition of prior service for long service leave, in accordance with the Local Government State Award b) payment of accrued long service leave to other organisations, in accordance with the Local Government State Award 		<p>Manager, People & Culture</p> <p>Manager, People & Culture</p>	<p>Corporate & Community</p> <p>Corporate & Community</p>
45.	<p>Absence after Contact with Infectious Disease To direct employees to cease or resume duties after contact with an infectious disease and based on medical advice.</p>		<p>Director</p> <p>Manager, People & Culture</p>	<p>All</p> <p>Corporate & Community</p>
46.	<p>Absence without Reasonable Cause Approve deductions from salary due to absence without reasonable cause.</p>		<p>Director</p>	<p>All</p>

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
<p>47. Employment Hours of Duty To determine, in accordance with the provisions of Council's Awards and policies: the following:</p> <ul style="list-style-type: none"> • hours of duty for part-time and casual employees • roster days, roster patterns, variations to rostered day off patterns and rostered working times • the requirement for an employee to work overtime • flexible work practices • transfer a day worker to shifts on a temporary basis. 		Manager	All
<p>48. Industrial Action In an industrial dispute:</p> <p>commence negotiations, instruct external lawyers in and approve dispute settlement, in conjunction with the General Counsel</p>		Director	Corporate & Community
<p>49. Recruitment To approve:</p> <p>a) filling a vacant established and funded position at Manager level or below</p>		Director	All
<p>b) execution of an employment contract at Manager level and below</p>		Director	Corporate & Community
<p>c) payment of expenses to applicants for applicants attending interviews (in consultation with relevant Director)</p>		Manager, People & Culture	Corporate & Community

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
50.	<p>Investigations</p> <p>To conduct or arrange for the conduct of an investigation of potential disciplinary or probity matters.</p>		<p>Manager, Corporate Services</p> <p>General Counsel</p> <p>Manager, People & Culture</p>	<p>Corporate & Community</p> <p>Office of General Manager</p> <p>Corporate & Community</p>
51.	<p>Access to staff records</p> <p>To approve the examination of staff records including telephone and electronic communication records, where an allegation of fraud, corruption, or other misconduct has been received or such behaviour is reasonably suspected.</p>		<p>Director</p> <p>Manager, Governance & Risk</p>	<p>Corporate & Community</p> <p>Corporate & Community</p>
52.	<p>Footway Applications</p> <p>a) to grant or refuse approval for footway applications</p> <p>b) to revoke or suspend footway approvals</p>	<p>Roads Act 1993 s125</p> <p>Local Government Act 1993 s46</p> <p>Crown Land Management Act 2016 Division 5.5 Division 5.6</p>	<p>General Counsel</p> <p>Manager, Engineering</p> <p>Manager, Environment, Sustainability, Compliance</p> <p>Manager, Engineering</p>	<p>Office of General Manager</p> <p>Engineering & Operations</p> <p>Planning & Environment</p> <p>Engineering & Operations</p>

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS		LEGISLATION	DELEGATE	DIVISION
53.	<p>Activities on Roads and Footways Consent for any activities under s138 of the Roads Act 1993, including erection of structures on roads (including the revocation of an approval).</p>	Roads Act 1993 s138, s139 and s140	Manager, Engineering Manager, Engineering Sustainability, Compliance	Planning & Environment Engineering & Operations Planning & Environment
54.	<p>Temporary Closure of a Parking Space or Loading Zone To approve: a) temporary closure of metered parking spaces b) temporary closure of ticketed parking spaces c) temporary closure of ticket operated loading zones.</p>	Road Transport (General) Regulation 2013	Manager, Engineering Manager, Environment, Sustainability, Compliance	Engineering & Operations Planning & Environment
55.	<p>Public Roads and Footways To approve: a) temporary closure of a public road b) temporary occupation of a public footway c) road events, such as street parades and marches on public roads d) filming on public roads.</p>	Roads Act 1993 s115	Manager, Engineering Manager, Environment, Sustainability, Compliance	Engineering & Operations Planning & Environment
56.	<p>Works, Structures and Activities in, on or over Public Roads Consent or determination of an application for works, structures and activities in, on or over a public road (including revocation of an approval).</p>	Roads Act 1993 s138, s139 and s140	Manager, Engineering Manager, Engineering, Sustainability, Compliance	Engineering & Operations Planning & Environment
57.	<p>Shoring and Temporary Ground Anchors To approve the installation of shoring and temporary ground anchors</p>	Roads Act 1993	Manager, Engineering	Engineering & Operations
58.	<p>Parking and Traffic Control Measures</p>	Road Rules 2014	Manager, Engineering	Engineering &

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
To approve and implement parking and traffic control measures including for events and filming.	Road Transport (General) Regulation 2013 Roads Act 1993	Manager, Environment, Sustainability, Compliance Coordinator, Traffic	Operations Planning & Environment Engineering & Operations
59. Roads Act To exercise the powers and functions of Council.	Local Government Act 1993 Roads Act 1993	Director	Engineering & Operations
60. Penalty Notices			
a) To authorise withdrawal of a Penalty Notice where the notice is technically flawed.		Director	Planning & Environment
b) To authorise withdrawal of a Penalty Notice for reasons other than when the notice is technically flawed in accordance Council policies and procedures.		Manager, Environment, Sustainability & Compliance Director	Planning & Environment Planning & Environment
c) To authorise withdrawal from proceedings relating to Penalty Notices.		Manager, Environment, Sustainability & Compliance General Counsel	Planning & Environment Office of GM
d) To authorise withdrawal from proceedings relating to Penalty Notices for parking offences		Director	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
<p>61. Reviewable conditions Conduct reviews of premises subject to a reviewable condition under s 4.17 of the EPA Act and to make a determination following such a review, including making a determination to modify the reviewable condition following the review.</p>	<p>Environmental Planning and Assessment Act 1979</p>	<p>Director</p>	<p>Planning & Environment</p>
<p>62. Illegible or Unclear Applications, Mandatory documents and plans not provided</p>	<p>Environmental Planning and Assessment Regulation 2021 s39 and s14</p>	<p>Director</p>	<p>All</p>
<p>To reject Illegible or Unclear Applications, applications where mandatory documents and plans not provided</p>	<p>Local Government Act 1993 s85</p>	<p>Manager Coordinator Executive Planner Senior Planner Planning Portal Administrator Business support Place and Development</p>	<p>All All All Planning & Environment Planning & Environment Planning & Environment Planning & Environment Planning & Environment</p>

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
63.	<p>Returning Applications Returning Applications via the Planning Portal</p>	Environmental Planning and Assessment Act 1979	Planning Portal Administrator	Planning & Environment
64.	<p>Acceptance of Applications Accept applications via the Planning Portal as ready for payment</p>	Environmental Planning and Assessment Act 1979	Business Support Place and Development Coordinator, Executive Planner, Senior Planner	Planning & Environment Planning & Environment
65.	<p>Certification To determine, sign and issue certificates relating to:</p> <p>a) Section 10.7 Planning Certificates</p> <p>b) Division 6.7 Building Information Certificates</p>	Environmental Planning and Assessment Act 1979	Director Manager, Landuse, Place & Development Coordinator Senior Planner Director Manager, Environment, Sustainability & Compliance Compliance & Regulatory Services	Planning & Environment Planning & Environment Planning & Environment Planning & Environment Planning & Environment Planning & Environment Planning & Environment Planning & Environment

INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS from General Manager to Staff as at 26 MAY 2023

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
Coordinator			
c) The amount payable to Council (if any) following a failure to comply with a public positive covenant imposed on land under s88D or s88E of the Conveyancing Act 1919	Conveyancing Act 1919	Manager, Environment, Sustainability & Compliance	Planning & Environment
d) Section 22 Exemptions	Swimming Pools Act 1992	Manager, Environment, Sustainability & Compliance	Planning & Environment
e) Section 22D certificates of compliance, Section 23 Directions and Section 23A Compliance	Swimming Pools Act 1992	Manager, Environment, Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Environmental Services Coordinator	Planning & Environment
f) Section 735A certificates	Local Government Act 1993	Compliance & Regulatory Services Coordinator	Planning & Environment
		Coordinator Customer Service	Corporate & Community
g) Complying development certificates, including accepting professional certification from a registered certifier.	Environmental Planning and Assessment Act 1979	Manager, Environment, Sustainability & Compliance	Planning & Environment
<p>NOTE: By delegates who hold registration under the Building Development Certifiers Act 2018</p>			

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
66.	<p>h) Compliance Certificates, Construction Certificates, Subdivision Works Certificates and Occupation Certificates</p> <p>NOTE: By delegates who hold registration under the Building and Development Certifiers Act 2018.</p> <p>Principal Certifier</p> <p>To act as Principal certifier for:</p> <p>a) buildings and associated constructions</p> <p>Note: by delegates who hold registration under the Building and Development Certifiers Act 2018</p> <p>b) construction of civil infrastructure (including roads), public domain, stormwater drainage and landscape works on land owned or to be dedicated to council</p> <p>Note: where civil infrastructure works are carried out through a subdivision works approval issued under the Environmental Planning and Assessment Act 1979, all required critical stage inspections, and any other inspections required by a principal certifier, must be undertaken by delegates who hold accreditation under the Building Professionals Act which is administered by the Building Professionals Board or by Council officers appointed as the Principal Certifier.</p>	<p>Environmental Planning and Assessment Act 1979</p> <p>Building and Development Certifiers Act 2018</p> <p>Building and Development Certifiers Act 2018</p> <p>Environmental Planning and Assessment Act 1979</p>	<p>Director</p> <p>Manager, Environment, Sustainability & Compliance</p> <p>Senior Compliance Officer</p> <p>Manager, Environment, Sustainability & Compliance</p> <p>Manager</p>	<p>Planning & Environment</p> <p>Planning & Environment</p> <p>Planning & Environment</p> <p>Planning & Environment</p> <p>Engineering & Operations</p>

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
<p>67. Orders, Notices, Directions and Enforcement Functions To exercise Council's powers and to carry out enforcement functions including issuing Penalty Notices in accordance with the Acts below and the regulations made under them.</p>			
<p>a) The powers and functions of Council. Excluding the appointment of 'Authorised Person' which remains with the General Manager.</p>	<p>Local Government Act 1993</p>	<p>Director Manager, Environment, Sustainability & Compliance Compliance & Regulatory Services Coordinator Senior Compliance Officer</p>	<p>Planning & Environment Planning & Environment Planning & Environment Planning & Environment Planning & Environment</p>
		<p>Compliance Officer</p>	<p>Planning & Environment</p>
		<p>Environmental Services Coordinator Environmental Health Officer</p>	<p>Planning & Environment Planning & Environment</p>
		<p>Environmental Projects Officer - Biosecurity Senior Regulatory Officer</p>	<p>Planning & Environment Planning & Environment</p>

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Regulatory Officer - Ranger	Planning & Environment
		Regulatory Officer – Night Ranger	Planning & Environment
		Regulatory Officer – Parking	Planning & Environment
b) The powers and functions of Council.	Companion Animals Act 1998	Manager, Environment, Sustainability & Compliance	Planning & Environment
c) The authority to issue the following declarations in consultation with the Manager, Environment, Sustainability & Compliance; a nuisance cat or dog; a menacing dog; a dangerous dog; or a restricted dog.	Companion Animals Act 1998	Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer – Ranger	Planning & Environment
d) The authority to revoke the following declarations in consultation with the Manager, Environment, Sustainability & Compliance; a menacing dog; a dangerous dog; or a restricted dog.	Companion Animals Act 1998	Compliance & Regulatory Services Coordinator	Planning & Environment
e) The powers and functions of Council.	Food Act 2003	Director	Planning & Environment
Excluding the appointment of 'Authorised Officers' which remains with the General Manager.		Manager, Environment, Sustainability & Compliance Compliance & Regulatory Services Coordinator	Planning & Environment Planning & Environment

INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS from General Manager to Staff as at 26 MAY 2023

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment
f) Closing food premises in consultation with Director , Planning & Environment.	Food Act 2003	Manager, Environment, Sustainability & Compliance	Planning & Environment
g) The powers and functions of Council. Excluding the appointment of 'Authorised Officers' and the appointment of 'Enforcement Officers' which remains with the CEO.	Protection of the Environment Operations Act 1997	Director	Planning & Environment
		Manager, Environment, Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Compliance Officer	Planning & Environment
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment
		Environmental Projects Officer - Biosecurity	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
		Regulatory Officer – Night Ranger	Planning & Environment
		Regulatory Officer – Parking	Planning & Environment
h) The powers and functions of Council.	Public Health Act 2010	Director	Planning & Environment
Excluding the appointment of 'Authorised Officers' which remains with the General Manager		Manager, Environment, Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
<p>i) Closing premises in consultation with Director Planning & Environment.</p>	<p>Public Health Act 2010</p>	<p>Manager, Environment, Sustainability & Compliance</p>	<p>Planning & Environment</p>
<p>j) the powers and functions of Council. Excluding the appointment of 'Authorised Officers' which remains with the General Manager</p>	<p>Roads Act 1993</p>	<p>Director Manager, Environment, Sustainability & Compliance Compliance & Regulatory Services Coordinator Senior Compliance Officer Compliance Officer</p>	<p>Planning & Environment Planning & Environment Planning & Environment Planning & Environment Planning & Environment</p>
		<p>Environmental Services Coordinator</p>	<p>Planning & Environment</p>
		<p>Environmental Health Officer</p>	<p>Planning & Environment</p>

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Environmental Projects Officer - Biosecurity	Planning & Environment
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
		Regulatory Officer – Night Ranger	Planning & Environment
		Regulatory Officer – Parking	Planning & Environment
		Director	Planning & Environment
		Manager, Environment, Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Compliance Officer	Planning & Environment
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment
k) the powers and functions of Council. Excluding the appointment of 'Authorised Officers' which remains with the General Manager	Environmental Planning and Assessment Act 1979 Building and Development Certifiers Regulation 2020 (in relation to directions issued by registered certifiers carrying out certification functions).		

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Environmental Projects Officer - Biosecurity	Planning & Environment
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
		Regulatory Officer – Night Ranger	Planning & Environment
		Regulatory Officer – Parking	Planning & Environment
l) The powers and functions of Council. Excluding the appointment of 'Authorised Officers' which remains with the General Manager.	Swimming Pools Act 1992	Director	Planning & Environment
		Manager, Environment, Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Compliance Officer	Planning & Environment
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
m) The powers and functions of Council. Excluding the appointment of 'Inspectors' which remains with the General Manager.	Biosecurity Act 2015	Director Manager, Environment, Sustainability & Compliance Compliance & Regulatory Services Coordinator Senior Compliance Officer Compliance Officer Environmental Services Coordinator Environmental Health Officer	Planning & Environment Planning & Environment Planning & Environment Planning & Environment Planning & Environment Planning & Environment Planning & Environment
n) The powers and functions of Council. Excluding the appointment of 'Authorised Officer' which remains with the General Manager.	Public Spaces (Unattended Property) Act 2021	Director Officers in Chief 1 up to the amount of their delegation	Planning & Environment Planning & Environment
o) The powers and functions of Council. Excluding the appointment of 'Authorised Officers' which remains with the General Manager.	Road Transport Act 2013	Director Manager, Environment, Sustainability & Compliance	Planning & Environment Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Compliance Officer	Planning & Environment
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment
		Environmental Projects Officer - Biosecurity	Planning & Environment
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
		Regulatory Officer – Night Ranger	Planning & Environment
		Regulatory Officer – Parking	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
p) The powers and functions of Council.	Road Rules 2014	Director	Planning & Environment
		Manager, Environment, Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Compliance Officer	Planning & Environment
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment
		Environmental Projects Officer - Biosecurity	Planning & Environment
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
		Regulatory Officer – Night Ranger	Planning & Environment
		Regulatory Officer – Parking	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
q)	The powers and functions of Council.	Boarding Houses Act 2012	Director	Planning & Environment
			Manager, Environment, Sustainability & Compliance	Planning & Environment
			Compliance & Regulatory Services Coordinator	Planning & Environment
			Senior Compliance Officer	Planning & Environment
			Compliance Officer	Planning & Environment
			Environmental Services Coordinator	Planning & Environment
			Environmental Health Officer	Planning & Environment
			Senior Regulatory Officer	Planning & Environment
			Regulatory Officer – Ranger	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
68.	Applications for Development Consent and Modifications of Consent	Director	Planning & Environment
	<ul style="list-style-type: none"> a) Determination of applications for development consent involving the: <ul style="list-style-type: none"> • erection of a building of three storeys or less • addition of three storeys or less to an existing building. • use of land • alterations to an existing building including demolition but excluding demolition of a heritage item or an entire residential building unless it is replaced • Subdivision • Signage <p>EXCEPT if they are the Assessing Officer.</p> <ul style="list-style-type: none"> b) Determination of applications for modifications of development consent. c) Determination of applications under Section 4.55 (f) and Section 4.55 (1A) to modify development consent. 	Director Director Manager, Landuse, Place & Development Coordinator Executive Planner Senior Planner Planner	Planning & Environment Planning & Environment Planning & Environment Planning & Environment Planning & Environment Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
<p>e) Determination of applications for development consent or permit involving the removal, pruning, or transplanting of trees.</p>		Heritage Planner (for heritage matters only)	Planning & Environment
<p>Post consent administration</p> <p>Confirm the satisfaction of all conditions of consents, approvals, permits and modifications and the activation of deferred commencement consents excluding:</p> <ol style="list-style-type: none"> i. Conditions requiring the approval of the Director Planning & Environment <p>Matters required to be reported back to the consent authority, in accordance with the provisions of the Environmental Planning and Assessment Act 1979 and the Local Government Act 1993.</p>	Environmental Planning and Assessment Act 1979	Director	Planning & Environment
		Manager, Landuse, Place & Development	Planning & Environment
		Manager, Operations	Engineering & Operations
		Co-ordinator	Planning & Environment
<p>69. Part 5 of the Environmental Planning and Assessment Act 1979</p> <p>To assess and grant approval to Part 5 activities.</p>	Environmental Planning and Assessment Act 1979 Part 5	Director	Engineering & Operations

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
70.	<p>Conduct reviews under Pt 8 Div 8.2 of the Environmental Planning and Assessment Act 1979</p> <p>The delegate is not permitted to conduct a review of a determination they have made.</p> <p>This delegation is included in the delegation to the Div 8.2 Review Panel.</p>	Environmental Planning and Assessment Act 1979	<p>Director</p> <p>Manager, Landuse, Place & Development</p> <p>Landuse Planning and Operations Co-ordinator</p>	<p>Planning & Environment</p> <p>Planning & Environment</p> <p>Planning & Environment</p>
71.	<p>Applications under the Heritage Act 1977</p> <p>a) Applications for exemption under section 57(2) of the Heritage Act 1977</p>	Heritage Act 1977 s57(2)	Director	Planning & Environment
			Manager, Landuse, Place & Development	Planning & Environment
			Landuse Planning and Operations Co-ordinator	Planning & Environment
			Place Planning Co-ordinator	Planning & Environment
			Director	Planning & Environment
		Heritage Act 1977 s169(3)	Manager, Landuse, Place & Development	Planning & Environment
			Director	Planning & Environment
72.	<p>Planning Agreements</p> <p>Negotiate cash contributions and works in kind to public benefit offers subject to final approval of the VPA by the General Manager.</p>		<p>Director</p> <p>Manager, Landuse, Place & Development</p> <p>General Counsel</p>	<p>Planning & Environment</p> <p>Planning & Environment</p> <p>Office of the General Manager</p>

INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS from General Manager to Staff as at 26 MAY 2023

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
<p>73. Subdivisions To determine land and strata subdivision applications including the issuing of Div 6.2 subdivision certificates.</p>	Environmental Planning and Assessment Act 1979	Director Manager, Landuse, Place & Development	Planning & Environment Planning & Environment
<p>74. Stormwater Drainage Works To approve stormwater drainage works and connections from private property to Council's stormwater system where those works:</p> <ul style="list-style-type: none"> • are for the sole benefit of the development and • do not revert to the care, control and management of the Council. 		Director Manager, Landuse, Place & Development Director Manager, Engineering	Planning & Environment Planning & Environment Engineering Engineering
<p>75. Subdivisions To sign S88B Instruments</p>	Conveyancing Act 1919	Director Manager, Landuse, Place & Development	Planning & Environment Planning & Environment
<p>76. Determination of Applications for Approvals and Modifications To determine applications for approval (including applications to review and amend) of a type within the Division's area of responsibility.</p>	Local Government Act 1993 Chapter 7 Part 1 s68	Coordinator Planning and Operations Director Manager, Landuse, Place & Development	Planning & Environment Planning & Environment Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
<p>77. Power of Entry</p> <p>To enter any land and premises for the purposes of inspection, investigation, sampling, seizure and any other functions as authorised by the relevant provisions of the following Acts and regulations made under them:</p>	<p>Local Government Act 1993</p>	<p>Director</p>	<p>Planning & Environment</p>
<p>a) The powers and functions of Council.</p>		<p>Manager, Environment, Sustainability & Compliance</p>	<p>Planning & Environment</p>
		<p>Compliance & Regulatory Services Coordinator</p>	<p>Planning & Environment</p>
		<p>Senior Compliance Officer</p>	<p>Planning & Environment</p>
		<p>Compliance Officer</p>	<p>Planning & Environment</p>
		<p>Environmental Services Coordinator</p>	<p>Planning & Environment</p>
		<p>Environmental Health Officer</p>	<p>Planning & Environment</p>
		<p>Environmental Projects Officer - Biosecurity</p>	<p>Planning & Environment</p>
		<p>Regulatory Officer - Ranger</p>	<p>Planning & Environment</p>
		<p>Regulatory Officer – Night Ranger</p>	<p>Planning & Environment</p>

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Environmental Projects Officer – Waste	Planning & Environment
		Environmental Projects Officer – Sustainability	Planning & Environment
b) The powers and functions of Council.	Companion Animals Act 1998	Director	Planning & Environment
		Manager, Environment,	Planning & Environment
		Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Compliance Officer	Planning & Environment
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
		Regulatory Officer – Night Ranger	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
c) The powers and functions of Council.	Food Act 2003	Director	Planning & Environment
		Manager, Environment, Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Compliance Officer	Planning & Environment
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment
		Senior Regulatory Officer	Planning & Environment
		Director	Planning & Environment
		Manager, Environment, Sustainability & Compliance	Planning & Environment
d) The powers and functions of Council.	Protection of the Environment Operations Act 1997	Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		i Compliance Officer	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment
		Environmental Projects Officer - Biosecurity	Planning & Environment
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
		Regulatory Officer – Night Ranger	Planning & Environment
		Regulatory Officer – Parking	Planning & Environment
		Environmental Projects Officer – Waste	Planning & Environment
		Environmental Projects Officer – Sustainability	Planning & Environment
e) The powers and functions of Council.	Protection of the Environment Operations (Noise Control) Regulation 2017	Director Manager, Environment, Sustainability & Compliance	Planning & Environment Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Senior Compliance Officer Compliance Officer	Planning & Environment
		Environmental Services	Planning & Environment
		Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment
		Environmental Projects Officer – Biosecurity	Planning & Environment
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
		Regulatory Officer – Night Ranger	Planning & Environment
f) The powers and functions of Council.	Public Health Act 2010	Director Manager, Environment, Sustainability & Compliance Compliance & Regulatory Services Coordinator	Planning & Environment Planning & Environment Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Senior Compliance Officer	Planning & Environment
		Compliance Officer	Planning & Environment
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
g) The powers and functions of Council.	Roads Act 1993	Director	Planning & Environment
		Manager, Environment, Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Compliance Officer	Planning & Environment
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
h) The powers and functions of Council.	Environmental Planning and Assessment Act 1979	Environmental Projects Officer - Biosecurity	Environment
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
		Regulatory Officer – Night Ranger	Planning & Environment
		Regulatory Officer – Parking	Planning & Environment
		Director	Planning & Environment
		Manager, Environment, Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Compliance Officer	Planning & Environment
Environmental Services Coordinator		Environmental Health Officer	Planning & Environment
Environmental Projects Officer - Biosecurity			Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
		Regulatory Officer – Night Ranger	Planning & Environment
		Regulatory Officer – Parking	Planning & Environment
i) The powers and functions of Council.	Swimming Pools Act 1992	Director	Planning & Environment
		Manager, Environment, Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Compliance Officer Environmental	Planning & Environment
		Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment

INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
j) The powers and functions of Council.	Biosecurity Act 2015	Manager, Environment, Sustainability & Compliance	Planning & Environment
		Environmental Projects Officer – Biosecurity	Planning & Environment
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment
k) The powers and functions of Council (as an impounding officer)	Impounding Act 1993	Director	Planning & Environment
		Manager, Environment, Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Compliance Officer	Planning & Environment

INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023

POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
		Environmental Services Coordinator	Planning & Environment
		Environmental Health Officer	Planning & Environment
		Environmental Projects Officer - Biosecurity	Planning & Environment
		Senior Regulatory Officer	Planning & Environment
		Regulatory Officer - Ranger	Planning & Environment
		Regulatory Officer – Night Ranger	Planning & Environment
		Regulatory Officer – Parking	Planning & Environment
		Director	Planning & Environment
	Boarding Houses Act 2012	Manager, Environment, Sustainability & Compliance	Planning & Environment
		Compliance & Regulatory Services Coordinator	Planning & Environment
		Senior Compliance Officer	Planning & Environment
		Compliance Officer	Planning & Environment

l) The powers and functions of Council.

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

POWERS AND FUNCTIONS		LEGISLATION	DELEGATE	DIVISION
			Environmental Services Coordinator	Planning & Environment
			Environmental Health Officer	Planning & Environment
			Senior Regulatory Officer	Planning & Environment
78.	Disposal of Abandoned Items To authorise disposal and sale of items abandoned on Council owned or controlled land.		Director	Planning & Environment
79.	Removal of Graffiti To authorise graffiti removal work, with or without the agreement of the owner or occupier of the land.	Graffiti Control Act 2008 Part 4 s12	Manager, Environment, Sustainability & Compliance	Planning & Environment
80.	Approve the installation of signs	Local Government Act s632	Director	Engineering & Operations
81.	Registration as a Building Certifier To endorse applications for registration under the Building and Development Certifiers Act 2018	Building and Development Certifiers Act 2018	Manager, Engineering	Engineering & Operations
			Traffic Coordinator	Engineering & Operations
			Manager, Landuse, Place & Development	Planning & Environment
			Manager, Environment, Sustainability & Compliance	Planning & Environment

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
82.	Public Officer To carry out the functions of Public Officer	Local Government Act 1993 s342	Manager, Corporate Services	Corporate & Community
83.	Government Information (Public Access) Act 2009 (GIPA Act) To determine applications under the GIPA Act for: a) internal review of a decision in respect of an access application. b) formal access application c) informal access application	Government Information (Public Access) Act 2009	Director Manager, Corporate Services <i>(if original decision was not by the Manager)</i> General Counsel Manager, Corporate Services Senior Governance Officer All Strathfield Council staff	Corporate & Community Corporate & Community Office of General Manager Corporate & Community Corporate & Community All
84.	Destruction of Council Records To dispose Council records in accordance with relevant legislative requirements and Council policy.	Government Information (Public Access) Act 2009	Manager, Digital Information & Customer	Corporate & Community
85.	Responsible Accounting Officer To carry out the functions of a Responsible Accounting Officer	Local Government (General) Regulation 2021 s 202-228	Chief Financial Officer	Corporate & Community
86.	Australian Tax Office (ATO) Services To access and carry out any actions on ATO systems (including, but not limited to, AUSKey).		Chief Financial Officer	Corporate & Community

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
87.	<p>Access and Release of CCTV footage To access and release CCTV footage in accordance with Council's policies.</p>		<p>Senior Payroll Officer</p> <p>Director</p> <p>Manager, Corporate Services</p> <p>Senior Governance Officer</p> <p>General Counsel</p>	<p>Corporate & Community</p> <p>Corporate & Community</p> <p>Corporate & Community</p> <p>Corporate & Community</p> <p>Office of the General Manager</p>
88.	<p>Call for tenders In accordance with the requirements of the Local Government Act 1993 and Local Government Regulations 2021, in accordance with the Council approved budget</p>	Local Government Act 1993	<p>Director</p> <p>General Counsel</p> <p>Manager</p> <p>Manager, Engineering</p> <p>Manager, Operations</p> <p>Manager, Capital Works</p>	<p>All</p> <p>Office of the General Manager</p> <p>Corporate Services</p> <p>Operations & Engineering</p> <p>Operations & Engineering</p> <p>Operations & Engineering</p>
89.	<p>Emergency Provisions To allocate staff, plant and equipment and assets of the Council during an emergency occurring within or affecting the Council's Local Government Area up to a value of \$1,000,000</p>	Local Government Act 1993 State Emergency and Rescue Management Act 1989	<p>Director</p> <p>Manager, Operations</p>	<p>Engineering & Operations</p> <p>Engineering & Operations</p>

**INSTRUMENT OF DELEGATION - REGISTER OF DELEGATIONS
from General Manager to Staff as at 26 MAY 2023**

	POWERS AND FUNCTIONS	LEGISLATION	DELEGATE	DIVISION
90.	<p>Communications</p> <p>a) To communicate with Members of Parliament and Heads of Governmental Departments on issues relating to Council's functions.</p> <p>b) To respond to media enquiries.</p>		Director	All
			Manager, Communications & Events	General Manager's Unit

Authorised by:



26/5/2023

Michael Mamo
GENERAL MANAGER