


DELEGATION INSTRUMENT			
GENERAL MANAGER - SUB-DELEGATIONS TO STAFF - CORPORATE SERVICES & FINANCE			
MANAGEMENT DELEGATIONS			
In accordance with the resolution of Council on 19 January 2022, (as amended), delegating specific authorities in accordance with Section 378 of the Local Government Act, 1993, authority is hereby delegated to those staff, as designated below to, exercise those powers, duties and functions in line with the authority and limitations of this instrument.			
POSITION TITLE	CODE	NAME	
Director Corporate Services & Finance	DCSF	Aaron Jones	
Manager Financial Services	MFS	Tony Burgoyne	
Revenue Accountant	RACC	Donna Scott	
Expenditure Accountant	EACC	Lesley Guy	
Management Accountant	MACC	Barry Cartwright	
Financial Accountant	FACC	Megan Mullins	
Purchasing Compliance Officer	PURCH	Donna Eastburn	
Finance Officer	FO	Jasmin Carter	
Rates Officer	RATE	Nick Lew	
Manager Human Resources	MHR	Vacant	
Manager Corporate Governance	MCG	Nicholas Murphy	
Governance/Insurance Officer	GIO	Nicholas Drengenberg	
Manager Information Services	MIS	Michael O'Neill	
Senior Spatial Assistant	GIS	Kayode Adepoju	
Property Management Coordinator	PMC	Vacant	
Property Officer	PO	Bethany Beattie	
Manager Corporate Communications (position reports to General Manager)	MCC	Therese Ryan	
Media & Communications Officer	MCO	Corinne Boer	
Manager Events	MEV	Hannah Welch	
Project Management Officer	PROJ	vacant	
Storeman	STORE	David Judge, Martyn Tobin	
General Manager's Assistant/Mayor's Assistant Director's Assistant, PA's	GMA PA	Aimee Ford Robyn Doig, Sarah M'Crystal, Erin Fitzpatrick	
IT Staff	ITStaff	Jette McKellar, Alex Sadler, Gerard Ryan, Reid Dwyer, Mark Gallagher, Kayode Adepoju, Ronan Vanderhel, Laura Alexander	
HR Advisor, WHS RTW Coord, Training/WHS Support Officer, HR Service Support Officer	HRA	Lara Fitzpatrick, Jesse Miller John Starr, Emma Weal, Michelle Griffiths, Jade Morgan	
GENERAL MANAGER 		DATE 12.07.2023	

Delegation		DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff
Pursuant to the provisions of the Local Government Act 1993, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act, 1993 and every other enabling statutory power, delegates to its General Manager authority to exercise and to perform on behalf of the Council, all necessary powers, authorities, duties and functions, including but not limited to:																									
<b>Corporate and Executive Powers</b>																									
1	To carry on the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of Council. To control and direct the staff of the Council.	X	X	X	X	X	X			X	X	X		X		X					X	X			
2	To carry on the regular services, functions and operations of the Council in accordance with Local Government Act 1993, and other Legislation, Regulations and or policies of the Council.	X	X	X	X	X	X			X	X	X		X		X					X	X			
3	To authorise any action necessary to comply with any policy or code of Council, any statutory requirements of the Local Government Act or Ordinance or any other law, rule or regulation affecting Council.	X	X									X										X			
4	To obtain legal advice from Council's Solicitors or Counsel where necessary.	X									X	X				X						X			
5	To institute, conduct and defend legal proceedings with respect to Council's activities in all Courts, and instruct and engage Council's Solicitors and Counsel where necessary	X										X										X			
6	Be authorised to respond to notices in respect of such applications to the Licensing Court of NSW for Liquor licences for functions.	X																							
7	Authorise action to be taken in connection with any complaints or requests received.	X	X								X	X	X	X		X		X	X	X	X				
8	Provide interpretation, counsel and advice on applicable Statutes, and Council's existing and proposed policies; and on statutory limitations during the deliberative and decision making process and provide to the Mayor, individual Councillors and senior staff, a common source of statutory and policy interpretation.	X	Snr Staff	Snr Staff	Snr Staff	Snr Staff	Snr Staff	Snr Staff	Snr Staff	Snr Staff	Snr Staff	X	Snr Staff	Snr Staff		Snr Staff		Snr Staff	Snr Staff			X			
9	To affix the seal of Council to a document																								
10	To prepare and lodge applications for grants provided such action is consistent with Council's Strategic & Business Plan or Council Policy.	X										X										X			
11	To authorise any works which is deemed urgent, provided that such expenditure is reported to the Council at its next Ordinary meeting, where funds have not been voted by Council.																								
12	Control communications internally and externally.	X																X	X						
13	Rearrange and reorganise staff in all departments	X																							
14	Sign legal contracts where Council has approved the making of that Contract.	X																							
15	Internal and external projection and promotion of Council's mantle of dignity, together with its image of efficiency and effectiveness.	X										X						X	X			X			
16	To approve/refuse public access to Council books or documents which are required to be produced for any legal proceedings.	X																							
17	Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse licence and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the relevant acts and associated regulations and to implement the provisions as relating to the operation of Council of the relevant Acts and associated regulation, including but not limited to:	X																							
	Biodiversity Conservation Act 2016																								
	Biosecurity Act 2015																								
	Boarding Houses Act 2012																								
	Building and Development Certifiers Act 2018 and regulation																								
	Community Land Development Act 2021																								
	Companion Animals Act 1998																								

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Conveyancing Act 1919																								
Crown Land Management Act 2016																								
Dividing Fences Act 1991																								
Environmental Planning and Assessment Act, 1979 as amended																								
Fire and Rescue NSW Act 1989																								
Food Act 2003 and Food (General) Regulation, 2003 as amended																								
Government Information (Public Access) Act 2009																								
Health Records & Information Privacy Act 2002																								
Heritage Act 1977																								
Impounding Act 1993 as amended																								
Independent Commission Against Corruption Act 1988																								
Interpretation Act 1987																								
Land Acquisition (Just Terms Compensation) Act 1991																								
Library Act 1939																								
Local Government Act 1993 as amended plus regulation																								
Local Land Services Act 2013																								
Motor Vehicle Sports (Public Safety) Act 1985 as amended plus regulation																								
Motor Sports Events Act 2022																								
Native Title Act NSW 1994 as amended																								
Ombudsman Act 1974																								
Plumbing & Drainage Act 2011 plus Regulation																								
Privacy & Personal Information Protection Act 1998																								
Property and Stock Agents Act 2002 plus Regulations																								
Protection of the Environment Operations Act 1997 as amended																								
Public Health Act 2010 and regulation made thereunder																								
Public Interest Disclosures Act (1994)																								
Public Spaces (Unattended Property) Act 2021																								
Real Property Act 1900 plus regulations																								
Recreation Vehicles Act 1983 as amended																								
Road Transport Act 2013																								
Roads Act 1993 as amended																								
Rural Fires Act 1997 as amended																								
State Emergency and Rescue Management Act 1989																								
State Emergency Service Act 1989																								
Strata Schemes Development Act 2015																								
Swimming Pools Act 1992 as amended																								
Transport Administration Act 1988																								
Unclaimed Money Act 1995																								
Waste Avoidance & Resource Recovery Act 2001																								
Water Management Act 2000																								
Work Health & Safety Act 2011 plus regulation																								

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<b>Corporate Services/Administration</b>																									
101	To determine the matters which are to be included in the business papers, subject to the inclusion of the following items whenever they arise: (a) Reports on matters which cannot be determined under delegated authority; (b) Reports required to be submitted under any Act or Ordinance; (c) Reference to any deputations which the Council has agreed to receive; (d) Matters requiring a determination of Policy; (e) Reports directed by Council to be submitted; (f) Matters essential for the Council's information; (g) Matters requiring a vote; (h) Matters or decisions of a potentially contentious nature, or involving a significant variation of Council's policy or standard practice relating to Development Applications.	X																							
102	Have charge of the records of Council, except as otherwise specifically provided, and be responsible for the recording, filing and safe keeping of such records.	X	X									X									X				
103	Keep accurate, permanent records of all properties purchased, leased or sold by, or in the possession of Council.	X	X	X						X		X				X					X				
104	Sign contracts for the sale and purchase price of land where Council has approved the sale or purchase price.	X										X									X				
105	Authority to terminate any lease or rental agreement on any Council owned property where the terms of the lease have been breached, and accounts fall into arrears.	X										X									X				
106	Sign all applications addressed to the Registrar General to record the Council as the registered owner of resumed land.	X																							
107	Authority to establish, maintain, alter or terminate leaseback agreements with employees.	X																							
108	To approve payment of expenses for elected members.	X										X									X				
109	Authorise such employees time off for fighting fires within the boundaries of the Council area without loss of pay if properly called out by the Fire Brigade or the Rural Fire Service, where employees of the Council are members of the Voluntary Fire Brigade or Volunteer Rural Fire Service Brigades.	X																							
110	Review Council's exposure to risk on a continuing basis and effect any changes by way of insurance, retention or transfer to protect Council's interest.	X										X									X				
111	To determine levels of public liability insurance required in accordance with Council's adopted policy.	X	X									X									X				
112	The authority to exercise and perform on behalf of Council, all powers, authorities, duties, functions and matters in relation to Council's asset management program applying to: (a) Public roads; (b) Footpaths; (c) Carparks; (d) Parks, reserves, recreational facilities, gardens and cemeteries; (e) Solid Waste Disposal Depot (f) Council owned and managed public buildings and facilities (g) Floodplain Management.	X																							
	(a) Public roads;	X																							
	(b) Footpaths;	X																							
	(c) Carparks;	X																							
	(d) Parks, reserves, recreational facilities, gardens and cemeteries;	X																							
	(e) Solid Waste Disposal Depot	X																							
	(f) Council owned and managed public buildings and facilities	X										X				X					X				
	(g) Floodplain Management.	X																							
113	Be authorised to offer a reward for information leading to the conviction of people found vandalising Council property, and further that Council, without exception, takes all legal steps available to it to prosecute people found vandalising Council property.	X																							
114	Authority to exercise and perform on behalf of Council all functions, powers, authorities, duties and matters contained in Council's asset management program.	X																							
115	Authority to appoint alcohol and drug testing officers.	X									X														
116	To adopt on behalf of council the Publication Guide required under Section 20 of the GIPA Act 2009.																								
117	To appoint a representative of Council as the Chairperson to the Local Emergency Management Committee in accordance with Section 28 of the State Emergency & Rescue Management Act (1989) as amended.																								

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118	To appoint a Disclosures Coordinator for the purposes of the Public Interest Disclosures Act (1994).											X									X				
<b>Finance</b>																									
201	To authorise the payment of salaries and wages of the staff of the Council.	X	X									X									X				
202	To authorise the purchase of goods, works and services and to obtain tenders for items over \$250,000.	X																							
203	To keep accounts of the Council and present to audit in accordance with the requirements made by or under the Local Government Act 1993 and regulation.	X	X	X	X	X	X																		
204	Determine the categorisation of each parcel of rateable land in accordance with Section 514 of the Local Government Act 1993.	X	X	X						X															
205	Authorise financial transactions (excluding investments)	X	X	X	X	X	X					X									X				
207	To authorise the investment of surplus Council funds and sign such application and redemption documents as may be required.	X	X		X																				
208	To determine applications for reductions of rental charges for Council facilities in accordance with Council's policy.	X	X																						
209	To determine applications for pensioner rate reduction in accordance with the provisions of Section 575 of the Local Government Act 1993.	X	X	X						X															
210	To take action at any time for recovery of unpaid rates and any other amounts owing to Council.	X	X	X						X															
211	To order restriction or disconnection of premises if excess water accounts are not paid.	X	X	X																					
212	To approve applications for extension of time to pay accounts.	X	X	X						X															
213	To lay information, issue summonses, swear statements and affidavits for enforcing default judgements and institute any other legal and approved procedure necessary for the recovery of outstanding amounts and debts owing to the Council.	X	X									X									X				
214	To determine assistance to ratepayers experiencing genuine and substantial hardship.	X	X	X						X															
215	To allow unpaid rates to accumulate and be paid from the estate of such aged pensioners, where such a request has been made, or from the sale of the house provided that in such cases no Council rate rebate shall be granted.	X	X	X						X															
216	To certify that prices and computations on invoices/payments have been checked and are correct, and as far as able to be ascertained, are fair and reasonable and are in accordance with any quotation/contract under which the goods/services were supplied.	X	X	X	X	X	X																		
217	To determine the amount of bond required to be lodged by developers as surety for completion of works under Council's control.	X	X																						
218	To write-off rates or debts which are determined not financially viable to recover to a limit in any one case not exceeding \$5,000.	X																							
219	To authorise Public Liability/Public Indemnity Claims goodwill payments up to \$2,000.	X																							
220	To sign Section 603 Certificates on behalf of Council.	X	X	X						X															
221	To authorise the release of any bond or bank guarantee where the required works or services have been completed in accordance with approvals granted by Council.	X																							
222	To authorise the disposal of surplus materials and goods.	X																							
223	To sign as the responsible accounting officer the statement of financial position with respect to Budget Review Statements in accordance with the Regulation.	X																							
224	To authorise Council participation in tenders called by CENTROC on behalf of the participating councils.	X																							
225	To authorise the purchase of goods, works and services from Local Government Procurement in accordance with funds voted by Council and Council's Purchasing Manual	X																							
226	To sign certificates under Section 54 of the Local Government Act 1993 in relation to classification of public land.	X										X									X				
227	Authority to open and close accounts for electricity and gas at Council facilities.																								

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<b>Engineering</b>																										
301	To organise and allocate the priority of all construction and maintenance works, subject to any direction of the Council.																									
302	To determine applications for the use of (approve, subject to conditions, or refuse) public roads for : (a) walk-a-thons, motor car trials, charitable collections or other like events; (b) recruiting or similar purposes or for public health or other purposes on behalf of the Army, Navy or Air Force or other organisations to utilise part of a road or land owned by or under the control of the Council	X																								
303	Be authorised to issue permits for holding of street stalls, processions on roads; holding of meetings in public places; and use of roads during building operations and standing of vehicles in restricted parking areas for any specific purposes and any other Act regulating functions under the control of the Council.	X																								
304	To provide temporary grandstands at Carrington Park for crowds anticipated to be in excess of 5,000 people, funded from Carrington Park Vote, subject to the provision of substantiated material by the promoters.																									
305	(i)To sign and issue approval of designs for subdivision plans and construction certificates.	X																								
	(ii)To sign survey requests/amendments to the Land Titles Office.																									
	(iii)To sign property identification reports.																									
	(iv)To sign survey plans.																									
306	To order the removal of obstructions placed illegally on road reserves, footpaths and public places.																									
307	To close the Ben Chifley Dam to specified users.																									
308	To close roads, or parts thereof, temporarily for repairs or construction.																									
309	To issue/refuse compliance and construction certificates in relation to subdivisions and engineering works.																									
310	Determine the extent and design of works associated with subdivisions and other development applications in accordance with Council Policies and Codes and to determine whether such works have been completed to a satisfactory standard.																									
311	To write to affected landowners seeking an indication on whether they wish the construction of concrete footpaving to be done upon receipt of such requests for such work and then arrange a report to Council.																									
312	Grant approval for helicopter touchdowns on Public Reserves in a manner and at a time under such conditions as may be appropriate..											X									X					
313	Authorise the private planting of trees and /or shrubs on footpaths.																									
314	To sign permits authorising maintenance or removal of trees under Council's Tree Preservation Policy and Council's Tree Preservation Order.																									
315	To remove dangerous trees on public works' construction sites under the control of the Council, where such removal is necessary, to allow work to proceed immediately.																									
316	To carry out private works and authorise the hire of Council plant subject to satisfactory arrangements being made for the payment of such works.																									
317	(i) To purchase new light vehicles and dispose of existing vehicles where the standard of the vehicle remains the same.	X																								
	(ii) To have the discretion to dispose of vehicles at other than 50,000km;	X																								
	(iii) Obtain trade prices when replacing vehicles; and																									
	(iv) To have the discretion to dispose of vehicle by either auction or trade-in.																									
318	To authorise the release of Council plant and other resources to assist fire fighting, emergency work, and assist the Local Emergency Management Committee in emergency work.	X										X									X					
319	(i)To hire Council plant and equipment or to make it available to community groups in accordance with Council's Section 356 policy.																									
	(ii)To approve annual, standard parking and camping requests that occur each year from the Bathurst AH&P Association Inc.																									

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320	Authorise the carrying out of water supply extensions up to 225 m per tenement;																										
321	Authorise the carrying out of sewer extensions up to 75 m per tenement.																										
322	To determine the conditions of use of parks, gardens, reserves and other public places under Council's control.																										
323	To enter into Pipeline Agreements with the Rail Infrastructure Corporation.																										
324	To implement water restrictions in accordance with Council policy.																										
<b>Planning and Development</b>																											
401	To determine Development Applications, Complying Development Certificates and Construction Certificates.																										
402	To determine the fast tracking of Development Applications.																										
403	To issue or refuse to issue compliance, and occupation certificates under Part 6.																										
404	To defend appeals against failure or refusal to issue Part 6 certificates.																										
405	To give notice of intention to serve orders and issue orders, and modify or revoke orders pursuant to the Local Government Act, Environmental Planning and Assessment Act, Food Act, Companion Animals Act.																										
406	To review determinations of development applications made by other staff under delegated authority.																										
407	To issue or refuse to issue a complying development certificate.																										
408	To modify or refuse to modify a complying development certificate.																										
409	To vary or extend the lapsing period of a consent in accordance with Sections 4.53 and 4.54.																										
410	To approve or refuse applications to modify development consents, being consents originally determined under delegated authority.																										
411	To defend appeals made pursuant to Part 8 of the Environmental, Planning and Assessment Act (EP&A).																										
412	To refer for comment Development Applications within the Conservation Area to the National Trust, where deemed appropriate.																										
413	That Council delegate to the General Manager the powers, authorities, duties and functions delegated to Council by "Instrument of Delegation" dated 9 August 1995 by the Office of Local Government, pursuant to Section 745 of the Local Government Act 1993, as amended in respect to Section 82(3) of that Act in relation to modification of the provisions of Clauses 51 or 52 of the Local Government (General) Regulation 2021.																										
414	To ensure that premises used for the preparation, storage and/or sale of food are maintained.																										
415	To commence legal proceedings pursuant to the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and the Protection of Environment Operations Act 1997.	X																									
416	This item is left intentionally blank																										
417	To approve of a flue terminating at a location not complying with the provisions of the policy if satisfied that compliance with the policy is not practicable, and that the proposed alternative is satisfactory.																										
418	Sign applications on behalf of Council as applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.	X																									
419	To sign Section 10.7 and 6.26 Certificates																										
420	To sign and issue Section 121ZP and Section 735A certificates on behalf of Council																										
421	To exercise all of the powers of Council in respect of: (a) Applications for all those matters listed in Part A of the Table contained in Section 68 of the Local Government Act 1993. (b) The variation of building lines made under Council's Approvals Policy. (c) The variation of Restrictive Covenants created pursuant to Section 88B of the Conveyancing Act 1919 as amended, provided that the subject of the variation complies with the relevant planning instrument.																										

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	(d) Applications for those matters contained in Items 5 and 6 of Part B of the table contained in Section 68 of the Local Government Act 1993.																								
	(e) Applications for all those matters listed in Part C of the table contained in Section 68 of the Local Government Act 1993.																								
	(f) Applications for those matters contained in Items 3, 4, 5 and 6 of Part D of the table contained in Section 68 of the Local Government Act 1993.																								
	(g) Applications for all those matters listed in Part E of the table contained in Section 68 of the Local Government Act 1993.																								
	(h) Applications for all those matters listed in Part F of the Table contained in Section 68 of the Local Government Act 1993.																								
422	Determine applications for the creation of temporary construction zones on public roads restricting public parking in such zones.																								
423	To take any action considered necessary under the Mount Panorama policies.	X																							
424	To administer the policy in relation to advertising on light standards.																								
425	To commence the preparation of a draft Local Environmental Plan under Part 3 of the Environmental Planning and Assessment Act, 1979 as amended; (a) Preparation and exhibition of Environmental Studies and Local Environmental Plans in accordance with the Act. (b) To exercise any delegation conferred upon him/her from time-to-time by the Director General of the Department of Planning under the Act.																								
426	To prepare a draft Development Control Plan in accordance with Part 3 of the Environmental Planning & Assessment Act 1979 and in accordance with the appropriate Regulations.																								
427	Development Applications (a) To make any decision or to take any actions required of or open to Council to take in accordance with Part 4 "Development Assessment and Consent" of the Environmental Planning and Assessment Act 1979 as amended, but not including the power: (1) To determine any Development Application in respect of a designated development as defined in the Act; (2) To determine any Development Application in relation to which a negative submission has been received and where the matters raised in that submission have not been resolved; or, (3) To revoke or modify a Development Consent (not being at the applicant's request) in accordance with the Act). (b) To call meetings of the Departmental Submission Hearings in relation to any Development Application or Compliance Certificate. (c) To call meetings of the Council Submission Hearing in relation to any Development Application or Compliance Certificate.																								
428	To assume the concurrence of the Director General of the Department of Planning for variations of development standards in accordance with State Environmental Planning Policy 1 and Department of Environment and Planning Circular 117 and Clause 4.6 of the LEP.																								
429	To authorise the release of subdivision certificates by signing the required documents, where the Council Seal or Power of Attorney is not required.																								
430	To refund unexpended Development Applications fees on actual costs basis.																								
431	To commission an independent structural assessment of a building for which a Development Application has been made for demolition where, in assessing the development, the building is found to be of heritage significance.																								
432	To authorise the refund of fees in total or in part in respect of applications either refused by Council or withdrawn by the applicant under the provisions of Section 88 of the Local Government Act 1993.																								
433	To carry out rabbit eradication on roadsides in conjunction with the Local Land Services.																								
434	To impound stock pursuant to Section 2 of the Act.																								
435	To implement the delegations from the NSW Heritage Office in respect of issuing approvals under Section 60 of the Heritage Act 1977 and the making of orders.																								
436	Pursuant to Section 381(3) of the Local Government Act 1993 approve the NSW Food Authority's delegation to the General Manager to provide written approval for dispensations and alternative methods of compliance in regard to the Food Standards Code's Standard 3.2.2 (clauses 15 and 17) and Standard 3.2.3 (clauses 10 and 14).																								



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437	Pursuant to Section 109E(3) of the Food Act 2003, and conditional upon approval from the NSW Food Authority approve the General Manager to sub-delegate the power to provide written approvals for dispensations and alternative methods of compliance in regard to the Food Standards Code's Standard 3.2.2 (clause 15 and 17) and standard 3.2.3 (clauses 10 and 14) to the Director Environmental, Planning and Building Services.																								
438	Authority to make recommendations in relation to applications for accreditation of Council building surveyors under the Building Professionals Act 2005.																								
439	To undertake the powers, authorities, duties and functions delegated to Council by "Instrument of Delegation" dated 8 November 2012 by the Acting Commissioner for Fair Trading pursuant to Section 21 of the Plumbing and Drainage Act 2011. (a) to monitor compliance with the Plumbing and Drainage Act (s19(a))																								
	(b) to ensure that any plumbing and drainage work carried out does not threaten public health or safety (s19(b))																								
	(c) to undertake any other functions conferred or imposed on the plumbing regulator by the Plumbing and Drainage Act (s19(c)) other than: • receiving notices of work and other documentation required to be submitted to the plumbing regulator concerning proposed alternative solutions (s9(3) of the Plumbing and Drainage Act and Clause 10 of the Plumbing and Drainage Regulation) • authorising fittings for use in plumbing and drainage work (s20) • initiating criminal proceedings as provided for in Part 5 of the Plumbing and Drainage Act.																								
440	To undertake the following plan-making functions delegated by the Minister (a) to make – and determine not to make – an LEP under the EP&A Act																								
	(b) to defer inclusion of certain matters in an LEP and																								
	(c) to identify which matters must be considered and which stages of the plan-making process must be carried out again prior to resubmission if the council defers the proposal or if a matter is deferred from the LEP																								
441	To enter into agreements with members of the public for certification works as defined under the Building Professionals Act 2005																								
442	to transfer properties between categories of notification of land on a Section 7.11 Certificate as outlined in the Bathurst Regional Council Contaminated Land Policy in accordance with the outcomes of appropriate geotechnical investigations.																								
443	That Council delegate to the General Manager the powers, authorities, duties and functions delegated to Council by "Instrument of Delegation" dated 14 February 2019 by the Chief Executive of Roads and Maritime Services pursuant to Section 125 (3) of the Roads Act 1993 in relation to the approval of Footway Restaurants.																								
<b>Authority to exercise powers/various Acts</b>																									
	(Clause 17) - Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse licence and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the following acts and associated regulations and to implement the provisions as relating to the operation of Council of the following Acts and associated regulation, including but not limited to:	X																							

	DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff		
<b>Biodiversity Conservation Act 2016</b>																										
To perform activities and exercise functions																										
To serve, issue or refuse notices, licences and or permits																										
To undertake inspections and or exercise power of entry																										
Appoint authorised Council employee																										
<b>Biosecurity Act 2015</b>																										
To perform activities and exercise functions																X										
To serve, issue or refuse notices, licences and or permits																										
To undertake inspections and or exercise power of entry																X										
Appoint authorised Council employee																										
<b>Boarding Houses Act 2012</b>																										
To perform activities and exercise functions																										
To serve, issue or refuse notices, licences and or permits																										
To undertake inspections and or exercise power of entry																										
Appoint authorised Council employee																										
<b>Building and Development Certifiers Act 2018</b>																										
To perform activities and exercise functions																										
<b>Companion Animals Act 1998</b>																										
To perform activities and exercise functions																										
To serve, issue or refuse notices, licences and or permits																										
To undertake inspections and or exercise power of entry																										
Appoint authorised Council employee																										
<b>Community Land Development Act 2021</b>																										
To perform activities and exercise functions												X				X						X				
<b>Conveyancing Act 1919</b>																										
To perform activities and exercise functions												X				X						X				
Appoint authorised Council employee																										

	DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff	
<b>Crown Land Management Act 2016</b>																									
To perform activities and exercise functions																									
											X				X						X				
<b>Dividing Fences Act 1991</b>																									
To perform activities and exercise functions																									
											X				X						X				
To serve, issue or refuse notices, licences and or permits																									
											X										X				
To undertake inspections and or exercise power of entry																									
															X										
Appoint authorised Council employee																									
<b>Environmental Planning and Assessment Act 1979 as amended</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
To lodge complaints against an accredited certifier under Section 109V																									
<b>Food Act 2003 and Regulation</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
Authorised officer under Section 114(2)																									
<b>Fire and Rescue NSW Act 1989</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Government Information (Public Access) Act 2009</b>																									
Exercise determinations																									
		X									X	X									X				
Exercise review of Determination																									
		X									X	X									X				
Act as Council's Right to Information Officer																									
		X									X	X									X				
<b>Health Records &amp; Information Privacy Act 2002</b>																									
To perform activities and exercise functions																									

	DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff	
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Heritage Act 1977</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Independent Commission Against Corruption Act 1988</b>																									
To perform activities and exercise functions																									
<b>Interpretation Act 1987</b>																									
To exercise functions												X										X			
<b>Impounding Act, 1993 as amended</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Land Acquisition (Just Terms Compensation) Act 1991</b>																									
To perform activities and exercise functions												X			X							X			
To serve, issue or refuse notices, licences and or permits											X											X			
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Library Act 1939</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									

	DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff
<b>Local Government Act 1993 as amended plus Regulation</b>																								
To perform activities and exercise functions																								
To serve, issue or refuse notices, licences and or permits																								
To undertake inspections and or exercise power of entry																								
Appoint authorised Council employee																								
<b>Local Land Services Act 2013</b>																								
To perform activities and exercise functions																								
To serve, issue or refuse notices, licences and or permits																								
To undertake inspections and or exercise power of entry																								
Appoint authorised Council employee																								
<b>Motor Sports Events Act 2022</b>																								
To perform activities and exercise functions																								
To serve, issue or refuse notices, licences and or permits																								
To undertake inspections and or exercise power of entry																								
Appoint authorised Council employee																								
<b>Motor Vehicle Sports (Public Safety) Act 1985 as amended plus regulation</b>																								
To perform activities and exercise functions																								
To serve, issue or refuse notices, licences and or permits																								
To undertake inspections and or exercise power of entry																								
Appoint authorised Council employee																								
<b>Native Title (New South Wales) Act 1994 as amended</b>																								
To perform activities and exercise functions																								
To serve, issue or refuse notices, licences and or permits																								
To undertake inspections and or exercise power of entry																								
Appoint authorised Council employee																								
<b>Ombudsman Act 1974</b>																								
To perform activities and exercise functions																								
<b>Plumbing and Drainage Act 2011 plus regulation</b>																								
To perform activities and exercise functions																								

	DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff	
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Privacy &amp; Personal Information Protection Act 1998</b>																									
To perform activities and exercise functions											X	X									X				
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Property and Stock Agents Act 2002</b>																									
To perform activities and exercise functions											X				X						X				
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Protection of Environment Operations Act 1997 as amended</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Public Health Act 2010 and Regulation</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Public Interest Disclosures Act (1994)</b>																									
To perform activities and exercise functions											X	X									X				
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Public Spaces (Unattended Property) Act 2021</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									

	DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/HRA	IT Staff
To undertake inspections and or exercise power of entry																								
Appoint authorised Council employee																								
<b>Real Property Act 1900 plus regulations</b>																								
To perform activities and exercise functions											X				X						X			
To serve, issue or refuse notices, licences and or permits																								
To undertake inspections and or exercise power of entry																								
Appoint authorised Council employee																								
<b>Recreation Vehicles Act 1983 as amended</b>																								
To perform activities and exercise functions																								
To serve, issue or refuse notices, licences and or permits																								
To undertake inspections and or exercise power of entry																								
Appoint authorised Council employee																								
<b>Roads Act 1993 as amended</b>																								
To perform activities and exercise functions																								
To serve, issue or refuse notices, licences and or permits																								
To undertake inspections and or exercise power of entry																								
Appoint authorised Council employee																								
<b>Road Transport Act 2013</b>																								
To perform activities and exercise functions																								
To serve, issue or refuse notices, licences and or permits																								
To undertake inspections and or exercise power of entry																								
Appoint authorised Council employee																								
Local Traffic Management																								
<b>Rural Fires Act 1997 as amended</b>																								
To perform activities and exercise functions											X											X		
To serve, issue or refuse notices, licences and or permits																								
To undertake inspections and or exercise power of entry																								
Appoint authorised Council employee																								

	DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff	
<b>Strata Schemes Development Act 2015</b>																									
To perform activities and exercise functions											X				X						X				
To serve, issue or refuse notices, licences and or permits											X										X				
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>State Emergency and Rescue Management Act 1989</b>																									
To perform activities and exercise functions											X										X				
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
Act as Chairperson of the Local Emergency Management Committee											X										X				
<b>State Emergency Service Act 1989</b>																									
To perform activities and exercise functions											X										X				
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Swimming Pools Act 1992 as amended</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Transport Administration Act 1988</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									



	DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff	
<b>Unclaimed Money Act 1995</b>																									
To perform activities and exercise functions		X																							
<b>Waste Avoidance &amp; Resource Recovery Act 2001</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Water Management Act 2000</b>																									
To perform activities and exercise functions																									
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									
<b>Work Health &amp; Safety Act 2011 plus regulation</b>																									
To perform activities and exercise functions		X	X	X	X	X	X		X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	
To serve, issue or refuse notices, licences and or permits																									
To undertake inspections and or exercise power of entry																									
Appoint authorised Council employee																									

		DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff
<b>Section 335</b>																									
<i>The General Manager delegates the following day to day management functions of Council</i>																									
<b>Corporate Services/Administrator</b>																									
1	To make public statements and issue media releases on matters involving Council	X																X	X						
2	To assess grading of staff	X									X														
3	To authorise the attendance of staff at conferences and seminars and approve payment of expenses within budget	X										X										X			
4	To make decisions in staff matters in dispute	X									X	X										X			
5	To approve of advertisements for jobs and authorisations to recruit (within approved structure)	X										X										X			
6	Appropriate person in relation to tenders as defined in the Local Government (General) Regulation - as designated for each tender individually	all	staff																						
7	Designated person in relation to Tendering (Clause 175 Local Government (General) Regulation 2005)	all	staff																						
8	To act as Council's Code of Conduct Complaints Coordinator	X										X										X			
<b>To sign Correspondence which refers to:</b>																									
21	* letters offering employment	X									X													X	
22	* correspondence relating to unsuccessful employment application	X	X								X	X		X				X			X	X		X	
23	* initial letter of discipline	X									X														
24	* subsequent letter of discipline	X									X														
25	* final letter of discipline	X																							
26	* issue of references	X																						X	
27	* Issue of testimonials	X																						X	
28	* leave applications for staff (sick leave, annual leave)	X	X								X	X		X							X	X		X	
29	* leave applications for long service leave	X	X								X	X		X							X	X			
30	* leave applications - leave without pay	X																							
31	* approval of secondary employment	X																							
32	* higher duties for staff	X																							
33	* letters dealing with Workers Compensation - initial/determination	X									X														
34	* letters dealing with Workers Compensation - other	X									X														
35	* Appraisal letters, in approved format	X																							
36	* letters dealing with grant applications	X										X						X	X			X		X	
37	* letters of appreciation	X										X										X		X	
38	* standard letters incorporated in the manual of standard procedures	X	X								X	X		X	X	X		X	X	X	X	X		X	
39	* Authorise leave electronically in accordance with the hierarchy as maintained in Council's Authority software	All staff																							
<b>Administration</b>																									
51	* letters for contracts for the sale and purchase price of land where the sale or purchase has been approved by Council	X										X										X			
52	* Development Applications on behalf of Council as applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.	X																							
53	* legal contract where Council has approved the making of that Contract	X										X										X			
54	* letters for promotion of Council	X	X									X						X	X			X		X	
55	* letters advertising Council	X	X									X						X	X			X		X	

		DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/HRA	IT Staff
56	* requests for sponsorship	X	X									X						X	X	X	X		X		
57	* agreements for the borrowing/lending of goods/services/exhibitions to or by Council	X																X	X						
58	* letters responding to insurance claims and processing thereof	X										X									X				
59	Acknowledgement letters advising of matters referred to Council	X	X								X	X	X	X	X	X		X	X	X	X		X		
60	*enquiries on programs and services	X	X								X	X	X	X	X	X		X	X	X	X		X		
61	* the organisation of functions and events	X	X									X	X					X	X	X	X		X		
62	* carry out the functions of the Public Officer as follows	X																							
	* deal with requests from the public concerning council's affairs	X																							
	* assist people to gain access to public documents of council	X																							
	* receive submissions made to council	X																							
	* accept service of documents on behalf of council	X																							
	* represent council in legal or other proceedings	X																							
	* other functions as may be conferred or imposed on the Public Officer by the General Manager or by or under the Local Government Act, 1993	X																							
63	* authorised to access CBD CCTV Scheme for maintenance and daily monitoring of system														X										X
64	* authorised to access CBD CCTV System for extraction of footage for Police investigations											X	X	X											Records Supervisor
65	* to act as Council's Native Title Manager																								
	<b>Library Services</b>																								
71	* lost or stolen books,																								
72	*orders which have not been satisfied																								
	<b>Entertainment Centre</b>																								
91	* confirmation of bookings for Bathurst Memorial Entertainment Centre and letters of request to sign and return contract																								
92	* letters to season ticketholders and other subscribers																								
93	* Promotional letters advising of forthcoming events																								
	<b>Art Gallery and Museums</b>																								
111	* enquiries requesting history of the gallery,																								
112	*enquiries on the permanent collection																								
113	* enquiries on regional galleries																								
114	* enquiries regarding approved Education/Public Programs																								
115	* organisation and development of the approved education and public programs																								
116	* mailouts to schools and community groups																								
117	* volunteers - recruiting, training, co-ordinating, liaising and with volunteers.																								
118	* Art Gallery Exhibition loan agreements																								
119	* Museum exhibition loan agreements																								
120	<b>Australian Fossil &amp; Mineral Museum</b>																								

		DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff	
	* Cause to be prepared the company's annual and long term budgets and management plans	X	Is this still required																							
	* Appoint the Manager	X																								
	* Oversee and carry out its day to day management and administration	X																								
	* Implement and support fundraising strategies	X																								
	* Select staff to be employed by the Company as necessary	X																								
	* Implement a Friends of The Somerville Collection program	X																								
	* Oversee and assist in the design and implementation of promotion and marketing activities	X																								
	* Develop links with the community	X																								
	* Develop educational programs with the University	X																								
	* Manage the physical resources such as buildings, contents, displays, lighting and security	X																								
	* Manage the human resources of the museum housing the Collection	X																								
	* Ensure the security of the Collection	X																								
	* Manage the general administration and liaising with partners and the providers of services	X																								
	* Manage the financial business of the Company by administering income and expenditure	X																								
	* Liaise with the company and the Management Committee	X																								
	* Implement policies and strategies to increase the number and range of student and other community groups using the collection	X																								
	* Work with the Curator in the design and development of learning resources	X																								
	* Work with the curator to manage acquisition policy and practice especially with regard to the incentives with the Cultural Gifts Program	X																								
	* Carry out any other tasks as directed by the company and Management Committee	X																								
	<b>Child Care</b>																									
131	Family Day Care Loan Agreements	X																								
	<b>Finance</b>																									
	<b>To Authorise</b>																									
149	Payment of weekly Child Care Benefits																									
150	To undertake purchasing requirements during absence of the Purchasing Officer	X	X		X				X			X									X	X				
151	requisitions and orders to the value indicated	X	X	X	X	X	X	X		0	5000	X		X	1000	5000	5000	10000	5000	5000	X	X	10000 (30000 PETRO L)	5000	2000 (5000 DA)	1000 (Ger ard)
152	petty cash within prescribed limits	X	X								X	X		X						X	X	X				
153	Debt collection (rates and other debtors)	X	X																							
154	applications to open credit accounts in Council's name dealing with orders	X	X		X																					


		DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff
	<b>To Sign</b>																								
155	* Financial transactions (excluding investments) on behalf of Council	X	X	X	X	X	X														X				
157	*For purchase of goods, works and services within Department and value limits of authority in accordance with funds voted by Council and Council's Purchasing Manual.	X	X	X	X	X	X	X		0	5000	X		X	1000	5000	5000	10000		5000	X	10000 (30000 PETRO L)	5000	2000 (5000 DA)	1000 (gerard Ryan)
158	*letters of domestic waste charges adjustments	X	X																						
159	*letters of additional sewerage charges adjustments	X	X	X						X															
160	*letters of confirmation of receipt of notice of transfer	X	X	X						X															
161	*letters of replies to ratepayers re rates owing on their property	X	X	X						X															
162	*letters of results of extraordinary water meter readings	X	X	X																					
163	*letters of requests for formal notice of transfer where verbal advice of change of ownership has been received	X	X	X						X															
164	*letters of property ownership details where requested by Department of Social Security	X	X	X						X	X														
165	*letters to leasees in respect of CPI increases in rent and leases	X	X									X				X					X				
166	*letters for refunds overpayments in respect of rates, debtors accounts, 603 Certificates and water meter reading fees	X																							
167	*letters confirming change of address	X	X	X						X															
168	*Letters of acceptance for Contracts under \$250K, resolved by Council	X										X									X				
169	*letters for invitation to submit quotation in accordance with Council's purchasing manual	X	X								X	X	X	X	X	X		X	X	X	X		X	X	
170	*letters accepting quotation within authorised program	X	X								X	X		X	X	X		X	X	X	X		X		
171	*letters advising of successful and unsuccessful tender subject to Council resolution	X	X								X	X		X	X			X	X	X	X		X		
	<b>To process donations including approval/refusal letters in accordance with Council policy:</b>																								
172	School Magazines	X	X									X									X				
173	DA Fees - advertising signs schools	X	X									X									X				
174	HACC Centre meeting room booking fees	X	X									X									X				
175	Use of the Art Gallery	X	X									X									X				
176	Art Gallery/Library Meeting Room	X	X									X									X				
177	Bathurst Memorial Entertainment Centre Hire	X																							
178	Excess water accounts - flood prone properties	X																							
179	Use of Carrington Park	X																							
180	Water usage - home dialysis machines	X																							
181	Use of Council facilities fun runs/rallies and sporting events	X																							
182	DA fees community/sporting groups on Council property	X																							
183	Pool fees community service providers	X																							
184	Basketball Stadium hire	X																							
185	Authorise changes to telecommunications Registers (eg Yellow/White Pages	X												X											
186	Designation as responsible accounting officer per Financial Management Regulations.	X																							

		DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/HRA	IT Staff
	<b>Engineering</b>																								
	<i>To sign Correspondence which refers to:</i>																								
201	*Construction Program.																								
202	* Engineering Design and Construction Standards																								
203	* Technical Civil Engineering advice																								
204	*Contracts resolved by Council	X																							
205	*Variations to Contract, within Expenditure Delegations	X																							
206	*Construction and Maintenance Priorities for individual functions, subject to Council determination																								
	<b>To manage matters pursuant to the overall administration and operation of the Mount Panorama circuit, including:</b>																								
207	Circuit preparation	X																							
208	Administration of commercial contract relationships	X																							
209	Approval for use of circuit	X																							
	<b>Roads</b>																								
	<i>To sign Correspondence which refers to:</i>																								
231	*the use of roads for walkathons, car trials, fun runs, collections	X																							
232	*Car Club Events	X																							
233	*Road Closures approved by Council	X																							
234	* impending works and service interruptions	X																							
235	*Weights of Loads (ie Section 251 Roads Act), and Proceedings/Prosecutions Under Regulations 30C & 30D of the Roads Act 1993, and Interstate Road Transport Act 1985, Traffic Administration Act	X																							
236	* works program (when potholes will be filled, roads sealed)	X																							
237	* road opening Permits.	X																							
238	*submission of objection/support for erection of Bus Shelters	X																							
239	*Police notifications, as required	X																							
240	*issue of driveway levels	X																							
241	*non-compliance of driveway levels	X																							
	<b>Water &amp; Sewer</b>																								
261	*service interruption to carry out work.	X																							
262	*Water Restriction Breaches	X																							
263	*connections for up to 225m.	X																							
264	*Flow/Pressure Test	X																							
265	*Sewer Blockages in accordance with Council's policy	X																							

		DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff
	<b>Parks</b>																								
301	to authorise or refuse street tree planting	X																							
302	to authorise or refuse, William Street/Light Standards Banners	X																							
303	to authorise or refuse, use of Parks and Sports Fields, in accordance with Policy	X																							
304	the administration of Tree Preservation Orders	X																							
	<b>To sign:</b>																								
305	*Correspondence regarding maintenance procedures and programs in accordance with SDI	X																							
306	*Correspondence regarding horticultural advice	X																							
307	*Correspondence regarding the Tennis Court Lease (existing).	X																							
308	*Correspondence regarding street tree planting	X																							
309	*Correspondence regarding William Street/Light Standards	X																							
310	*Correspondence regarding use of Parks and Sports Fields, in accordance with Policy	X																							
311	*Correspondence regarding Tree Preservation Order	X																							
	<b>Waste Management</b>																								
321	*correspondence relating to the existing collection service	X																							
322	*correspondence relating to new services (copy to City Treasurer), in accordance with Policy	X																							
323	*correspondence for replacement/removal of "Otto" bins, in accordance with Policy	X																							
324	*correspondence relating to existing Trade Waste Agreements	X																							
325	*correspondence, of liquid waste at the Facility, in accordance with License and Policy	X																							
326	*correspondence of existing Recycling Contract	X																							
	<b>To Authorise:</b>																								
327	replacement/removal of "Otto" bins, in accordance with Policy	X																							
328	Approval/Refusal of liquid waste at the Facility, in accordance with License and Policy	X																							
	<b>Cemetery</b>																								
	<b>To sign correspondence which refers to:</b>																								
341	*existing plots	X																							
342	*general cemetery enquiries	X																							
343	*plaque placement	X																							
	<b>Aerodrome</b>																								
351	*standard operating procedures	X																							
352	*License compliance	X																							
353	*approving/refusing landing concessions	X																							
	<b>To authorise:</b>																								
354	approval/refusal of Landing Concessions	X																							

		DCSF	MFS	RACC	EACC	MACC	FACC	PURCH	FO	RATE	MHR	MCG	GIO	MIS	GIS	PMC	PO	MCC	MCO	MEV	PROJ	STO RE	GMA	PA/ HRA	IT Staff
<b>Mount Panorama</b>																									
<b>To Sign correspondence which refers to:</b>																									
361	*Circuit Preparation Procedures	X																							
362	*Circuit Closure notification, including public (advertisements), residents, Police and regular users	X																							
363	* CAMS Annual License Renewal	X																							
364	*the approval of circuit use, other than under the Mount Panorama Act and Major Events, in accordance with Policy	X																							
365	*Circuit maintenance and Construction Program	X																							
366	*CAMS seeking approval/endorsement of designs for Circuit improvements	X																							
<b>Emergency Services</b>																									
381	*standard procedures	X										X										X			
382	* the role of LEMO under Emergency Services Act											X										X			
<b>Planning and Development</b>																									
401	To Sign the following documents:																								
	1. Letters directing a particular activity/event cease and/or be removed.	X																							
	(a) Applications made pursuant to the table to Part A, Section 68 of the Local Government Act 1993 and Part 4 of the Environmental Planning and Assessment Act 1979.																								
	(b) Letters requiring an applicant to provide additional information, documentation or fees in respect to applications made under the EPA and Local Government Acts	X																							
	(i) Development, rezoning, home occupation.																								
	(c) Letters informing persons that an application must be made to Council prior to commencing an activity for which the approval of Council is required pursuant to the provisions of:	X																							
	(i) Chapter 7 of the Local Government Act 1993; or,																								
	(ii) the Environmental Planning and Assessment Act 1979.																								
	(d) Local Approvals and Certificates pursuant to Chapter 7 of the Local Government Act 1993;	X																							
	(e) Approvals for tradesmen and other appropriate persons to park a motor vehicle in the Central Business District while undertaking work on or within a building;	X																							
	(f) Letters providing documents such as Council Codes or general information for surveys and school projects;	X																							
	(g) Letters relating to the inspection of food premises such as "work to be done" notices;	X																							
	(h) Letters and notices relating to approvals pursuant to Chapter 7 of the Local Government Act 1993 as amended, such as work to be done notices, and providing information in respect to applications and approvals.	X																							
	<b>Note: The authority to sign letters and documents should be subject to the contents of letters or documents being in conformity with the various statutes, Council policies, and Manual of Standard Procedures, and that any matters of a potentially contentious nature be referred to the General Manager for signature.</b>																								



<b>DELEGATION INSTRUMENT</b>			
<b>GENERAL MANAGER - SUB-DELEGATIONS TO STAFF - ENGINEERING</b>			
<b>MANAGEMENT DELEGATIONS</b>			
<p>In accordance with the resolution of Council on 19 January 2022, (as amended), delegating specific authorities in accordance with Section 378 of the Local Government Act, 1993, authority is hereby delegated to those staff, as designated below to, exercise those powers, duties and functions in line with the authority and limitations of this instrument.</p>			
Director Engineering Services	DES	Darren Sturgiss	
Manager Works	MW	VACENT	
Senior Water & Sewer Engineer	SWSE	Mark Gervasoni	
Manager Technical Services	MTS	Bernard Drum	
Manager Recreation	MR	Mark Kimbel	
Manager Water & Waste	MWW	Russell Deans	
Operations Manager - Parks	OMP	Adrian Potts	
Technical & Horticultural Supervisor	THS	Matthew Dickson	
Director's Assistant	PA	Catherine Bakunowich	
Land Development Officer	LDO	David Luck	
Administration Assistant - Recreation	AAR	Michelle Baillie	
Other positions	-	see page 26 (Engineers)	
GENERAL MANAGER:  _____		DATE: _____ 12.07.2023 _____	

Delegation															
	Pursuant to the provisions of the Local Government Act 1993, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act, 1993 and every other enabling statutory power, delegates to its General Manager authority to exercise and to perform on behalf of the Council, all necessary powers, authorities, duties and functions, including but not limited to:														
		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO			
<b>Corporate and Executive Powers</b>															
1	To carry on the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of Council. To control and direct the staff of the Council.	X	X	X	X	X	X								
2	To carry on the regular services, functions and operations of the Council in accordance with Local Government Act 1993, and other Legislation, Regulations and or policies of the Council.	X	X	X	X	X	X								
3	To authorise any action necessary to comply with any policy or code of Council, any statutory requirements of the Local Government Act or Ordinance or any other law, rule or regulation affecting Council.	X													
4	To obtain legal advice from Council's Solicitors or Counsel where necessary.	X													
5	To institute, conduct and defend legal proceedings with respect to Council's activities in all Courts, and instruct and engage Council's Solicitors and Counsel where necessary	X													
6	Be authorised to respond to notices in respect of such applications to the Licensing Court of NSW for Liquor licences for functions.														
7	Authorise action to be taken in connection with any complaints or requests received.	X													
8	Provide interpretation, counsel and advice on applicable Statutes, and Council's existing and proposed policies; and on statutory limitations during the deliberative and decision making process and provide to the Mayor, individual Councillors and senior staff, a common source of statutory and policy interpretation.	X													
9	To affix the seal of Council to a document														
10	To prepare and lodge applications for grants provided such action is consistent with Council's Strategic & Business Plan or Council Policy.	X													
11	To authorise any works which is deemed urgent, provided that such expenditure is reported to the Council at its next Ordinary meeting, where funds have not been voted by Council.	X													
12	Control communications internally and externally.	X													
13	Rearrange and reorganise staff in all departments	X													
14	Sign legal contracts where Council has approved the making of that Contract.	X													
15	Internal and external projection and promotion of Council's mantle of dignity, together with its image of efficiency and effectiveness.	X													
16	To approve/refuse public access to Council books or documents which are required to be produced for any legal proceedings.	X													

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
17	Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse licence and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the relevant acts and associated regulations and to implement the provisions as relating to the operation of Council of the relevant Acts and associated regulation, including but not limited to:	X												
	Biodiversity Conservation Act 2016													
	Biosecurity Act 2015													
	Boarding Houses Act 2012													
	Building and Development Certifiers Act 2018 and regulation													
	Community Land Development Act 2021													
	Companion Animals Act 1998													
	Conveyancing Act 1919													
	Crown Land Management Act 2016													
	Dividing Fences Act 1991													
	Environmental Planning and Assessment Act, 1979 as amended													
	Food Act 2003 and Food (General) Regulation, 2003 as amended													
	Fire and Rescue NSW Act 1989													
	Government Information (Public Access) Act 2009													
	Health Records & Information Privacy Act 2002													
	Heritage Act 1977													
	Impounding Act 1993 as amended													
	Independent Commission Against Corruption Act 1988													
	Interpretation Act 1987													
	Land Acquisition (Just Terms Compensation) Act 1991													
	Library Act 1939													
	Local Government Act 1993 as amended plus regulation													
	Motor Vehicle Sports (Public Safety) Act 1985 as amended plus regulation													
	Motor Sports Events Act 2022													
	Native Title Act NSW 1994 as amended													
	Ombudsman Act 1974													
	Plumbing & Drainage Act 2011 plus Regulation													
	Privacy & Personal Information Protection Act 1998													
	Protection of the Environment Operations Act 1997 as amended													
	Public Health Act 2010 and regulation made thereunder													
	Public Interest Disclosures Act (1994)													
	Public Spaces (Unattended Property) Act 2021													
	Recreation Vehicles Act 1983 as amended													
	Road Transport Act 2013	X												
	Roads Act 1993 as amended													
	Rural Fires Act 1997 as amended													
	State Emergency and Rescue Management Act 1989													
	State Emergency Service Act 1989													

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
	Strata Schemes Development Act 2015													
	Swimming Pools Act 1992 as amended													
	Transport Administration Act 1988													
	Unclaimed Money Act 1995													
	Waste Avoidance & Resource Recovery Act 2001													
	Water Management Act 2000													
	Work Health & Safety Act 2011 plus regulation													
	<b>Corporate Services/Administration</b>													
101														
102	To determine the matters which are to be included in the business papers, subject to the inclusion of the following items whenever they arise: (a) Reports on matters which cannot be determined under delegated authority; (b) Reports required to be submitted under any Act or Ordinance; (c) Reference to any deputations which the Council has agreed to receive; (d) Matters requiring a determination of Policy; (e) Reports directed by Council to be submitted; (f) Matters essential for the Council's information; (g) Matters requiring a vote; (h) Matters or decisions of a potentially contentious nature, or involving a significant variation of Council's policy or standard practice relating to Development Applications.	X												
103	Have charge of the records of Council, except as otherwise specifically provided, and be responsible for the recording, filing and safe keeping of such records.													
104	Keep accurate, permanent records of all properties purchased, leased or sold by, or in the possession of Council.													
105	Sign contracts for the sale and purchase price of land where Council has approved the sale or purchase price.													
106	Authority to terminate any lease or rental agreement on any Council owned property where the terms of the lease have been breached, and accounts fall into arrears.													
107	Sign all applications addressed to the Registrar General to record the Council as the registered owner of resumed land.													
108	Authority to establish, maintain, alter or terminate leaseback agreements with employees.													
109	To approve payment of expenses for elected members.													
110	Authorise such employees time off for fighting fires within the boundaries of the Council area without loss of pay if properly called out by the Fire Brigade or the Rural Fire Service, where employees of the Council are members of the Voluntary Fire Brigade or Volunteer Rural Fire Service Brigades.	X	X		X	X	X							
111	Review Council's exposure to risk on a continuing basis and effect any changes by way of insurance, retention or transfer to protect Council's interest.	X												

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
112	To determine levels of public liability insurance required in accordance with Council's adopted policy.	X												
	The authority to exercise and perform on behalf of Council, all powers, authorities, duties, functions and matters in relation to Council's asset management program applying to:	X	X											
	(b) Footpaths;	X	X											
	(c) Carparks;	X	X											
	(d) Parks, reserves, recreational facilities, gardens and cemeteries;	X				X								
	(e) Solid Waste Disposal Depot	X					X							
	(f) Council owned and managed public buildings and facilities	X	X		X	X	X							
113	(g) Floodplain Management.	X	X		X		X							
114	Be authorised to offer a reward for information leading to the conviction of people found vandalising Council property, and further that Council, without exception, takes all legal steps available to it to prosecute people found vandalising Council property.													
115	Authority to exercise and perform on behalf of Council all functions, powers, authorities, duties and matters contained in Council's asset management program.	X												
117	Authority to appoint alcohol and drug testing officers.	X												
118	To appoint a representative of Council as the Chairperson to the Local Emergency Management Committee in accordance with Section 28 of the State Emergency & Rescue Management Act (1989) as amended.													
	To appoint a Disclosures Coordinator for the purposes of the Public Interest Disclosures Act (1994).													
<b>Finance</b>														
201														
202	To authorise the payment of salaries and wages of the staff of the Council.	X												
203	To authorise the purchase of goods, works and services and to obtain tenders for items over \$250,000.	X												
204	To keep accounts of the Council and present to audit in accordance with the requirements made by or under the Local Government Act 1993 and regulation.													
205	Determine the categorisation of each parcel of rateable land in accordance with Section 514 of the Local Government Act 1993.													
207	Authorise financial transactions (excluding investments)													
208	To authorise the investment of surplus Council funds and sign such application and redemption documents as may be required.													
209	To determine applications for reductions of rental charges for Council facilities in accordance with Council's policy.													
210	To determine applications for pensioner rate reduction in accordance with the provisions of Section 575 of the Local Government Act 1993.													
211	To take action at any time for recovery of unpaid rates and any other amounts owing to Council.													
212	To order restriction or disconnection of premises if excess water accounts are not paid.													
213	To approve applications for extension of time to pay accounts.													

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
214	To lay information, issue summonses, swear statements and affidavits for enforcing default judgements and institute any other legal and approved procedure necessary for the recovery of outstanding amounts and debts owing to the Council.	X												
215	To determine assistance to ratepayers experiencing genuine and substantial hardship.													
216	To allow unpaid rates to accumulate and be paid from the estate of such aged pensioners, where such a request has been made, or from the sale of the house provided that in such cases no Council rate rebate shall be granted.													
217	To certify that prices and computations on invoices/payments have been checked and are correct, and as far as able to be ascertained, are fair and reasonable and are in accordance with any quotation/contract under which the goods/services were supplied.													
218	To determine the amount of bond required to be lodged by developers as surety for completion of works under Council's control.	X	X	X	X	X	X							
219	To write-off rates or debts which are determined not financially viable to recover to a limit in any one case not exceeding \$5,000.													
220	To authorise Public Liability/Public Indemnity Claims goodwill payments up to \$2,000.													
221	To sign Section 603 Certificates on behalf of Council.													
222	To authorise the release of any bond or bank guarantee where the required works or services have been completed in accordance with approvals granted by Council.	X												
223	To authorise the disposal of surplus materials and goods.	X												
224	To sign as the responsible accounting officer the statement of financial position with respect to Budget Review Statements in accordance with the Regulation.													
225	To authorise Council participation in tenders called by CENTROC on behalf of the participating councils.													
226	To authorise the purchase of goods, works and services from Local Government Procurement in accordance with funds voted by Council and Council's Purchasing Manual	X												
227	To sign certificates under Section 54 of the Local Government Act 1993 in relation to classification of public land.													
	Authority to open and close accounts for electricity and gas at Council facilities.													
<b>Engineering</b>														
301														
302	To organise and allocate the priority of all construction and maintenance works, subject to any direction of the Council.	X	X	X	X	X	X							
303	To determine applications for the use of (approve, subject to conditions, or refuse) public roads for : (a) walk-a-thons, motor car trials, charitable collections or other like events; (b) recruiting or similar purposes or for public health or other purposes on behalf of the Army, Navy or Air Force or other organisations to utilise part of a road or land owned by or under the control of the Council	X	X		X									
304	Be authorised to issue permits for holding of street stalls, processions on roads; holding of meetings in public places; and use of roads during building operations and standing of vehicles in restricted parking areas for any specific purposes and any other Act regulating functions under the control of the Council.	X	X		X	X								

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
305	To provide temporary grandstands at Carrington Park for crowds anticipated to be in excess of 5,000 people, funded from Carrington Park Vote, subject to the provision of substantiated material by the promoters.	X				X								
	(i)To sign and issue approval of designs for subdivision plans and construction certificates.	X	X		X									
	(ii)To sign survey requests/amendments to the Land Titles Office.	X			X									
	(iii)To sign property identification reports.													
306	(iv)To sign survey plans.													
307	To order the removal of obstructions placed illegally on road reserves, footpaths and public places.	X	X		X	X	X							
308	To close the Ben Chifley Dam to specified users.	X												
309	To close roads, or parts thereof, temporarily for repairs or construction.	X	X											
310	To issue/refuse compliance and construction certificates in relation to subdivisions and engineering works.	X	X		X		X							
311	Determine the extent and design of works associated with subdivisions and other development applications in accordance with Council Policies and Codes and to determine whether such works have been completed to a satisfactory standard.	X	X	X	X		X							
312	To write to affected landowners seeking an indication on whether they wish the construction of concrete footpaving to be done upon receipt of such requests for such work and then arrange a report to Council.	X	X											
313	Grant approval for helicopter touchdowns on Public Reserves in a manner and at a time under such conditions as may be appropriate..	X			X	X								
314	Authorise the private planting of trees and /or shrubs on footpaths.	X				X								
315	To sign permits authorising maintenance or removal of trees under Council's Tree Preservation Policy and Council's Tree Preservation Order.	X				X		X	X					
316	To remove dangerous trees on public works' construction sites under the control of the Council, where such removal is necessary, to allow work to proceed immediately.	X				X								
317	To carry out private works and authorise the hire of Council plant subject to satisfactory arrangements being made for the payment of such works.	X	X			X	X							
	(i) To purchase new light vehicles and dispose of existing vehicles where the standard of the vehicle remains the same.	X												
	(ii) To have the discretion to dispose of vehicles at other than 50,000km;	X												
	(iii) Obtain trade prices when replacing vehicles; and	X	X											
318	(iv) To have the discretion to dispose of vehicle by either auction or trade-in.	X												
319	To authorise the release of Council plant and other resources to assist fire fighting, emergency work, and assist the Local Emergency Management Committee in emergency work.	X	X		X		X							
	(i)To hire Council plant and equipment or to make it available to community groups in accordance with Council's Section 356 policy.	X												
320	(ii)To approve annual, standard parking and camping requests that occur each year from the Bathurst AH&P Association Inc.	X				X								
321	Authorise the carrying out of water supply extensions up to 225 m per tenement;	X					X							
322	Authorise the carrying out of sewer extensions up to 75 m per tenement.	X					X							
323	To determine the conditions of use of parks, gardens, reserves and other public places under Council's control.	X				X								
324	To enter into Pipeline Agreements with the Rail Infrastructure Corporation.	X												
	To implement water restrictions in accordance with Council policy.	X												

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
<b>Planning and Development</b>														
401														
402	To determine Development Applications, Complying Development Certificates and Construction Certificates.													
403	To determine the fast tracking of Development Applications.													
404	To issue or refuse to issue compliance, and occupation certificates under Part 6.													
405	To defend appeals against failure or refusal to issue Part 6 certificates.													
406	To give notice of intention to serve orders and issue orders, and modify or revoke orders pursuant to the Local Government Act, Environmental Planning and Assessment Act, Food Act, Companion Animals Act.													
407	To review determinations of development applications made by other staff under delegated authority.													
408	To issue or refuse to issue a complying development certificate.													
409	To modify or refuse to modify a complying development certificate.													
410	To vary or extend the lapsing period of a consent in accordance with Sections 4.53 and 4.54.													
411	To approve or refuse applications to modify development consents, being consents originally determined under delegated authority.													
412	To defend appeals made pursuant to Part 8 of the Environmental, Planning and Assessment Act (EP&A).													
413	To refer for comment Development Applications within the Conservation Area to the National Trust, where deemed appropriate.													
414	That Council delegate to the General Manager the powers, authorities, duties and functions delegated to Council by "Instrument of Delegation" dated 9 August 1995 by the Office of Local Government, pursuant to Section 745 of the Local Government Act 1993, as amended in respect to Section 82(3) of that Act in relation to modification of the provisions of Clauses 51 or 52 of the Local Government (General) Regulation 2021.													
415	To ensure that premises used for the preparation, storage and/or sale of food are maintained.													
416	To commence legal proceedings pursuant to the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and the Protection of Environment Operations Act 1997.													
417	This item is left intentionally blank													
418	To approve of a flue terminating at a location not complying with the provisions of the policy if satisfied that compliance with the policy is not practicable, and that the proposed alternative is satisfactory.													
419	Sign applications on behalf of Council as applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.	X												
420	To sign Section 10.7 and 6.26 Certificates													
421	To sign and issue Section 121ZP and Section 735A certificates on behalf of Council													
	To exercise all of the powers of Council in respect of: (a) Applications for all those matters listed in Part A of the Table contained in Section 68 of the Local Government Act 1993.													



		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
	(b) The variation of building lines made under Council's Approvals Policy.													
	(c) The variation of Restrictive Covenants created pursuant to Section 88B of the Conveyancing Act 1919 as amended, provided that the subject of the variation complies with the relevant planning instrument.													
	(d) Applications for those matters contained in Items 5 and 6 of Part B of the table contained in Section 68 of the Local Government Act 1993.													
	(e) Applications for all those matters listed in Part C of the table contained in Section 68 of the Local Government Act 1993.													
	(f) Applications for those matters contained in Items 3, 4, 5 and 6 of Part D of the table contained in Section 68 of the Local Government Act 1993.													
	(g) Applications for all those matters listed in Part E of the table contained in Section 68 of the Local Government Act 1993.													
422	(h) Applications for all those matters listed in Part F of the Table contained in Section 68 of the Local Government Act 1993.													
423	Determine applications for the creation of temporary construction zones on public roads restricting public parking in such zones.	X	X		X		X							
424	To take any action considered necessary under the Mount Panorama policies.	X												
425	To administer the policy in relation to advertising on light standards.													
	To commence the preparation of a draft Local Environmental Plan under Part 3 of the Environmental Planning and Assessment Act, 1979 as amended; (a) Preparation and exhibition of Environmental Studies and Local Environmental Plans in accordance with the Act.													
426	(b) To exercise any delegation conferred upon him/her from time-to-time by the Director General of the Department of Planning under the Act.													
427	To prepare a draft Development Control Plan in accordance with Part 3 of the Environmental Planning & Assessment Act 1979 and in accordance with the appropriate Regulations.													
	Development Applications (a) To make any decision or to take any actions required of or open to Council to take in accordance with Part 4 "Development Assessment and Consent" of the Environmental Planning and Assessment Act 1979 as amended, but not including the power: (1) To determine any Development Application in respect of a designated development as defined in the Act; (2) To determine any Development Application in relation to which a negative submission has been received and where the matters raised in that submission have not been resolved; or, (3) To revoke or modify a Development Consent (not being at the applicant's request) in accordance with the Act).													
	(b) To call meetings of the Departmental Submission Hearings in relation to any Development Application or Compliance Certificate.													
428	(c) To call meetings of the Council Submission Hearing in relation to any Development Application or Compliance Certificate.													

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
429	To assume the concurrence of the Director General of the Department of Planning for variations of development standards in accordance with State Environmental Planning Policy 1 and Department of Environment and Planning Circular 117 and Clause 4.6 of the LEP.													
430	To authorise the release of subdivision certificates by signing the required documents, where the Council Seal or Power of Attorney is not required.													
431	To refund unexpended Development Applications fees on actual costs basis.													
432	To commission an independent structural assessment of a building for which a Development Application has been made for demolition where, in assessing the development, the building is found to be of heritage significance.													
433	To authorise the refund of fees in total or in part in respect of applications either refused by Council or withdrawn by the applicant under the provisions of Section 88 of the Local Government Act 1993.													
434	To carry out rabbit eradication on roadsides in conjunction with the Local Land Services.	X	X											
435	To impound stock pursuant to Section 2 of the Act.													
436	To implement the delegations from the NSW Heritage Office in respect of issuing approvals under Section 60 of the Heritage Act 1977 and the making of orders.													
437	Pursuant to Section 381(3) of the Local Government Act 1993 approve the NSW Food Authority's delegation to the General Manager to provide written approval for dispensations and alternative methods of compliance in regard to the Food Standards Code's Standard 3.2.2 (clauses 15 and 17) and Standard 3.2.3 (clauses 10 and 14).													
438	Pursuant to Section 109E(3) of the Food Act 2003, and conditional upon approval from the NSW Food Authority approve the General Manager to sub-delegate the power to provide written approvals for dispensations and alternative methods of compliance in regard to the Food Standards Code's Standard 3.2.2 (clause 15 and 17) and standard 3.2.3 (clauses 10 and 14) to the Director Environmental, Planning and Building Services.													
439	Authority to make recommendations in relation to applications for accreditation of Council building surveyors under the Building Professionals Act 2005.													
	To undertake the powers, authorities, duties and functions delegated to Council by "Instrument of Delegation" dated 8 November 2012 by the Acting Commissioner for Fair Trading pursuant to Section 21 of the Plumbing and Drainage Act 2011. (a) to monitor compliance with the Plumbing and Drainage Act (s19(a))													
	(b) to ensure that any plumbing and drainage work carried out does not threaten public health or safety (s19(b))													
440	(c) to undertake any other functions conferred or imposed on the plumbing regulator by the Plumbing and Drainage Act (s19(c)) other than: • receiving notices of work and other documentation required to be submitted to the plumbing regulator concerning proposed alternative solutions (s9(3) of the Plumbing and Drainage Act and Clause 10 of the Plumbing and Drainage Regulation) • authorising fittings for use in plumbing and drainage work (s20) • initiating criminal proceedings as provided for in Part 5 of the Plumbing and Drainage Act.													
	To undertake the following plan-making functions delegated by the Minister (a) to make – and determine not to make – an LEP under the EP&A Act													
	(b) to defer inclusion of certain matters in an LEP and													

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
441	(c) to identify which matters must be considered and which stages of the plan-making process must be carried out again prior to resubmission if the council defers the proposal or if a matter is deferred from the LEP													
442	To enter into agreements with members of the public for certification works as defined under the Building Professionals Act 2005													
443	to transfer properties between categories of notification of land on a Section 7.11 Certificate as outlined in the Bathurst Regional Council Contaminated Land Policy in accordance with the outcomes of appropriate geotechnical investigations.													
	That Council delegate to the General Manager the powers, authorities, duties and functions delegated to Council by "Instrument of Delegation" dated 14 February 2019 by the Chief Executive of Roads and Maritime Services pursuant to Section 125 (3) of the Roads Act 1993 in relation to the approval of Footway Restaurants.													
<b>Authority to exercise powers/various Acts</b>														
	(Clause 17) - Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse licence and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the following acts and associated regulations and to implement the provisions as relating to the operation of Council of the following Acts and associated regulation, including but not limited to:	X												

	DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
<b>Biodiversity Conservation Act 2016</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Biosecurity Act 2015</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits		X			X								
To undertake inspections and or exercise power of entry		X	X		X	X							
Appoint authorised Council employee													
<b>Boarding Houses Act 2012</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Building and Development Certifiers Act 2018</b>													
To perform activities and exercise functions													
<b>Companion Animals Act 1998</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Community Land Development Act 2021</b>													
To perform activities and exercise functions													
<b>Conveyancing Act 1919</b>													
To perform activities and exercise functions				X									
Appoint authorised Council employee													
<b>Crown Land Management Act 2016</b>													
To perform activities and exercise functions		X	X	X	X	X							

	DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
<b><i>Dividing Fences Act 1991</i></b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b><i>Environmental Planning and Assessment Act 1979 as amended</i></b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
To lodge complaints against an accredited certifier under Section 109V													
<b><i>Food Act 2003 and Regulation</i></b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
Authorised officer under Section 114(2)													
<b><i>Fire and Rescue NSW Act 1989</i></b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry		X		X	X								
Appoint authorised Council employee													
<b><i>Government Information (Public Access) Act 2009</i></b>													
Exercise determinations													
Exercise review of Determination													
Act as Council's Right to Information Officer													

	DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
<b>Health Records &amp; Information Privacy Act 2002</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Heritage Act 1977</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Independent Commission Against Corruption Act 1988</b>													
To perform activities and exercise functions													
<b>Interpretation Act 1987</b>													
To exercise functions													
<b>Impounding Act, 1993 as amended</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Land Acquisition (Just Terms Compensation) Act 1991</b>													
To perform activities and exercise functions		X		X		X							
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry		X	X	X	X	X							
Appoint authorised Council employee													

	DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
<b>Library Act 1939</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Local Government Act 1993 as amended plus Regulation</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Local Land Services Act 2013</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Motor Sports Events Act 2022</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry		X	X	X	X								
Appoint authorised Council employee													
<b>Motor Vehicle Sports (Public Safety) Act 1985 as amended plus regulation</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													

	DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
<b><i>Native Title (New South Wales) Act 1994 as amended</i></b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b><i>Ombudsman Act 1974</i></b>													
To perform activities and exercise functions													
<b><i>Plumbing and Drainage Act 2011 plus regulation</i></b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b><i>Privacy &amp; Personal Information Protection Act 1998</i></b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b><i>Property and Stock Agents Act 2002</i></b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b><i>Protection of Environment Operations Act 1997 as amended</i></b>													
To perform activities and exercise functions							X						
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry		X	X	X	X	X							
Appoint authorised Council employee													



	DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
<b>Public Health Act 2010 and Regulation</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Public Interest Disclosures Act (1994)</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Public Spaces (Unattended Property) Act 2021</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Real Property Act 1900 plus regulations</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry		X		X	X								
Appoint authorised Council employee													
<b>Recreation Vehicles Act 1983 as amended</b>													
To perform activities and exercise functions		X		X									
To serve, issue or refuse notices, licences and or permits		X		X									
To undertake inspections and or exercise power of entry		X		X									
Appoint authorised Council employee													

	DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
<b>Roads Act 1993 as amended</b>													
To perform activities and exercise functions		X		X									
To serve, issue or refuse notices, licences and or permits		X		X									
To undertake inspections and or exercise power of entry		X		X									
Appoint authorised Council employee													
<b>Road Transport Act 2013</b>													
To perform activities and exercise functions		X		X	X								
To serve, issue or refuse notices, licences and or permits		X		X									
To undertake inspections and or exercise power of entry		X	X	X	X	X							
Appoint authorised Council employee													
Local Traffic Management	X												
<b>Rural Fires Act 1997 as amended</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Strata Schemes Development Act 2015</b>													
To perform activities and exercise functions		X		X		X							
To serve, issue or refuse notices, licences and or permits				X									
To undertake inspections and or exercise power of entry		X	X	X	X	X							
Appoint authorised Council employee				X									
<b>State Emergency and Rescue Management Act 1989</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits		X		X		X							
To undertake inspections and or exercise power of entry				X									
Appoint authorised Council employee		X	X	X	X	X							
Act as Chairperson of the Local Emergency Management Committee													

	DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
<b>State Emergency Service Act 1989</b>													
To perform activities and exercise functions					X								
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry					X								
Appoint authorised Council employee													
<b>Swimming Pools Act 1992 as amended</b>													
To perform activities and exercise functions		X		X									
To serve, issue or refuse notices, licences and or permits		X		X									
To undertake inspections and or exercise power of entry		X		X									
Appoint authorised Council employee													
<b>Transport Administration Act 1988</b>													
To perform activities and exercise functions													
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry													
Appoint authorised Council employee													
<b>Unclaimed Money Act 1995</b>													
To perform activities and exercise functions		X	X	X		X							
<b>Waste Avoidance &amp; Resource Recovery Act 2001</b>													
To perform activities and exercise functions			X			X							
To serve, issue or refuse notices, licences and or permits			X			X							
To undertake inspections and or exercise power of entry		X	X	X		X							
Appoint authorised Council employee													
<b>Water Management Act 2000</b>													
To perform activities and exercise functions		X	X	X	X	X			X	X			
To serve, issue or refuse notices, licences and or permits													
To undertake inspections and or exercise power of entry		X	X	X	X	X							
Appoint authorised Council employee													

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
<b>Section 335</b>														
<b>Work Health &amp; Safety Act 2011 plus regulation</b>														
	To perform activities and exercise functions													
1	To serve, issue or refuse notices, licences and or permits													
2	To undertake inspections and or exercise power of entry	X	X		X	X	X							
3	Appoint authorised Council employee													
4		X	X		X	X	X							
5		X												
6	<b>The General Manager delegates the following day to day management functions of Council</b>	X												
7		all	staff											
8	<b>Corporate Services/Administraton</b>	all	staff											
	To make public statements and issue media releases on matters involving Council													
	To assess grading of staff													
21	To authorise the attendance of staff at conferences and seminars and approve payment of expenses within budget													
22	To make decisions in staff matters in dispute	X												
23	To approve of advertisements for jobs and authorisations to recruit (within approved structure)	X	X		X	X	X							
24	Appropriate person in relation to tenders as defined in the Local Government (General) Regulation - as designated for each tender individually	X												
25	Designated person in relation to Tendering (Clause 175 Local Government (General) Regulation 2005)	X												
26	To act as Council's Code of Conduct Complaints Coordinator	X												
27		X												
28	<b>To sign Correspondence which refers to:</b>	X												
29	* letters offering employment	X	X	X	X	X	X							
30	* correspondence relating to unsuccessful employment application	X												
31	* initial letter of discipline	X												
32	* subsequent letter of discipline	X												
33	* final letter of discipline	X												
34	* issue of references													
35	* Issue of testimonials													
36	* leave applications for staff (sick leave, annual leave)	X												
37	* leave applications for long service leave	X												
38	* leave applications - leave without pay	X												
39	* approval of secondary employment	X	X	X	X	X	X			X				
	* higher duties for staff	All staff												

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
	* letters dealing with Workers Compensation - initial/determination													
51	* letters dealing with Workers Compensation - other													
52	* Appraisal letters, in approved format													
53	* letters dealing with grant applications	X												
54	* letters of appreciation													
55	* standard letters incorporated in the manual of standard procedures	X												
56	* Authorise leave electronically in accordance with the hierarchy as maintained in Council's Authority software	X												
57		X												
58	<b>Administration</b>	X												
59	* letters for contracts for the sale and purchase price of land where the sale or purchase has been approved by Council													
60	* Development Applications on behalf of Council as applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.	X	X	X	X	X	X			X				
61	* legal contract where Council has approved the making of that Contract	X	X	X	X	X	X							
62	* letters for promotion of Council	X												
	* letters advertising Council													
	* requests for sponsorship													
	* agreements for the borrowing/lending of goods/services/exhibitions to or by Council													
	* letters responding to insurance claims and processing thereof													
	Acknowledgement letters advising of matters referred to Council													
	*enquiries on programs and services													
63	* the organisation of functions and events													
64	* carry out the functions of the Public Officer as follows													
	* deal with requests from the public concerning council's affairs													
	* assist people to gain access to public documents of council													
	* receive submissions made to council													
71	* accept service of documents on behalf of council													
72	* represent council in legal or other proceedings													
	* other functions as may be conferred or imposed on the Public Officer by the General Manager or by or under the Local Government Act, 1993													
	* authorised to access CBD CCTV Scheme for maintenance and daily monitoring of system													
91	* authorised to access CBD CCTV System for extraction of footage for Police investigations													
92														
93														
	<b>Library Services</b>													
	* lost or stolen books,													
111	*orders which have not been satisfied													
112														
113	<b>Entertainment Centre</b>													
114	* confirmation of bookings for Bathurst Memorial Entertainment Centre and letters of request to sign and return contract													
115	* letters to season ticketholders and other subscribers													

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
116	* Promotional letters advising of forthcoming events													
117														
118	<b>Art Gallery and Museums</b>													
119	* enquiries requesting history of the gallery,													
	*enquiries on the permanent collection													
120	* enquiries on regional galleries													
	* enquiries regarding approved Education/Public Programs													
	* organisation and development of the approved education and public programs													
	* mailouts to schools and community groups													
	* volunteers - recruiting, training, co-ordinating, liaising and with volunteers.													
	* Art Gallery Exhibition loan agreements													
	* Museum exhibition loan agreements													
	<b>Australian Fossil &amp; Mineral Museum</b>													
	* Cause to be prepared the company's annual and long term budgets and management plans													
	* Appoint the Manager													
	* Oversee and carry out its day to day management and administration													
	* Implement and support fundraising strategies													
	* Select staff to be employed by the Company as necessary													
	* Implement a Friends of The Somerville Collection program													
	* Oversee and assist in the design and implementation of promotion and marketing activities													
	* Develop links with the community													
	* Develop educational programs with the University													
	* Manage the physical resources such as buildings, contents, displays, lighting and security													
	* Manage the human resources of the museum housing the Collection													
	* Ensure the security of the Collection													
	* Manage the general administration and liaising with partners and the providers of services													
131	* Manage the financial business of the Company by administering income and expenditure													
	* Liaise with the company and the Management Committee													
	* Implement policies and strategies to increase the number and range of student and other community groups using the collection													
	* Work with the Curator in the design and development of learning resources													
149	* Work with the curator to manage acquisition policy and practice especially with regard to the incentives with the Cultural Gifts Program													
150	* Carry out any other tasks as directed by the company and Management Committee													
151														
152	<b>Child Care</b>	X	X	X	X	X	X	10000	1000	5000	500	(also refer to page 26)		

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
153	Family Day Care Loan Agreements	X	X	X	X	X	X			X				
154														
	<b>Finance</b>													
155	<b>To Authorise</b>													
157	Payment of weekly Child Care Benefits													
158	To undertake purchasing requirements during absence of the Purchasing Officer	X	X	X	X	X	X	10000	1000	5000	500	(also refer to page 26)		
159	requisitions and orders to the value indicated													
160	petty cash within prescribed limits													
161	Debt collection (rates and other debtors)													
162	applications to open credit accounts in Council's name dealing with orders													
163	<b>To Sign</b>													
164	* Financial transactions (excluding investments) on behalf of Council													
165	*For purchase of goods, works and services within Department and value limits of authority in accordance with funds voted by Council and Council's Purchasing Manual.													
166	*letters of domestic waste charges adjustments													
167	*letters of additional sewerage charges adjustments													
168	*letters of confirmation of receipt of notice of transfer													
169	*letters of replies to ratepayers re rates owing on their property	X	X	X	X	X	X							
170	*letters of results of extraordinary water meter readings	X	X	X	X	X	X			X				
171	*letters of requests for formal notice of transfer where verbal advice of change of ownership has been received	X												
	*letters of property ownership details where requested by Department of Social Security	X												
172	*letters to leasees in respect of CPI increases in rent and leases													
173	*letters for refunds overpayments in respect of rates, debtors accounts, 603 Certificates and water meter reading fees													
174	*letters confirming change of address													
175	*Letters of acceptance for Contracts under \$250K, resolved by Council													
176	*letters for invitation to submit quotation in accordance with Council's purchasing manual													
177	*letters accepting quotation within authorised program													
178	*letters advising of successful and unsuccessful tender subject to Council resolution													
179	<b>To process donations including approval/refusal letters in accordance with</b>													
180	School Magazines	X				X								
181	DA Fees - advertising signs schools													
182	HACC Centre meeting room booking fees	X	X		X	X	X							
183	Use of the Art Gallery													
184	Art Gallery/Library Meeting Room	X												
185	Bathurst Memorial Entertainment Centre Hire	X				X								
186	Excess water accounts - flood prone properties													

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
	Use of Carrington Park													
	Water usage - home dialysis machines													
201	Use of Council facilities fun runs/rallies and sporting events													
202	DA fees community/sporting groups on Council property	X	X	X	X		X							
203	Pool fees community service providers	X	X	X	X		X							
204	Basketball Stadium hire	X	X	X	X		X							
205	Authorise changes to telecommunications Registers (eg Yellow/White Pages	X												
206	Designation as responsible accounting officer per Financial Management Regulations.	X	X	X	X	X	X							
	<b>Engineering</b>	X												
207	<b>To sign Correspondence which refers to:</b>													
208	*Construction Program.	X												
209	* Engineering Design and Construction Standards													
	* Technical Civil Engineering advice	X												
	*Contracts resolved by Council													
	*Variations to Contract, within Expenditure Delegations													
231	*Construction and Maintenance Priorities for individual functions, subject to Council determination													
232	<b>To manage matters pursuant to the overall administration and operation of</b>	X	X		X									
233	Circuit preparation	X	X		X									
234	Administration of commercial contract relationships	X	X		X									
235	Approval for use of circuit	X	X		X		X							
236		X	X		X									
237	<b>Roads</b>	X	X	X	X	X	X							
238	<b>To sign Correspondence which refers to:</b>	X	X		X									
239	*the use of roads for walkathons, car trials, fun runs, collections	X	X											
240	*Car Club Events	X	X	X	X	X	X							
241	*Road Closures approved by Council	X	X		X									
	* impending works and service interruptions	X												
	*Weights of Loads (ie Section 251 Roads Act), and Proceedings/Prosecutions Under Regulations 30C & 30D of the Roads Act 1993, and Interstate Road Transport Act 1985, Traffic Administration Act													
261	* works program (when potholes will be filled, roads sealed)													
262	* road opening Permits.	X					X							
263	*submission of objection/support for erection of Bus Shelters	X												
264	*Police notifications, as required	X					X							
265	*issue of driveway levels	X					X							
	*non-compliance of driveway levels	X					X							




		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
301	<b>Water &amp; Sewer</b>													
302	*service interruption to carry out work.	X				X								
303	*Water Restriction Breaches	X				X								
304	*connections for up to 225m.	X				X								
	*Flow/Pressure Test	X				X								
305	*Sewer Blockages in accordance with Council's policy													
306		X				X								
307	<b>Parks</b>	X				X								
308	to authorise or refuse street tree planting	X				X								
309	to authorise or refuse, William Street/Light Standards Banners	X				X								
310	to authorise or refuse, use of Parks and Sports Fields, in accordance with Policy	X				X								
311	the administration of Tree Preservation Orders	X				X								
	<b>To sign:</b>	X				X								
	*Correspondence regarding maintenance procedures and programs in accordance with SDI													
321	*Correspondence regarding horticultural advice													
322	*Correspondence regarding the Tennis Court Lease (existing).	X					X							
323	*Correspondence regarding street tree planting	X					X							
324	*Correspondence regarding William Street/Light Standards	X					X							
325	*Correspondence regarding use of Parks and Sports Fields, in accordance with Policy	X					X							
326	*Correspondence regarding Tree Preservation Order	X					X							
		X					X							
327	<b>Waste Management</b>													
328	*correspondence relating to the existing collection service	X					X							
	*correspondence relating to new services (copy to City Treasurer), in accordance with Policy	X												
	*correspondence for replacement/removal of "Otto" bins, in accordance with Policy													
	*correspondence relating to existing Trade Waste Agreements													
341	*correspondence, of liquid waste at the Facility, in accordance with License and Policy													
342	*correspondence of existing Recycling Contract	X				X								
343	<b>To Authorise:</b>	X				X								
	replacement/removal of "Otto" bins, in accordance with Policy	X				X								
	Approval/Refusal of liquid waste at the Facility, in accordance with License and Policy													
351														
352	<b>Cemetery</b>	X			X									
353	<b>To sign correspondence which refers to:</b>	X			X									
	*existing plots	X			X									
354	*general cemetery enquiries													
	*plaque placement	X			X									

		DES	MW	SWSE	MTS	MR	MWW	OMP	THS	PA	AAR	LDO		
	<b>Aerodrome</b>													
361	*standard operating procedures													
362	*License compliance	X												
363	*approving/refusing landing concessions	X												
364	<b>To authorise:</b>	X												
365	approval/refusal of Landing Concessions	X												
366		X												
	<b>Mount Panorama</b>	X												
	<b>To Sign correspondence which refers to:</b>													
381	*Circuit Preparation Procedures													
382	*Circuit Closure notification, including public (advertisements), residents, Police and regular users	X	X		X		X							
	* CAMS Annual License Renewal	X			X									
	*the approval of circuit use, other than under the Mount Panorama Act and Major Events, in accordance with Policy													
401	*Circuit maintenance and Construction Program													
	*CAMS seeking approval/endorsement of designs for Circuit improvements													
	<b>Emergency Services</b>													
	*standard procedures													
	* the role of LEMO under Emergency Services Act	X												
		X	X	X	X	X	X							
	<b>Planning and Development</b>													
	To Sign the following documents:													
	1. Letters directing a particular activity/event cease and/or be removed. (a) Applications made pursuant to the table to Part A, Section 68 of the Local Government Act 1993 and Part 4 of the Environmental Planning and Assessment Act 1979.													



<b>DELEGATION INSTRUMENT</b>			
<b>GENERAL MANAGER - SUB-DELEGATIONS TO STAFF - CULTURAL &amp; COMMUNITY SERVICES</b>			
<b>MANAGEMENT DELEGATIONS</b>			
In accordance with the resolution of Council on 19 January 2022, (as amended), delegating specific authorities in accordance with Section 378 of the Local Government Act, 1993, authority is hereby delegated to those staff, as designated below to, exercise those powers, duties and functions in line with the authority and limitations of this instrument.			
	<b>POSITION TITLE</b>	<b>CODE</b>	<b>NAME</b>
	Director Cultural & Community Services	DCCS	Alan Cattermole
	Acting Art Gallery Director	AGD	Alex Pedley
	Manager Community Services	MCS	Megan Bargwana
	Manager BMEC	MBMEC	Jonathan Llewellyn
	Manager Library Services	MLS	Patou Clerc
	Manager Museums (Chifley Home, Collections Facility, NMRM, AFMM, Rail Museum)	MM	Janelle Middleton
	Manager Tourism & Visitor Services	MTVS	Daniel Cove
	Acting Art Gallery Exhibiton Coordinator	AGC	Alex Robinson
	Business & Bookings Coordinator BMEC	BMEC-BBC	Graham McNab
	Operations Manger BMEC	BMEC-OM	Donald Pearce
	Marketing Coordinator BEMC	BMEC-BOMC	VACANT
	Front of House Supervisor	BMEC-FOH	Melanie Sing
	Creative Producer	BMEC-CP	Annabel Scholes
	Community Development Team Leader	CDTL	Aimee Cook/Bronwyn Starkey
	Children's Services Team Leader	CHSTL	Vacant
	Children's Services Coordinator	CSC	Pamela West
	Collections & Technology Team Leader	LIB-CTTL	Jane Cook
	Information Services Team Leader	LIB-ISTL	Mary-Clare Thatcher
	Programs Team Leader	LIB-PTL	Victoria Murray
	Museum Coordinator NMRM	NMRM-MC	Brad Owen
	Museum Coordinator - AFMM	AFMM-MC	Penny Packham
	Museum Coordinator Chifley Home & Rail Museum	BRMCH-MC	Alison Wright
	Audience Engagement Officer	MUS-AEO	VACANT
	Collections Coordinator	MMOS-CC	Tim Pike
	Tourism Marketing Coordinator	TMCoord	Phoebe Rhodes
	Directors Assistant	PA	Alison Armstrong
	Manager Secretary/Support Staff	ADMIN	Angela Sinclair, Jo Dickson, Michelle Ross, Lynn Finlayson, Julie Loughlin

	GENERAL MANAGER _____  _____											DATE _____ 12.07.2023 _____							

		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN
<b>Delegation</b>																						
	Pursuant to the provisions of the Local Government Act 1993, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act, 1993 and every other enabling statutory power, delegates to its General Manager authority to exercise and to perform on behalf of the Council, all necessary powers, authorities, duties and functions, including but not limited to:																					
<b>Corporate and Executive Powers</b>																						
1	To carry on the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of Council. To control and direct the staff of the Council.	X	X	X	X	X	X	X			X	X	X	X	X	X	X					
2	To carry on the regular services, functions and operations of the Council in accordance with Local Government Act 1993, and other Legislation, Regulations and or policies of the Council.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	To authorise any action necessary to comply with any policy or code of Council, any statutory requirements of the Local Government Act or Ordinance or any other law, rule or regulation affecting Council.	X																				
4	To obtain legal advice from Council's Solicitors or Counsel where necessary.	X	X	X	X	X	X	X														
5	To institute, conduct and defend legal proceedings with respect to Council's activities in all Courts, and instruct and engage Council's Solicitors and Counsel where necessary	X																				
6	Be authorised to respond to notices in respect of such applications to the Licensing Court of NSW for Liquor licences for functions.	X																				
7	Authorise action to be taken in connection with any complaints or requests received.	X	X	X	X	X	X	X														
8	Provide interpretation, counsel and advice on applicable Statutes, and Council's existing and proposed policies; and on statutory limitations during the deliberative and decision making process and provide to the Mayor, individual Councillors and senior staff, a common source of statutory and policy interpretation.	X																				
9	To affix the seal of Council to a document																					
10	To prepare and lodge applications for grants provided such action is consistent with Council's Strategic & Business Plan or Council Policy.	X	X	X	X	X	X	X														
11	To authorise any works which is deemed urgent, provided that such expenditure is reported to the Council at its next Ordinary meeting, where funds have not been voted by Council.	X																				
12	Control communications internally and externally.	X																				
13	Rearrange and reorganise staff in all departments	X																				
14	Sign legal contracts where Council has approved the making of that Contract.	X																				
15	Internal and external projection and promotion of Council's mantle of dignity, together with its image of efficiency and effectiveness.	X																				
16	To approve/refuse public access to Council books or documents which are required to be produced for any legal proceedings.	X																				

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17	Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse licence and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the relevant acts and associated regulations and to implement the provisions as relating to the operation of Council of the relevant Acts and associated regulation, including but not limited to:	X																				
	Biodiversity Conservation Act 2016																					
	Biosecurity Act 2015																					
	Boarding Houses Act 2012																					
	Building and Development Certifiers Act 2018 and regulation																					
	Community Land Development Act 2021																					
	Companion Animals Act 1998																					
	Conveyancing Act 1919																					
	Crown Land Management Act 2016																					
	Dividing Fences Act 1991																					
	Environmental Planning and Assessment Act, 1979 as amended																					
	Food Act 2003 and Food (General) Regulation, 2003 as amended																					
	Fire and Rescue NSW Act 1989																					
	Government Information (Public Access) Act 2009																					
	Health Records & Information Privacy Act 2002																					
	Heritage Act 1977																					
	Impounding Act 1993 as amended																					
	Independent Commission Against Corruption Act 1988																					
	Interpretation Act 1987																					
	Land Acquisition (Just Terms Compensation) Act 1991																					
	Library Act 1939	X				X								X								
	Local Government Act 1993 as amended plus regulation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Motor Vehicle Sports (Public Safety) Act 1985 as amended plus regulation																					
	Motor Sports Events Act 2022																					
	Native Title Act NSW 1994 as amended																					
	Ombudsman Act 1974																					
	Plumbing & Drainage Act 2011 plus Regulation																					
	Privacy & Personal Information Protection Act 1998																					
	Protection of the Environment Operations Act 1997 as amended																					
	Public Health Act 2010 and regulation made thereunder																					
	Public Interest Disclosures Act (1994)																					
	Public Spaces (Unattended Property) Act 2021																					

		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN	
	Recreation Vehicles Act 1983 as amended																						
	Road Transport Act 2013																						
	Roads Act 1993 as amended																						
	Rural Fires Act 1997 as amended																						
	State Emergency and Rescue Management Act 1989																						
	State Emergency Service Act 1989																						
	Strata Schemes Development Act 2015																						
	Swimming Pools Act 1992 as amended																						
	Transport Administration Act 1988																						
	Unclaimed Money Act 1995																						
	Waste Avoidance & Resource Recovery Act 2001																						
	Water Management Act 2000	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Work Health & Safety Act 2011 plus regulation																						
<b>Corporate Services/Administration</b>																							
101		X																					
102	To determine the matters which are to be included in the business papers, subject to the inclusion of the following items whenever they arise: (a) Reports on matters which cannot be determined under delegated authority; (b) Reports required to be submitted under any Act or Ordinance; (c) Reference to any deputations which the Council has agreed to receive; (d) Matters requiring a determination of Policy; (e) Reports directed by Council to be submitted; (f) Matters essential for the Council's information; (g) Matters requiring a vote; (h) Matters or decisions of a potentially contentious nature, or involving a significant variation of Council's policy or standard practice relating to Development Applications.	X																					
103	Have charge of the records of Council, except as otherwise specifically provided, and be responsible for the recording, filing and safe keeping of such records.																						
104	Keep accurate, permanent records of all properties purchased, leased or sold by, or in the possession of Council.	X																					
105	Sign contracts for the sale and purchase price of land where Council has approved the sale or purchase price.	X																					
106	Authority to terminate any lease or rental agreement on any Council owned property where the terms of the lease have been breached, and accounts fall into arrears.	X																					
107	Sign all applications addressed to the Registrar General to record the Council as the registered owner of resumed land.																						
108	Authority to establish, maintain, alter or terminate leaseback agreements with employees.	X																					
109	To approve payment of expenses for elected members.	X																					



		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN
110	Authorise such employees time off for fighting fires within the boundaries of the Council area without loss of pay if properly called out by the Fire Brigade or the Rural Fire Service, where employees of the Council are members of the Voluntary Fire Brigade or Volunteer Rural Fire Service Brigades.	X																				
111	Review Council's exposure to risk on a continuing basis and effect any changes by way of insurance, retention or transfer to protect Council's interest.	X																				
112	To determine levels of public liability insurance required in accordance with Council's adopted policy.	X																				
	The authority to exercise and perform on behalf of Council, all powers, authorities, duties, functions and matters in relation to Council's asset management program applying to:	X																				
	(a) Public roads;																					
	(b) Footpaths;	X																				
	(c) Carparks;	X																				
	(d) Parks, reserves, recreational facilities, gardens and cemeteries;	X																				
	(e) Solid Waste Disposal Depot	X																				
	(f) Council owned and managed public buildings and facilities	X																				
113	(g) Floodplain Management.	X																				
114	Be authorised to offer a reward for information leading to the conviction of people found vandalising Council property, and further that Council, without exception, takes all legal steps available to it to prosecute people found vandalising Council property.	X																				
115	Authority to exercise and perform on behalf of Council all functions, powers, authorities, duties and matters contained in Council's asset management program.	X																				
117	Authority to appoint alcohol and drug testing officers.																					
118	To appoint a representative of Council as the Chairperson to the Local Emergency Management Committee in accordance with Section 28 of the State Emergency & Rescue Management Act (1989) as amended.																					
	To appoint a Disclosures Coordinator for the purposes of the Public Interest Disclosures Act (1994).																					
<b>Finance</b>																						
201		X																				
202	To authorise the payment of salaries and wages of the staff of the Council.	X																				
203	To authorise the purchase of goods, works and services and to obtain tenders for items over \$250,000.																					
204	To keep accounts of the Council and present to audit in accordance with the requirements made by or under the Local Government Act 1993 and regulation.																					
205	Determine the categorisation of each parcel of rateable land in accordance with Section 514 of the Local Government Act 1993.																					

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207	Authorise financial transactions (excluding investments)																					
208	To authorise the investment of surplus Council funds and sign such application and redemption documents as may be required.	X																				
209	To determine applications for reductions of rental charges for Council facilities in accordance with Council's policy.																					
210	To determine applications for pensioner rate reduction in accordance with the provisions of Section 575 of the Local Government Act 1993.																					
211	To take action at any time for recovery of unpaid rates and any other amounts owing to Council.																					
212	To order restriction or disconnection of premises if excess water accounts are not paid.																					
213	To approve applications for extension of time to pay accounts.	X																				
214	To lay information, issue summonses, swear statements and affidavits for enforcing default judgements and institute any other legal and approved procedure necessary for the recovery of outstanding amounts and debts owing to the Council.																					
215	To determine assistance to ratepayers experiencing genuine and substantial hardship.																					
216	To allow unpaid rates to accumulate and be paid from the estate of such aged pensioners, where such a request has been made, or from the sale of the house provided that in such cases no Council rate rebate shall be granted.	X	X	X	X	X	X	X														
217	To certify that prices and computations on invoices/payments have been checked and are correct, and as far as able to be ascertained, are fair and reasonable and are in accordance with any quotation/contract under which the goods/services were supplied.																					
218	To determine the amount of bond required to be lodged by developers as surety for completion of works under Council's control.																					
219	To write-off rates or debts which are determined not financially viable to recover to a limit in any one case not exceeding \$5,000.	X																				
220	To authorise Public Liability/Public Indemnity Claims goodwill payments up to \$2,000.																					
221	To sign Section 603 Certificates on behalf of Council.	X																				
222	To authorise the release of any bond or bank guarantee where the required works or services have been completed in accordance with approvals granted by Council.	X																				
223	To authorise the disposal of surplus materials and goods.																					
224	To sign as the responsible accounting officer the statement of financial position with respect to Budget Review Statements in accordance with the Regulation.																					
225	To authorise Council participation in tenders called by CENTROC on behalf of the participating councils.	X																				

		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN
226	To authorise the purchase of goods, works and services from Local Government Procurement in accordance with funds voted by Council and Council's Purchasing Manual																					
227	To sign certificates under Section 54 of the Local Government Act 1993 in relation to classification of public land.	X																				
	Authority to open and close accounts for electricity and gas at Council facilities.																					
<b>Engineering</b>																						
301																						
302	To organise and allocate the priority of all construction and maintenance works, subject to any direction of the Council.																					
303	To determine applications for the use of (approve, subject to conditions, or refuse) public roads for : (a) walk-a-thons, motor car trials, charitable collections or other like events; (b) recruiting or similar purposes or for public health or other purposes on behalf of the Army, Navy or Air Force or other organisations to utilise part of a road or land owned by or under the control of the Council																					
304	Be authorised to issue permits for holding of street stalls, processions on roads; holding of meetings in public places; and use of roads during building operations and standing of vehicles in restricted parking areas for any specific purposes and any other Act regulating functions under the control of the Council.																					
305	To provide temporary grandstands at Carrington Park for crowds anticipated to be in excess of 5,000 people, funded from Carrington Park Vote, subject to the provision of substantiated material by the promoters.																					
	(i)To sign and issue approval of designs for subdivision plans and construction certificates.																					
	(ii)To sign survey requests/amendments to the Land Titles Office.																					
	(iii)To sign property identification reports.																					
306	(iv)To sign survey plans.																					
307	To order the removal of obstructions placed illegally on road reserves, footpaths and public places.																					
308	To close the Ben Chifley Dam to specified users.																					
309	To close roads, or parts thereof, temporarily for repairs or construction.																					
310	To issue/refuse compliance and construction certificates in relation to subdivisions and engineering works.																					
311	Determine the extent and design of works associated with subdivisions and other development applications in accordance with Council Policies and Codes and to determine whether such works have been completed to a satisfactory standard.																					
312	To write to affected landowners seeking an indication on whether they wish the construction of concrete footpaving to be done upon receipt of such requests for such work and then arrange a report to Council.																					

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313	Grant approval for helicopter touchdowns on Public Reserves in a manner and at a time under such conditions as may be appropriate..																						
314	Authorise the private planting of trees and /or shrubs on footpaths.																						
315	To sign permits authorising maintenance or removal of trees under Council's Tree Preservation Policy and Council's Tree Preservation Order.																						
316	To remove dangerous trees on public works' construction sites under the control of the Council, where such removal is necessary, to allow work to proceed immediately.																						
317	To carry out private works and authorise the hire of Council plant subject to satisfactory arrangements being made for the payment of such works.																						
	(i) To purchase new light vehicles and dispose of existing vehicles where the standard of the vehicle remains the same.																						
	(ii) To have the discretion to dispose of vehicles at other than 50,000km;																						
	(iii) Obtain trade prices when replacing vehicles; and																						
318	(iv) To have the discretion to dispose of vehicle by either auction or trade-in.																						
319	To authorise the release of Council plant and other resources to assist fire fighting, emergency work, and assist the Local Emergency Management Committee in emergency work.																						
	(i)To hire Council plant and equipment or to make it available to community groups in accordance with Council's Section 356 policy.																						
320	(ii)To approve annual, standard parking and camping requests that occur each year from the Bathurst AH&P Association Inc.																						
321	Authorise the carrying out of water supply extensions up to 225 m per tenement;																						
322	Authorise the carrying out of sewer extensions up to 75 m per tenement.																						
323	To determine the conditions of use of parks, gardens, reserves and other public places under Council's control.																						
324	To enter into Pipeline Agreements with the Rail Infrastructure Corporation.																						
	To implement water restrictions in accordance with Council policy.																						
<b>Planning and Development</b>																							
401																							
402	To determine Development Applications, Complying Development Certificates and Construction Certificates.																						
403	To determine the fast tracking of Development Applications.																						
404	To issue or refuse to issue compliance, and occupation certificates under Part 6.																						
405	To defend appeals against failure or refusal to issue Part 6 certificates.																						
406	To give notice of intention to serve orders and issue orders, and modify or revoke orders pursuant to the Local Government Act, Environmental Planning and Assessment Act, Food Act, Companion Animals Act.																						

		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN	
407	To review determinations of development applications made by other staff under delegated authority.																						
408	To issue or refuse to issue a complying development certificate.																						
409	To modify or refuse to modify a complying development certificate.																						
410	To vary or extend the lapsing period of a consent in accordance with Sections 4.53 and 4.54.																						
411	To approve or refuse applications to modify development consents, being consents originally determined under delegated authority.																						
412	To defend appeals made pursuant to Part 8 of the Environmental, Planning and Assessment Act (EP&A).																						
413	To refer for comment Development Applications within the Conservation Area to the National Trust, where deemed appropriate.																						
414	That Council delegate to the General Manager the powers, authorities, duties and functions delegated to Council by "Instrument of Delegation" dated 9 August 1995 by the Office of Local Government, pursuant to Section 745 of the Local Government Act 1993, as amended in respect to Section 82(3) of that Act in relation to modification of the provisions of Clauses 51 or 52 of the Local Government (General) Regulation 2021.																						
415	To ensure that premises used for the preparation, storage and/or sale of food are maintained.																						
416	To commence legal proceedings pursuant to the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and the Protection of Environment Operations Act 1997.																						
417	This item is left intentionally blank																						
418	To approve of a flue terminating at a location not complying with the provisions of the policy if satisfied that compliance with the policy is not practicable, and that the proposed alternative is satisfactory.																						
419	Sign applications on behalf of Council as applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.																						
420	To sign Section 10.7 and 6.26 Certificates																						
421	To sign and issue Section 121ZP and Section 735A certificates on behalf of Council																						
	To exercise all of the powers of Council in respect of:																						
	(b) The variation of building lines made under Council's Approvals Policy.																						
	(c) The variation of Restrictive Covenants created pursuant to Section 88B of the Conveyancing Act 1919 as amended, provided that the subject of the variation complies with the relevant planning instrument.																						
	(d) Applications for those matters contained in Items 5 and 6 of Part B of the table contained in Section 68 of the Local Government Act 1993.																						
	(e) Applications for all those matters listed in Part C of the table contained in Section 68 of the Local Government Act 1993.																						

		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN	
	(f) Applications for those matters contained in Items 3, 4, 5 and 6 of Part D of the table contained in Section 68 of the Local Government Act 1993.																						
	(g) Applications for all those matters listed in Part E of the table contained in Section 68 of the Local Government Act 1993.																						
422	(h) Applications for all those matters listed in Part F of the Table contained in Section 68 of the Local Government Act 1993.																						
423	Determine applications for the creation of temporary construction zones on public roads restricting public parking in such zones.																						
424	To take any action considered necessary under the Mount Panorama policies.																						
425	To administer the policy in relation to advertising on light standards.																						
	To commence the preparation of a draft Local Environmental Plan under Part 3 of the Environmental Planning and Assessment Act, 1979 as amended; (a) Preparation and exhibition of Environmental Studies and Local Environmental Plans in accordance with the Act.																						
426	(b) To exercise any delegation conferred upon him/her from time-to-time by the Director General of the Department of Planning under the Act.																						
427	To prepare a draft Development Control Plan in accordance with Part 3 of the Environmental Planning & Assessment Act 1979 and in accordance with the appropriate Regulations.																						
	Development Applications (a) To make any decision or to take any actions required of or open to Council to take in accordance with Part 4 "Development Assessment and Consent" of the Environmental Planning and Assessment Act 1979 as amended, but not including the power: (1) To determine any Development Application in respect of a designated development as defined in the Act; (2) To determine any Development Application in relation to which a negative submission has been received and where the matters raised in that submission have not been resolved; or, (3) To revoke or modify a Development Consent (not being at the applicant's request) in accordance with the Act).																						
	(b) To call meetings of the Departmental Submission Hearings in relation to any Development Application or Compliance Certificate.																						
428	(c) To call meetings of the Council Submission Hearing in relation to any Development Application or Compliance Certificate.																						

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429	To assume the concurrence of the Director General of the Department of Planning for variations of development standards in accordance with State Environmental Planning Policy 1 and Department of Environment and Planning Circular 117 and Clause 4.6 of the LEP.																						
430	To authorise the release of subdivision certificates by signing the required documents, where the Council Seal or Power of Attorney is not required.																						
431	To refund unexpended Development Applications fees on actual costs basis.																						
432	To commission an independent structural assessment of a building for which a Development Application has been made for demolition where, in assessing the development, the building is found to be of heritage significance.																						
433	To authorise the refund of fees in total or in part in respect of applications either refused by Council or withdrawn by the applicant under the provisions of Section 88 of the Local Government Act 1993.																						
434	To carry out rabbit eradication on roadsides in conjunction with the Local Land Services.																						
435	To impound stock pursuant to Section 2 of the Act.																						
436	To implement the delegations from the NSW Heritage Office in respect of issuing approvals under Section 60 of the Heritage Act 1977 and the making of orders.																						
437	Pursuant to Section 381(3) of the Local Government Act 1993 approve the NSW Food Authority's delegation to the General Manager to provide written approval for dispensations and alternative methods of compliance in regard to the Food Standards Code's Standard 3.2.2 (clauses 15 and 17) and Standard 3.2.3 (clauses 10 and 14).																						
438	Pursuant to Section 109E(3) of the Food Act 2003, and conditional upon approval from the NSW Food Authority approve the General Manager to sub-delegate the power to provide written approvals for dispensations and alternative methods of compliance in regard to the Food Standards Code's Standard 3.2.2 (clause 15 and 17) and standard 3.2.3 (clauses 10 and 14) to the Director Environmental, Planning and Building Services.																						
439	Authority to make recommendations in relation to applications for accreditation of Council building surveyors under the Building Professionals Act 2005.																						
	To undertake the powers, authorities, duties and functions delegated to Council by "Instrument of Delegation" dated 8 November 2012 by the Acting Commissioner for Fair Trading pursuant to Section 21 of the Plumbing and Drainage Act 2011. (a) to monitor compliance with the Plumbing and Drainage Act (s19(a))																						

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	(b) to ensure that any plumbing and drainage work carried out does not threaten public health or safety (s19(b))																					
440	(c) to undertake any other functions conferred or imposed on the plumbing regulator by the Plumbing and Drainage Act (s19(c)) other than: • receiving notices of work and other documentation required to be submitted to the plumbing regulator concerning proposed alternative solutions (s9(3) of the Plumbing and Drainage Act and Clause 10 of the Plumbing and Drainage Regulation) • authorising fittings for use in plumbing and drainage work (s20) • initiating criminal proceedings as provided for in Part 5 of the Plumbing and Drainage Act.																					
	To undertake the following plan-making functions delegated by the Minister (a) to make – and determine not to make – an LEP under the EP&A Act																					
	(b) to defer inclusion of certain matters in an LEP and																					
441	(c) to identify which matters must be considered and which stages of the plan-making process must be carried out again prior to resubmission if the council defers the proposal or if a matter is deferred from the LEP																					
442	To enter into agreements with members of the public for certification works as defined under the Building Professionals Act 2005																					
443	to transfer properties between categories of notification of land on a Section 7.11 Certificate as outlined in the Bathurst Regional Council Contaminated Land Policy in accordance with the outcomes of appropriate geotechnical investigations.																					
	That Council delegate to the General Manager the powers, authorities, duties and functions delegated to Council by "Instrument of Delegation" dated 14 February 2019 by the Chief Executive of Roads and Maritime Services pursuant to Section 125 (3) of the Roads Act 1993 in relation to the approval of Footway Restaurants.																					
<b>Authority to exercise powers/various Acts</b>																						
		X																				
	(Clause 17) - Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse licence and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the following acts and associated regulations and to implement the provisions as relating to the operation of Council of the following Acts and associated regulation, including but not limited to:																					



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	<b>Biodiversity Conservation Act 2016</b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b>Biosecurity Act 2015</b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b>Boarding Houses Act 2012</b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b>Building and Development Certifiers Act 2018</b>																						
	To perform activities and exercise functions																						
	<b>Companion Animals Act 1998</b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b>Community Land Development Act 2021</b>																						
	To perform activities and exercise functions																						

		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN	
	<b><i>Conveyancing Act 1919</i></b>																						
	To perform activities and exercise functions																						
	Appoint authorised Council employee																						
	<b><i>Crown Land Management Act 2016</i></b>																						
	To perform activities and exercise functions																						
	<b><i>Dividing Fences Act 1991</i></b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b><i>Environmental Planning and Assessment Act 1979 as amended</i></b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	To lodge complaints against an accredited certifier under Section 109V																						
	<b><i>Food Act 2003 and Regulation</i></b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	Authorised officer under Section 114(2)																						
	<b><i>Fire and Rescue NSW Act 1989</i></b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						

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Appoint authorised Council employee																						
<b>Government Information (Public Access) Act 2009</b>																						
Exercise determinations																						
Exercise review of Determination																						
Act as Council's Right to Information Officer																						
<b>Health Records &amp; Information Privacy Act 2002</b>																						
To perform activities and exercise functions																						
To serve, issue or refuse notices, licences and or permits																						
To undertake inspections and or exercise power of entry																						
Appoint authorised Council employee																						
<b>Heritage Act 1977</b>																						
To perform activities and exercise functions																						
To serve, issue or refuse notices, licences and or permits																						
To undertake inspections and or exercise power of entry																						
Appoint authorised Council employee																						
<b>Independent Commission Against Corruption Act 1988</b>																						
To perform activities and exercise functions																						
<b>Interpretation Act 1987</b>																						
To exercise functions																						
<b>Impounding Act, 1993 as amended</b>																						
To perform activities and exercise functions																						
To serve, issue or refuse notices, licences and or permits																						
To undertake inspections and or exercise power of entry																						
Appoint authorised Council employee																						

	DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN
<b>Land Acquisition (Just Terms Compensation) Act 1991</b>																					
To perform activities and exercise functions																					
To serve, issue or refuse notices, licences and or permits																					
To undertake inspections and or exercise power of entry																					
Appoint authorised Council employee																					
<b>Library Act 1939</b>																					
To perform activities and exercise functions	X				X								X								
To serve, issue or refuse notices, licences and or permits	X				X								X								
To undertake inspections and or exercise power of entry	X				X								X								
Appoint authorised Council employee																					
<b>Local Government Act 1993 as amended plus Regulation</b>																					
To perform activities and exercise functions	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
To serve, issue or refuse notices, licences and or permits	X																				
To undertake inspections and or exercise power of entry	X																				
Appoint authorised Council employee																					
<b>Local Land Services Act 2013</b>																					
To perform activities and exercise functions																					
To serve, issue or refuse notices, licences and or permits																					
To undertake inspections and or exercise power of entry																					
Appoint authorised Council employee																					
<b>Motor Sports Events Act 2022</b>																					
To perform activities and exercise functions																					
To serve, issue or refuse notices, licences and or permits																					
To undertake inspections and or exercise power of entry																					
Appoint authorised Council employee																					
<b>Motor Vehicle Sports (Public Safety) Act 1985 as amended plus regulation</b>																					

	DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN	
To perform activities and exercise functions																						
To serve, issue or refuse notices, licences and or permits																						
To undertake inspections and or exercise power of entry																						
Appoint authorised Council employee																						
<b><i>Native Title (New South Wales) Act 1994 as amended</i></b>																						
To perform activities and exercise functions																						
To serve, issue or refuse notices, licences and or permits																						
To undertake inspections and or exercise power of entry																						
Appoint authorised Council employee																						
<b><i>Ombudsman Act 1974</i></b>																						
To perform activities and exercise functions																						
<b><i>Plumbing and Drainage Act 2011 plus regulation</i></b>																						
To perform activities and exercise functions																						
To serve, issue or refuse notices, licences and or permits																						
To undertake inspections and or exercise power of entry																						
Appoint authorised Council employee																						
<b><i>Privacy &amp; Personal Information Protection Act 1998</i></b>																						
To perform activities and exercise functions																						
To serve, issue or refuse notices, licences and or permits																						
To undertake inspections and or exercise power of entry																						
Appoint authorised Council employee																						
<b><i>Property and Stock Agents Act 2002</i></b>																						
To perform activities and exercise functions																						

		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN	
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b><i>Protection of Environment Operations Act 1997 as amended</i></b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b><i>Public Health Act 2010 and Regulation</i></b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b><i>Public Interest Disclosures Act (1994)</i></b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	<b><i>Public Spaces (Unattended Property) Act 2021</i></b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b><i>Real Property Act 1900 plus regulations</i></b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						

	DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN
<b>Recreation Vehicles Act 1983 as amended</b>																					
To perform activities and exercise functions																					
To serve, issue or refuse notices, licences and or permits																					
To undertake inspections and or exercise power of entry																					
Appoint authorised Council employee																					
<b>Roads Act 1993 as amended</b>																					
To perform activities and exercise functions																					
To serve, issue or refuse notices, licences and or permits																					
To undertake inspections and or exercise power of entry																					
Appoint authorised Council employee																					
<b>Road Transport Act 2013</b>																					
To perform activities and exercise functions																					
To serve, issue or refuse notices, licences and or permits																					
To undertake inspections and or exercise power of entry																					
Appoint authorised Council employee																					
Local Traffic Management																					
<b>Rural Fires Act 1997 as amended</b>																					
To perform activities and exercise functions																					
To serve, issue or refuse notices, licences and or permits																					
To undertake inspections and or exercise power of entry																					
Appoint authorised Council employee																					
<b>Strata Schemes Development Act 2015</b>																					
To perform activities and exercise functions																					
To serve, issue or refuse notices, licences and or permits																					
To undertake inspections and or exercise power of entry																					
Appoint authorised Council employee																					
<b>State Emergency and Rescue Management Act 1989</b>																					

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	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	Act as Chairperson of the Local Emergency Management Committee																						
	<b>State Emergency Service Act 1989</b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b>Swimming Pools Act 1992 as amended</b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b>Transport Administration Act 1988</b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b>Unclaimed Money Act 1995</b>																						
	To perform activities and exercise functions																						
	<b>Waste Avoidance &amp; Resource Recovery Act 2001</b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b>Water Management Act 2000</b>																						



		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN	
	To perform activities and exercise functions	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	To serve, issue or refuse notices, licences and or permits																						
	To undertake inspections and or exercise power of entry																						
	Appoint authorised Council employee																						
	<b>Section 335</b>																						
	<b>Work Health &amp; Safety Act 2011 plus regulation</b>																						
	To perform activities and exercise functions																						
	To serve, issue or refuse notices, licences and or permits																						
1	To undertake inspections and or exercise power of entry	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X		
2	Appoint authorised Council employee	X																					
3		X																					
4		X	X	X	X	X	X	X															
5	<b>The General Manager delegates the following day to day management functions of Council</b>	X																					
6		X	X	X	X	X	X	X															
7	<b>Corporate Services/Administrator</b>	X	X	X	X	X	X	X															
8	To make public statements and issue media releases on matters involving Council																						
	To assess grading of staff																						
	To authorise the attendance of staff at conferences and seminars and approve payment of expenses within budget																						
21	To make decisions in staff matters in dispute	X																					
22	To approve of advertisements for jobs and authorisations to recruit (within approved structure)	X																					
23	Appropriate person in relation to tenders as defined in the Local Government (General) Regulation - as designated for each tender individually	X																					
24	Designated person in relation to Tendering (Clause 175 Local Government (General) Regulation 2005)	X																					
25	To act as Council's Code of Conduct Complaints Coordinator																						
26		X	X	X	X	X	X	X															
27	<b>To sign Correspondence which refers to:</b>	X																					
28	* letters offering employment	X	X	X	X	X	X	X															
29	* correspondence relating to unsuccessful employment application	X	X	X	X	X	X	X															
30	* initial letter of discipline	X																					

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31	* subsequent letter of discipline	X	X	X	X	X	X	X														
32	* final letter of discipline	X																				
33	* issue of references																					
34	* Issue of testimonials																					
35	* leave applications for staff (sick leave, annual leave)	X																				
36	* leave applications for long service leave	X	X	X	X	X	X	X														
37	* leave applications - leave without pay	X	X	X	X	X	X	X														
38	* approval of secondary employment	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X		
39	* higher duties for staff	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X		
	* letters dealing with Workers Compensation - initial/determination																					
	* letters dealing with Workers Compensation - other																					
51	* Appraisal letters, in approved format																					
52	* letters dealing with grant applications	X																				
53	* letters of appreciation	X	X	X	X	X	X	X														
54	* standard letters incorporated in the manual of standard procedures	X	X	X	X	X	X	X														
55	* Authorise leave electronically in accordance with the hierarchy as maintained in Council's Authority software	X	X	X	X	X	X	X														
56		X	X	X	X	X	X	X														
57	<b>Administration</b>	X	X	X	X	X	X	X												X		
58	* letters for contracts for the sale and purchase price of land where the sale or purchase has been approved by Council																					
59	* Development Applications on behalf of Council as applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.	X	X	X	X	X	X	X														
60	* legal contract where Council has approved the making of that Contract	X	X	X	X	X	X	X														
61	* letters for promotion of Council	X	X	X	X	X	X	X														
62	* letters advertising Council																					
	* requests for sponsorship																					
	* agreements for the borrowing/lending of goods/services/exhibitions to or by Council																					
	* letters responding to insurance claims and processing thereof																					
	Acknowledgement letters advising of matters referred to Council																					
	*enquiries on programs and services																					
	* the organisation of functions and events																					
63	* carry out the functions of the Public Officer as follows																					
64	* deal with requests from the public concerning council's affairs																					
65	* assist people to gain access to public documents of council																					
	* receive submissions made to council																					
	* accept service of documents on behalf of council																					

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71	* represent council in legal or other proceedings	X				X								X								
72	* other functions as may be conferred or imposed on the Public Officer by the General Manager or by or under the Local Government Act, 1993	X				X								X								
	* authorised to access CBD CCTV Scheme for maintenance and daily monitoring of system																					
	* authorised to access CBD CCTV System for extraction of footage for Police investigations																					
91	* to act as Council's Native Title Manager	X			X					X												
92		X			X					X												
93	<b>Library Services</b>	X			X					X												
	* lost or stolen books,																					
	*orders which have not been satisfied																					
111		X	X				X		X						X	X	X	X	X			
112	<b>Entertainment Centre</b>	X	X				X		X						X	X	X	X	X			
113	* confirmation of bookings for Bathurst Memorial Entertainment Centre and letters of request to sign and return contract	X	X				X		X						X	X	X	X	X			
114	* letters to season ticketholders and other subscribers	X	X				X		X						X	X	X	X	X			
115	* Promotional letters advising of forthcoming events	X	X				X		X						X	X	X	X	X			
116		X	X				X		X						X	X	X	X	X			
117	<b>Art Gallery and Museums</b>	X	X				X		X						X	X	X	X	X			
118	* enquiries requesting history of the gallery,	X	X				X		X						X	X	X	X	X			
119	*enquiries on the permanent collection	X	X				X		X						X	X	X	X	X			
120	* enquiries on regional galleries																					
	* enquiries regarding approved Education/Public Programs	X					X															
	* organisation and development of the approved education and public programs	X																				
	* mailouts to schools and community groups	X					X															
	* volunteers - recruiting, training, co-ordinating, liaising and with volunteers.	X					X															
	* Art Gallery Exhibition loan agreements	X					X															
	* Museum exhibition loan agreements	X					X									X		X				
	<b>Australian Fossil &amp; Mineral Museum</b>	X					X									X						
	* Cause to be prepared the company's annual and long term budgets and management plans	X					X									X						
	* Appoint the Manager	X					X									X						
	* Oversee and carry out its day to day management and administration	X					X									X						
	* Implement and support fundraising strategies	X					X									X						
	* Select staff to be employed by the Company as necessary	X					X									X			X			

		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN	
	* Implement a Friends of The Somerville Collection program	X					X									X							
	* Oversee and assist in the design and implementation of promotion and marketing activities	X					X									X							
	* Develop links with the community	X					X									X							
	* Develop educational programs with the University	X					X									X							
	* Manage the physical resources such as buildings, contents, displays, lighting and security	X					X									X							
	* Manage the human resources of the museum housing the Collection	X					X									X			X				
	* Ensure the security of the Collection	X					X									X			X				
	* Manage the general administration and liaising with partners and the providers of services																						
	* Manage the financial business of the Company by administering income and expenditure																						
131	* Liaise with the company and the Management Committee	X		X								X	X										
	* Implement policies and strategies to increase the number and range of student and other community groups using the collection																						
	* Work with the Curator in the design and development of learning resources																						
	* Work with the curator to manage acquisition policy and practice especially with regard to the incentives with the Cultural Gifts Program																						
149	* Carry out any other tasks as directed by the company and Management Committee	X		X								X	X										
150																							
151	<b>Child Care</b>	X	15000	15000	15000	15000	15000	15000	2000	5,000	2000	2000	5000	2000	2000	2000	2000	2000	2000	2000	2000	5000	1000
152	Family Day Care Loan Agreements	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X
153																							
154	<b>Finance</b>																						
	<b>To Authorise</b>																						
155	Payment of weekly Child Care Benefits																						
157	To undertake purchasing requirements during absence of the Purchasing Officer	X	15000	15000	15000	15000	15000	15000	2000	5,000	2000	2000	5000	2000	2000	2000	2000	2000	2000	2000	2000	5000	1000
158	requisitions and orders to the value indicated																						
159	petty cash within prescribed limits																						
160	Debt collection (rates and other debtors)																						
161	applications to open credit accounts in Council's name dealing with orders																						
162	<b>To Sign</b>																						
163	* Financial transactions (excluding investments) on behalf of Council																						
164	*For purchase of goods, works and services within Department and value limits of authority in accordance with funds voted by Council and Council's Purchasing Manual.	X																					
165	*letters of domestic waste charges adjustments	X																					
166	*letters of additional sewerage charges adjustments																						

		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN
167	*letters of confirmation of receipt of notice of transfer																					
168	*letters of replies to ratepayers re rates owing on their property	X	X	X	X	X	X	X														
169	*letters of results of extraordinary water meter readings	X	X	X	X	X	X	X														
170	*letters of requests for formal notice of transfer where verbal advice of change of ownership has been received	X	X	X	X	X	X	X														
171	*letters of property ownership details where requested by Department of Social Security	X	X	X	X	X	X	X														
	*letters to leasees in respect of CPI increases in rent and leases																					
172	*letters for refunds overpayments in respect of rates, debtors accounts, 603 Certificates and water meter reading fees	X																				
173	*letters confirming change of address	X																				
174	*Letters of acceptance for Contracts under \$250K, resolved by Council																					
175	*letters for invitation to submit quotation in accordance with Council's purchasing manual	X																				
176	*letters accepting quotation within authorised program	X																				
177	*letters advising of successful and unsuccessful tender subject to Council resolution	X																				
178	<b>To process donations including approval/refusal letters in</b>																					
179	School Magazines																					
180	DA Fees - advertising signs schools																					
181	HACC Centre meeting room booking fees	X																				
182	Use of the Art Gallery																					
183	Art Gallery/Library Meeting Room																					
184	Bathurst Memorial Entertainment Centre Hire																					
185	Excess water accounts - flood prone properties																					
186	Use of Carrington Park																					
	Water usage - home dialysis machines																					
	Use of Council facilities fun runs/rallies and sporting events																					
	DA fees community/sporting groups on Council property																					
201	Pool fees community service providers																					
202	Basketball Stadium hire																					
203	Authorise changes to telecommunications Registers (eg Yellow/White Pages																					
204	Designation as responsible accounting officer per Financial Management Regulations.																					
205																						
206	<b>Engineering</b>																					
	<b>To sign Correspondence which refers to:</b>																					
207	*Construction Program.																					
208	* Engineering Design and Construction Standards																					

		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN	
209	* Technical Civil Engineering advice																						
	*Contracts resolved by Council																						
	*Variations to Contract, within Expenditure Delegations																						
	*Construction and Maintenance Priorities for individual functions, subject to Council determination																						
231	<b>To manage matters pursuant to the overall administration and</b>																						
232	Circuit preparation																						
233	Administration of commercial contract relationships																						
234	Approval for use of circuit																						
235																							
236	<b>Roads</b>																						
237	<b>To sign Correspondence which refers to:</b>																						
238	*the use of roads for walkathons, car trials, fun runs, collections																						
239	*Car Club Events																						
240	*Road Closures approved by Council																						
241	* impending works and service interruptions																						
	*Weights of Loads (ie Section 251 Roads Act), and Proceedings/Prosecutions Under Regulations 30C & 30D of the Roads Act 1993, and Interstate Road Transport Act 1985, Traffic Administration Act																						
	* works program (when potholes will be filled, roads sealed)																						
261	* road opening Permits.																						
262	*submission of objection/support for erection of Bus Shelters																						
263	*Police notifications, as required																						
264	*issue of driveway levels																						
265	*non-compliance of driveway levels																						
	<b>Water &amp; Sewer</b>																						
301	*service interruption to carry out work.																						
302	*Water Restriction Breaches																						
303	*connections for up to 225m.																						
304	*Flow/Pressure Test																						
	*Sewer Blockages in accordance with Council's policy																						
305		X																					
306	<b>Parks</b>																						
307	to authorise or refuse street tree planting																						
308	to authorise or refuse, William Street/Light Standards Banners																						
309	to authorise or refuse, use of Parks and Sports Fields, in accordance with Policy																						

		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN	
310	the administration of Tree Preservation Orders																						
311	<b>To sign:</b>																						
	*Correspondence regarding maintenance procedures and programs in accordance with SDI																						
	*Correspondence regarding horticultural advice																						
321	*Correspondence regarding the Tennis Court Lease (existing).																						
322	*Correspondence regarding street tree planting																						
323	*Correspondence regarding William Street/Light Standards																						
324	*Correspondence regarding use of Parks and Sports Fields, in accordance with Policy																						
325	*Correspondence regarding Tree Preservation Order																						
326																							
	<b>Waste Management</b>																						
327	*correspondence relating to the existing collection service																						
328	*correspondence relating to new services (copy to City Treasurer), in accordance with Policy																						
	*correspondence for replacement/removal of "Otto" bins, in accordance with Policy																						
	*correspondence relating to existing Trade Waste Agreements																						
	*correspondence, of liquid waste at the Facility, in accordance with License and Policy																						
341	*correspondence of existing Recycling Contract																						
342	<b>To Authorise:</b>																						
343	replacement/removal of "Otto" bins, in accordance with Policy																						
	Approval/Refusal of liquid waste at the Facility, in accordance with License and Policy																						
351	<b>Cemetery</b>																						
352	<b>To sign correspondence which refers to:</b>																						
353	*existing plots																						
	*general cemetery enquiries																						
354	*plaque placement																						
	<b>Aerodrome</b>																						
	*standard operating procedures																						
361	*License compliance																						
362	*approving/refusing landing concessions																						
363	<b>To authorise:</b>																						
364	approval/refusal of Landing Concessions																						

		DCCS	AGD	MCS	MBMEC	MLS	MM	MTVS	AGC	BMEC - BBC, OM, BOMC, FOH, PAP	CDTL	CHSTL	CSC	LIB - CTTL, ISTL, PTL	NMRM- MC	AFMM- MC	BAMCH- MC	MUS- AEO	MMOS- CM	TMCoord	PA	ADMIN	
365																							
366	<b>Mount Panorama</b>																						
	<b>To Sign correspondence which refers to:</b>																						
	*Circuit Preparation Procedures																						
381	*Circuit Closure notification, including public (advertisements), residents, Police and regular users																						
382	* CAMS Annual License Renewal																						
	*the approval of circuit use, other than under the Mount Panorama Act and Major Events, in accordance with Policy																						
	*Circuit maintenance and Construction Program																						
401	*CAMS seeking approval/endorsement of designs for Circuit improvements																						
	<b>Emergency Services</b>																						
	*standard procedures																						
	* the role of LEMO under Emergency Services Act																						
	<b>Planning and Development</b>																						
	To Sign the following documents:																						
	1. Letters directing a particular activity/event cease and/or be removed.																						
	(a) Applications made pursuant to the table to Part A, Section 68 of the Local																						
	(b) Letters requiring an applicant to provide additional information, documentation or fees in respect to applications made under the EPA and Local Government Acts																						
	(i) Development, rezoning, home occupation.																						



DELEGATION INSTRUMENT			
GENERAL MANAGER - SUB-DELEGATIONS TO STAFF - ENVIRONMENTAL, PLANNING & BUILDING MANAGEMENT DELEGATIONS			
In accordance with the resolution of Council on 19 January 2022, (as amended), delegating specific authorities in accordance with Section 378 of the Local Government Act, 1993, authority is hereby delegated to those staff, as designated below to, exercise those powers, duties and functions in line with the authority and limitations of this instrument.			
POSITION TITLE			NAME
Director Environmental, Planning & Building Services	DEPBS		Neil Southorn
Manager Strategic Planning	MSP		Janet Bingham
Manager Development Assessment	MDA		Richard Denyer
Manager Environment	ME		Anna Stapleton
Manager Economic Development	MED		David Flude
Senior Development Control Planner	SDP		Daniel Dwyer
Senior Strategic Planner/Senior Heritage Planner/Senior Urban Design Planner	SSP		Fern-Alice Coles/Tamsin McIntosh, Maree Neary
Development Control Planner	DEVP		Vacant, Lewis Wilde, Emma Castle, Loretta Griffiths, Ashlee Cutter
Senior Health & Building Surveyor	SHBS		David Nelson, Geoffrey Press
Environmental Health & Building Surveyor	HBS		Rebecca Higgins-Daley, Andrew Ballard, Vacant, Vacant
Environmental Health Officer	EHO		Mereki Hilton, Talisa Smith
Senior Environmental Health Officer/Senior Environmental Officer	SENV		Sally-Anne Donahue, Rodney Wallace
BARC Coordinator	BARC		Katrina Nelson
Compliance Coordinator	COMP		Craig Smithers
Ranger	RGR		John Whittaker, Jenna Martin, Brian Mann, Stefanie Lesser, Tracey Hughes
Animal Attendant	ANAT		Arwen McLean, Lisa Maney, Julie Miller, Natasha Hurst, Zach Hanman
Plumbing & Drainage Inspector	PLMB		Vacant
Environmental Officer	ENV		Thomas Staff, Lucas Salmon
Director's Assistant	PA		Kylie Denyer
Energy Strategy Officer	ESO		Deborah Taylor
Team Leader Administration (Planning & Development)	TLA		Felicity Smith
GENERAL MANAGER:		DATE:	12.07.2023

Delegation																				
Pursuant to the provisions of the Local Government Act 1993, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act, 1993 and every other enabling statutory power, delegates to its General Manager authority to exercise and to perform on behalf of the Council, all necessary powers, authorities, duties and functions, including but not limited to:																				
		DEPBS	MSP	MDA	ME	MED	SDP/SSP	DEVP	BARC/COMP	SHBS HBS EHO	RGR	PLMB	ENV	PA	ESO	ANAT	TLA	SENV		
<b>Corporate and Executive Powers</b>																				
1	To carry on the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of Council. To control and direct the staff of the Council.	X	X	X	X	X	X													
2	To carry on the regular services, functions and operations of the Council in accordance with Local Government Act 1993, and other Legislation, Regulations and or policies of the Council.	X	X	X	X	X	X													
3	To authorise any action necessary to comply with any policy or code of Council, any statutory requirements of the Local Government Act or Ordinance or any other law, rule or regulation affecting Council.	X																		
4	To obtain legal advice from Council's Solicitors or Counsel where necessary.	X																		
5	To institute, conduct and defend legal proceedings with respect to Council's activities in all Courts, and instruct and engage Council's Solicitors and Counsel where necessary	X		X	X															
6	Be authorised to respond to notices in respect of such applications to the Licensing Court of NSW for Liquor licences for functions.	X	X	X	X															
7	Authorise action to be taken in connection with any complaints or requests received.	X	X	X	X	X														
8	Provide interpretation, counsel and advice on applicable Statutes, and Council's existing and proposed policies; and on statutory limitations during the deliberative and decision making process and provide to the Mayor, individual Councillors and senior staff, a common source of statutory and policy interpretation.	X	Snr Staff	Snr Staff	Snr Staff	Snr Staff	Snr Staff													
9	To affix the seal of Council to a document																			
10	To prepare and lodge applications for grants provided such action is consistent with Council's Strategic & Business Plan or Council Policy.	X																		
11	To authorise any works which is deemed urgent, provided that such expenditure is reported to the Council at its next Ordinary meeting, where funds have not been voted by Council.	X																		
12	Control communications internally and externally.	X																		
13	Rearrange and reorganise staff in all departments	X																		
14	Sign legal contracts where Council has approved the making of that Contract.																			
15	Internal and external projection and promotion of Council's mantle of dignity, together with its image of efficiency and effectiveness.	X																		
14	Sign legal contracts where Council has approved the making of that Contract.																			
15	Internal and external projection and promotion of Council's mantle of dignity, together with its image of efficiency and effectiveness.	X																		
16	To approve/refuse public access to Council books or documents which are required to be produced for any legal proceedings.	X																		
17	Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse licence and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the relevant acts and associated regulations and to implement the provisions as relating to the operation of Council of the relevant Acts and associated regulation, including but not limited to:	X																		
	Biodiversity Conservation Act 2016																			
	Biosecurity Act 2015																			
	Boarding Houses Act 2012																			
	Building and Development Certifiers Act 2018 and regulation																			
	Community Land Development Act 2021																			
	Companion Animals Act 1998																			
	Conveyancing Act 1919																			
	Crown Land Management Act 2016																			
	Dividing Fences Act 1991																			

		DEPBS	MSP	MDA	ME	MED	SDP/SSP	DEVP	BARC/COMP	SHBS HBS EHO	RGR	PLMB	ENV	PA	ESO	ANAT	TLA	SENV		
	Environmental Planning and Assessment Act, 1979 as amended																			
	Food Act 2003 and Food (General) Regulation, 2003 as amended																			
	Fire and Rescue NSW Act 1989																			
	Government Information (Public Access) Act 2009																			
	Health Records & Information Privacy Act 2002																			
	Heritage Act 1977																			
	Impounding Act 1993 as amended																			
	Independent Commission Against Corruption Act 1988																			
	Interpretation Act 1987																			
	Land Acquisition (Just Terms Compensation) Act 1991																			
	Library Act 1939																			
	Local Government Act 1993 as amended plus regulation																			
	Motor Vehicle Sports (Public Safety) Act 1985 as amended plus regulation																			
	Motor Sports Events Act 2022																			
	Native Title Act NSW 1994 as amended																			
	Ombudsman Act 1974																			
	Plumbing & Drainage Act 2011 plus Regulation																			
	Privacy & Personal Information Protection Act 1998																			
	Protection of the Environment Operations Act 1997 as amended																			
	Public Health Act 2010 and regulation made thereunder																			
	Public Interest Disclosures Act (1994)																			
	Public Spaces (Unattended Property) Act 2021																			
	Recreation Vehicles Act 1983 as amended																			
	Road Transport Act 2013																			
	Roads Act 1993 as amended																			
	Rural Fires Act 1997 as amended																			
	State Emergency Service Act 1989																			
	Strata Schemes Development Act 2015																			
	Swimming Pools Act 1992 as amended																			
	Transport Administration Act 1988																			
	Unclaimed Money Act 1995																			
	Waste Avoidance & Resource Recovery Act 2001																			
	Water Management Act 2000																			
	Work Health & Safety Act 2011 plus regulation																			
<b>Corporate Services/Administration</b>																				
101	To determine the matters which are to be included in the business papers, subject to the inclusion of the following items whenever they arise: (a) Reports on matters which cannot be determined under delegated authority; (b) Reports required to be submitted under any Act or Ordinance; (c) Reference to any deputations which the Council has agreed to receive; (d) Matters requiring a determination of Policy; (e) Reports directed by Council to be submitted; (f) Matters essential for the Council's information; (g) Matters requiring a vote; (h) Matters or decisions of a potentially contentious nature, or involving a significant variation of Council's policy or standard practice relating to Development Applications.	X																		
102	Have charge of the records of Council, except as otherwise specifically provided, and be responsible for the recording, filing and safe keeping of such records.	X																		
103	Keep accurate, permanent records of all properties purchased, leased or sold by, or in the possession of Council.																			
104	Sign contracts for the sale and purchase price of land where Council has approved the sale or purchase price.																			
105	Authority to terminate any lease or rental agreement on any Council owned property where the terms of the lease have been breached, and accounts fall into arrears.																			
106	Sign all applications addressed to the Registrar General to record the Council as the registered owner of resumed land.																			
107	Authority to establish, maintain, alter or terminate leaseback agreements with employees.																			
108	To approve payment of expenses for elected members.																			
109	Authorise such employees time off for fighting fires within the boundaries of the Council area without loss of pay if properly called out by the Fire Brigade or the Rural Fire Service, where employees of the Council are members of the Voluntary Fire Brigade or Volunteer Rural Fire Service Brigades.	X	X	X	X	X														

		DEPBS	MSP	MDA	ME	MED	SDP/SSP	DEVP	BARC/COMP	SHBS HBS EHO	RGR	PLMB	ENV	PA	ESO	ANAT	TLA	SENV		
110	Review Council's exposure to risk on a continuing basis and effect any changes by way of insurance, retention or transfer to protect Council's interest.	X																		
111	To determine levels of public liability insurance required in accordance with Council's adopted policy.	X																		
112	The authority to exercise and perform on behalf of Council, all powers, authorities, duties, functions and matters in relation to Council's asset management program applying to:	X																		
	(a) Public roads;	X																		
	(b) Footpaths;	X																		
	(c) Carparks;	X																		
	(d) Parks, reserves, recreational facilities, gardens and cemeteries;	X																		
	(e) Solid Waste Disposal Depot	X																		
	(f) Council owned and managed public buildings and facilities	X																		
	(g) Floodplain Management.	X																		
113	Be authorised to offer a reward for information leading to the conviction of people found vandalising Council property, and further that Council, without exception, takes all legal steps available to it to prosecute people found vandalising Council property.																			
114	Authority to exercise and perform on behalf of Council all functions, powers, authorities, duties and matters contained in Council's asset management program.	X																		
115	Authority to appoint alcohol and drug testing officers.	X																		
117	To appoint a representative of Council as the Chairperson to the Local Emergency Management Committee in accordance with Section 28 of the State Emergency & Rescue Management Act (1989) as amended.																			
118	To appoint a Disclosures Coordinator for the purposes of the Public Interest Disclosures Act (1994).																			
<b>Finance</b>																				
201	To authorise the payment of salaries and wages of the staff of the Council.	X																		
202	To authorise the purchase of goods, works and services and to obtain tenders for items over \$250,000.	X																		
203	To keep accounts of the Council and present to audit in accordance with the requirements made by or under the Local Government Act 1993 and regulation.																			
204	Determine the categorisation of each parcel of rateable land in accordance with Section 514 of the Local Government Act 1993.																			
205	Authorise financial transactions (excluding investments)																			
207	To authorise the investment of surplus Council funds and sign such application and redemption documents as may be required.																			
208	To determine applications for reductions of rental charges for Council facilities in accordance with Council's policy.																			
209	To determine applications for pensioner rate reduction in accordance with the provisions of Section 575 of the Local Government Act 1993.																			
210	To take action at any time for recovery of unpaid rates and any other amounts owing to Council.																			
211	To order restriction or disconnection of premises if excess water accounts are not paid.																			
212	To approve applications for extension of time to pay accounts.																			
213	To lay information, issue summonses, swear statements and affidavits for enforcing default judgements and institute any other legal and approved procedure necessary for the recovery of outstanding amounts and debts owing to the Council.	X																		
214	To determine assistance to ratepayers experiencing genuine and substantial hardship.																			
215	To allow unpaid rates to accumulate and be paid from the estate of such aged pensioners, where such a request has been made, or from the sale of the house provided that in such cases no Council rate rebate shall be granted.																			
216	To certify that prices and computations on invoices/payments have been checked and are correct, and as far as able to be ascertained, are fair and reasonable and are in accordance with any quotation/contract under which the goods/services were supplied.																			
217	To determine the amount of bond required to be lodged by developers as surety for completion of works under Council's control.	X	X	X																

		DEPBS	MSP	MDA	ME	MED	SDP/SSP	DEVP	BARC/COMP	SHBS HBS EHO	RGR	PLMB	ENV	PA	ESO	ANAT	TLA	SENV	
218	To write-off rates or debts which are determined not financially viable to recover to a limit in any one case not exceeding \$5,000.	X	X	X															
219	To authorise Public Liability/Public Indemnity Claims goodwill payments up to \$2,000.																		
220	To sign Section 603 Certificates on behalf of Council.																		
221	To authorise the release of any bond or bank guarantee where the required works or services have been completed in accordance with approvals granted by Council.	X	X	X															
222	To authorise the disposal of surplus materials and goods.																		
223	To sign as the responsible accounting officer the statement of financial position with respect to Budget Review Statements in accordance with the Regulation.																		
224	To authorise Council participation in tenders called by CENTROC on behalf of the participating councils.																		
225	To authorise the purchase of goods, works and services from Local Government Procurement in accordance with funds voted by Council and Council's Purchasing Manual	X																	
226	To sign certificates under Section 54 of the Local Government Act 1993 in relation to classification of public land.																		
227	Authority to open and close accounts for electricity and gas at Council facilities.														X				
<b>Engineering</b>																			
301	To organise and allocate the priority of all construction and maintenance works, subject to any direction of the Council.																		
302	To determine applications for the use of (approve, subject to conditions, or refuse) public roads for : (a) walk-a-thons, motor car trials, charitable collections or other like events; (b) recruiting or similar purposes or for public health or other purposes on behalf of the Army, Navy or Air Force or other organisations to utilise part of a road or land owned by or under the control of the Council	X	X	X	X														
303	Be authorised to issue permits for holding of street stalls, processions on roads; holding of meetings in public places; and use of roads during building operations and standing of vehicles in restricted parking areas for any specific purposes and any other Act regulating functions under the control of the Council.	X	X	X	X				X										
304	To provide temporary grandstands at Carrington Park for crowds anticipated to be in excess of 5,000 people, funded from Carrington Park Vote, subject to the provision of substantiated material by the promoters.																		
305	(i)To sign and issue approval of designs for subdivision plans and construction certificates. (ii)To sign survey requests/amendments to the Land Titles Office. (iii)To sign property identification reports. (iv)To sign survey plans.	X X X X	X X X X	X X X X															
306	To order the removal of obstructions placed illegally on road reserves, footpaths and public places.	X	X	X	X		X	X	X	X	X	X							X
307	To close the Ben Chifley Dam to specified users.																		
308	To close roads, or parts thereof, temporarily for repairs or construction.																		
309	To issue/refuse compliance and construction certificates in relation to subdivisions and engineering works.	X	X	X	X		X	X		X		X							X
310	Determine the extent and design of works associated with subdivisions and other development applications in accordance with Council Policies and Codes and to determine whether such works have been completed to a satisfactory standard.	X	X	X															
311	To write to affected landowners seeking an indication on whether they wish the construction of concrete footpaving to be done upon receipt of such requests for such work and then arrange a report to Council.																		
312	Grant approval for helicopter touchdowns on Public Reserves in a manner and at a time under such conditions as may be appropriate..																		
313	Authorise the private planting of trees and /or shrubs on footpaths.																		
314	To sign permits authorising maintenance or removal of trees under Council's Tree Preservation Policy and Council's Tree Preservation Order.																		
315	To remove dangerous trees on public works' construction sites under the control of the Council, where such removal is necessary, to allow work to proceed immediately.																		
316	To carry out private works and authorise the hire of Council plant subject to satisfactory arrangements being made for the payment of such works.																		
317	(i) To purchase new light vehicles and dispose of existing vehicles where the standard of the vehicle remains the same. (ii) To have the discretion to dispose of vehicles at other than 50,000km; (iii) Obtain trade prices when replacing vehicles; and (iv) To have the discretion to dispose of vehicle by either auction or trade-in.																		
318	To authorise the release of Council plant and other resources to assist fire fighting, emergency work, and assist the Local Emergency Management Committee in emergency work.																		

		DEPBS	MSP	MDA	ME	MED	SDP/SSP	DEVP	BARC/COMP	SHBS HBS EHO	RGR	PLMB	ENV	PA	ESO	ANAT	TLA	SENV	
319	(i)To hire Council plant and equipment or to make it available to community groups in accordance with Council's Section 356 policy. (ii)To approve annual, standard parking and camping requests that occur each year from the Bathurst AH&P Association Inc.	X	X	X	X														
320	Authorise the carrying out of water supply extensions up to 225 m per tenement.																		
321	Authorise the carrying out of sewer extensions up to 75 m per tenement.																		
322	To determine the conditions of use of parks, gardens, reserves and other public places under Council's control.																		
323	To enter into Pipeline Agreements with the Rail Infrastructure Corporation.																		
324	To implement water restrictions in accordance with Council policy.																		
<b>Planning and Development</b>																			
401	To determine Development Applications, Complying Development Certificates and Construction Certificates.	X	X	X															
402	To determine the fast tracking of Development Applications.	X	X	X	X														
403	To issue or refuse to issue compliance, and occupation certificates under Part 6.	X	X	X	X		X	X		X		X	X						X
404	To defend appeals against failure or refusal to issue Part 6 certificates.	X	X	X	X														
405	To give notice of intention to serve orders and issue orders, and modify or revoke orders pursuant to the Local Government Act, Environmental Planning and Assessment Act, Food Act, Companion Animals Act.	X	X	X	X														
406	To review determinations of development applications made by other staff under delegated authority.	X	X	X															
407	To issue or refuse to issue a complying development certificate.	X	X	X	X														
408	To modify or refuse to modify a complying development certificate.	X	X	X	X														
409	To vary or extend the lapsing period of a consent in accordance with Sections 4.53 and 4.54.	X	X	X	X														
410	To approve or refuse applications to modify development consents, being consents originally determined under delegated authority.	X	X	X	X														
411	To defend appeals made pursuant to Part 8 of the Environmental, Planning and Assessment Act (EP&A).	X	X	X	X														
412	To refer for comment Development Applications within the Conservation Area to the National Trust, where deemed appropriate.	X	X	X	X														
413	That Council delegate to the General Manager the powers, authorities, duties and functions delegated to Council by "Instrument of Delegation" dated 9 August 1995 by the Office of Local Government, pursuant to Section 745 of the Local Government Act 1993, as amended in respect to Section 82(3) of that Act in relation to modification of the provisions of Clauses 51 or 52 of the Local Government (General) Regulation 2021.	X	X	X	X														
414	To ensure that premises used for the preparation, storage and/or sale of food are maintained.	X	X	X	X					X									X
415	To commence legal proceedings pursuant to the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and the Protection of Environment Operations Act 1997.	X	X	X	X														
416	This item is left intentionally blank																		
417	To approve of a flue terminating at a location not complying with the provisions of the policy if satisfied that compliance with the policy is not practicable, and that the proposed alternative is satisfactory.	X	X	X	X														
418	Sign applications on behalf of Council as applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.																		
419	To sign Section 10.7 and 6.26 Certificates	X	X	X	X		X	X											
420	To sign and issue Section 121ZP and Section 735A certificates on behalf of Council	X	X	X	X														
421	To exercise all of the powers of Council in respect of:	X	X	X	X														
	(a) Applications for all those matters listed in Part A of the Table contained in Section 68 of the Local Government Act 1993.																		
	(b) The variation of building lines made under Council's Approvals Policy.	X	X	X															
	(c) The variation of Restrictive Covenants created pursuant to Section 88B of the Conveyancing Act 1919 as amended, provided that the subject of the variation complies with the relevant planning instrument.	X																	
	(d) Applications for those matters contained in Items 5 and 6 of Part B of the table contained in Section 68 of the Local Government Act 1993.	X	X	X	X														
	(e) Applications for all those matters listed in Part C of the table contained in Section 68 of the Local Government Act 1993.	X	X	X	X														
	(f) Applications for those matters contained in Items 3, 4, 5 and 6 of Part D of the table contained in Section 68 of the Local Government Act 1993.	X	X	X	X														
	(g) Applications for all those matters listed in Part E of the table contained in Section 68 of the Local Government Act 1993.	X	X	X	X														

		DEPBS	MSP	MDA	ME	MED	SDP/SSP	DEVP	BARC/COMP	SHBS HBS EHO	RGR	PLMB	ENV	PA	ESO	ANAT	TLA	SENV	
	(h) Applications for all those matters listed in Part F of the Table contained in Section 68 of the Local Government Act 1993.	X	X	X	X														
422	Determine applications for the creation of temporary construction zones on public roads restricting public parking in such zones.	X	X	X	X														
423	To take any action considered necessary under the Mount Panorama policies.	X		X															
424	To administer the policy in relation to advertising on light standards.	X	X	X	X														
425	To commence the preparation of a draft Local Environmental Plan under Part 3 of the Environmental Planning and Assessment Act, 1979 as amended; (a) Preparation and exhibition of Environmental Studies and Local Environmental Plans in accordance with the Act.	X	X																
	(b) To exercise any delegation conferred upon him/her from time-to-time by the Director General of the Department of Planning under the Act.	X	X																
426	To prepare a draft Development Control Plan in accordance with Part 3 of the Environmental Planning & Assessment Act 1979 and in accordance with the appropriate Regulations.	X	X																
427	Development Applications (a) To make any decision or to take any actions required of or open to Council to take in accordance with Part 4 "Development Assessment and Consent" of the Environmental Planning and Assessment Act 1979 as amended, but not including the power: (1) To determine any Development Application in respect of a designated development as defined in the Act; (2) To determine any Development Application in relation to which a negative submission has been received and where the matters raised in that submission have not been resolved; or, (3) To revoke or modify a Development Consent (not being at the applicant's request) in accordance with the Act.	X																	
	(b) To call meetings of the Departmental Submission Hearings in relation to any Development Application or Compliance Certificate.	X	X	X															
	(c) To call meetings of the Council Submission Hearing in relation to any Development Application or Compliance Certificate.	X																	
428	To assume the concurrence of the Director General of the Department of Planning for variations of development standards in accordance with State Environmental Planning Policy 1 and Department of Environment and Planning Circular 117 and Clause 4.6 of the LEP.	X																	
429	To authorise the release of subdivision certificates by signing the required documents, where the Council Seal or Power of Attorney is not required.	X	X	X															
430	To refund unexpended Development Applications fees on actual costs basis.	X	X	X															
431	To commission an independent structural assessment of a building for which a Development Application has been made for demolition where, in assessing the development, the building is found to be of heritage significance.	X	X	X	X														
432	To authorise the refund of fees in total or in part in respect of applications either refused by Council or withdrawn by the applicant under the provisions of Section 88 of the Local Government Act 1993.	X	X	X															
433	To carry out rabbit eradication on roadsides in conjunction with the Local Land Services.																		
434	To impound stock pursuant to Section 2 of the Act.	X	X	X	X				X		X								
435	To implement the delegations from the NSW Heritage Office in respect of issuing approvals under Section 60 of the Heritage Act 1977 and the making of orders.	X	X	X															
436	Pursuant to Section 381(3) of the Local Government Act 1993 approve the NSW Food Authority's delegation to the General Manager to provide written approval for dispensations and alternative methods of compliance in regard to the Food Standards Code's Standard 3.2.2 (clauses 15 and 17) and Standard 3.2.3 (clauses 10 and 14).	X	X	X	X														
437	Pursuant to Section 109E(3) of the Food Act 2003, and conditional upon approval from the NSW Food Authority approve the General Manager to sub-delegate the power to provide written approvals for dispensations and alternative methods of compliance in regard to the Food Standards Code's Standard 3.2.2 (clause 15 and 17) and standard 3.2.3 (clauses 10 and 14) to the Director Environmental, Planning and Building Services.	X																	
438	Authority to make recommendations in relation to applications for accreditation of Council building surveyors under the Building Professionals Act 2005.	X	X	X															
439	To undertake the powers, authorities, duties and functions delegated to Council by "Instrument of Delegation" dated 8 November 2012 by the Acting Commissioner for Fair Trading pursuant to Section 21 of the Plumbing and Drainage Act 2011. (a) to monitor compliance with the Plumbing and Drainage Act (s19(a))	X	X	X								X							

		DEPBS	MSP	MDA	ME	MED	SDP/SSP	DEVP	BARC/COMP	SHBS HBS EHO	RGR	PLMB	ENV	PA	ESO	ANAT	TLA	SENV	
	(b) to ensure that any plumbing and drainage work carried out does not threaten public health or safety (s19(b))	X	X	X								X							
	(c) to undertake any other functions conferred or imposed on the plumbing regulator by the Plumbing and Drainage Act (s19(c)) other than: <ul style="list-style-type: none"> <li>• receiving notices of work and other documentation required to be submitted to the plumbing regulator concerning proposed alternative solutions (s9(3) of the Plumbing and Drainage Act and Clause 10 of the Plumbing and Drainage Regulation)</li> <li>• authorising fittings for use in plumbing and drainage work (s20)</li> <li>• initiating criminal proceedings as provided for in Part 5 of the Plumbing and Drainage Act.</li> </ul>	X	X	X								X							
440	To undertake the following plan-making functions delegated by the Minister (a) to make – and determine not to make – an LEP under the EP&A Act	X																	
	(b) to defer inclusion of certain matters in an LEP and	X																	
	(c) to identify which matters must be considered and which stages of the plan-making process must be carried out again prior to resubmission if the council defers the proposal or if a matter is deferred from the LEP	X																	
441	To enter into agreements with members of the public for certification works as defined under the Building Professionals Act 2005	X	X	X															
442	to transfer properties between categories of notification of land on a Section 7.11 Certificate as outlined in the Bathurst Regional Council Contaminated Land Policy in accordance with the outcomes of appropriate geotechnical investigations.	X	X	X	X														
443	That Council delegate to the General Manager the powers, authorities, duties and functions delegated to Council by "Instrument of Delegation" dated 14 February 2019 by the Chief Executive of Roads and Maritime Services pursuant to Section 125 (3) of the Roads Act 1993 in relation to the approval of Footway Restaurants.																		
<b>Authority to exercise powers/various Acts</b>																			
	(Clause 17) - Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse licence and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the following acts and associated regulations and to implement the provisions as relating to the operation of Council of the following Acts and associated regulation, including but not limited to:	X																	
<b>Biodiversity Conservation Act 2016</b>																			
	To perform activities and exercise functions	X		X	X		X	X					X						
	To serve, issue or refuse notices, licences and or permits	X		X	X		X	X					X						
	To undertake inspections and or exercise power of entry	X		X	X		X	X					X						
	Appoint authorised Council employee	X																	
<b>Biosecurity Act 2015</b>																			
	To perform activities and exercise functions		X	X	X				X	X	X								X
	To serve, issue or refuse notices, licences and or permits		X	X	X														
	To undertake inspections and or exercise power of entry		X	X	X				X	X	X								X
	Appoint authorised Council employee																		
<b>Boarding Houses Act 2012</b>																			
	To perform activities and exercise functions	X	X	X	X					X									X
	To serve, issue or refuse notices, licences and or permits	X	X	X	X					X									X
	To undertake inspections and or exercise power of entry	X	X	X	X					X									X
	Appoint authorised Council employee																		
<b>Building and Development Certifiers Act 2018</b>																			
	To perform activities and exercise functions	X																	



	DEPBS	MSP	MDA	ME	MED	SDP/SSP	DEVP	BARC/COMP	SHBS HBS EHO	RGR	PLMB	ENV	PA	ESO	ANAT	TLA	SENV	
<b>Companion Animals Act 1998</b>																		
To perform activities and exercise functions		X	X	X				X		X					X			
To serve, issue or refuse notices, licences and or permits		X	X	X				X		X					X			
To undertake inspections and or exercise power of entry		X	X	X				X		X								
Appoint authorised Council employee																		
<b>Community Land Development Act 2021</b>																		
To perform activities and exercise functions		X	X	X														
<b>Conveyancing Act 1919</b>																		
To perform activities and exercise functions		X	X	X														
Appoint authorised Council employee																		
<b>Crown Land Management Act 2016</b>																		
To perform activities and exercise functions		X	X	X				X		X								
<b>Dividing Fences Act 1991</b>																		
To perform activities and exercise functions		X	X	X		X	X	X	X									X
To serve, issue or refuse notices, licences and or permits		X	X	X				X										X
To undertake inspections and or exercise power of entry		X	X	X		X	X	X	X									X
Appoint authorised Council employee																		
<b>Environmental Planning and Assessment Act 1979 as amended</b>																		
To perform activities and exercise functions		X	X	X		X	X	X	X	X	X	X		X				X
To serve, issue or refuse notices, licences and or permits		X	X	X														
To undertake inspections and or exercise power of entry		X	X	X		X	X	X	X	X	X	X		X				X
Appoint authorised Council employee																		
To lodge complaints against an accredited certifier under Section 109V																		
<b>Food Act 2003 and Regulation</b>																		
To perform activities and exercise functions		X	X	X				X	X									X
To serve, issue or refuse notices, licences and or permits		X	X	X				X	X									X
To undertake inspections and or exercise power of entry		X	X	X				X	X									X
Appoint authorised Council employee																		
Authorised officer under Section 114(2)				X					X									X
<b>Fire and Rescue NSW Act 1989</b>																		
To perform activities and exercise functions		X	X	X		X	X	X	X	X		X						X
To serve, issue or refuse notices, licences and or permits		X	X	X														
To undertake inspections and or exercise power of entry		X	X	X		X	X	X	X	X		X						X
Appoint authorised Council employee																		
<b>Government Information (Public Access) Act 2009</b>																		
Exercise determinations																		
Exercise review of Determination																		
Act as Council's Right to Information Officer																		

	DEPBS	MSP	MDA	ME	MED	SDP/SSP	DEVP	BARC/COMP	SHBS HBS EHO	RGR	PLMB	ENV	PA	ESO	ANAT	TLA	SENV	
<b>Health Records &amp; Information Privacy Act 2002</b>																		
To perform activities and exercise functions		X	X	X					X									X
To serve, issue or refuse notices, licences and or permits		X	X	X														
To undertake inspections and or exercise power of entry		X	X	X					X									X
Appoint authorised Council employee																		
<b>Heritage Act 1977</b>																		
To perform activities and exercise functions		X	X	X		X	X		X									X
To serve, issue or refuse notices, licences and or permits		X	X	X														
To undertake inspections and or exercise power of entry		X	X	X		X	X		X									X
Appoint authorised Council employee																		
<b>Independent Commission Against Corruption Act 1988</b>																		
To perform activities and exercise functions																		
<b>Interpretation Act 1987</b>																		
To exercise functions																		
<b>Impounding Act, 1993 as amended</b>																		
To perform activities and exercise functions		X	X	X				X		X								X
To serve, issue or refuse notices, licences and or permits		X	X	X				X		X								X
To undertake inspections and or exercise power of entry		X	X	X				X		X								
Appoint authorised Council employee																		
<b>Land Acquisition (Just Terms Compensation) Act 1991</b>																		
To perform activities and exercise functions																		
To serve, issue or refuse notices, licences and or permits																		
To undertake inspections and or exercise power of entry																		
Appoint authorised Council employee																		
<b>Library Act 1939</b>																		
To perform activities and exercise functions																		
To serve, issue or refuse notices, licences and or permits																		
To undertake inspections and or exercise power of entry																		
Appoint authorised Council employee																		
<b>Local Government Act 1993 as amended plus Regulation</b>																		
To perform activities and exercise functions		X	X	X		X	X	X	X	X	X	X		X				X
To serve, issue or refuse notices, licences and or permits		X	X	X	X	X		X		X								
To undertake inspections and or exercise power of entry		X	X	X		X	X	X	X	X	X	X		X				X
Appoint authorised Council employee																		
<b>Local Land Services Act 2013</b>																		
To perform activities and exercise functions								X		X								
To serve, issue or refuse notices, licences and or permits																		
To undertake inspections and or exercise power of entry																		
Appoint authorised Council employee																		

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<b>Motor Sports Events Act 2022</b>																		
To perform activities and exercise functions		X	X	X				X	X	X								X
To serve, issue or refuse notices, licences and or permits									X	X								X
To undertake inspections and or exercise power of entry		X	X	X				X	X	X								X
Appoint authorised Council employee																		
<b>Motor Vehicle Sports (Public Safety) Act 1985 as amended plus regulation</b>																		
To perform activities and exercise functions		X	X	X														
To serve, issue or refuse notices, licences and or permits		X	X	X														
To undertake inspections and or exercise power of entry		X	X	X				X		X								
Appoint authorised Council employee																		
<b>Native Title (New South Wales) Act 1994 as amended</b>																		
To perform activities and exercise functions		X	X	X														
To serve, issue or refuse notices, licences and or permits		X	X	X														
To undertake inspections and or exercise power of entry		X	X	X				X	X	X								X
Appoint authorised Council employee																		
<b>Ombudsman Act 1974</b>																		
To perform activities and exercise functions																		
<b>Plumbing and Drainage Act 2011 plus regulation</b>																		
To perform activities and exercise functions	X	X	X	X					X		X							X
To serve, issue or refuse notices, licences and or permits	X	X	X	X					X		X							X
To undertake inspections and or exercise power of entry	X	X	X	X					X		X							X
Appoint authorised Council employee																		
<b>Privacy &amp; Personal Information Protection Act 1998</b>																		
To perform activities and exercise functions																		
To serve, issue or refuse notices, licences and or permits																		
To undertake inspections and or exercise power of entry																		
Appoint authorised Council employee																		
<b>Property and Stock Agents Act 2002</b>																		
To perform activities and exercise functions								X		X								
To serve, issue or refuse notices, licences and or permits																		
To undertake inspections and or exercise power of entry																		
Appoint authorised Council employee																		
<b>Protection of Environment Operations Act 1997 as amended</b>																		
To perform activities and exercise functions		X	X	X		X	X	X	X	X	X	X		X				X
To serve, issue or refuse notices, licences and or permits		X	X	X		X	X	X	X	X	X	X		X				X
To undertake inspections and or exercise power of entry		X	X	X		X	X	X	X	X	X	X		X				X
Appoint authorised Council employee																		

	DEPBS	MSP	MDA	ME	MED	SDP/SSP	DEVP	BARC/COMP	SHBS HBS EHO	RGR	PLMB	ENV	PA	ESO	ANAT	TLA	SENV	
<b>Public Health Act 2010 and Regulation</b>																		
To perform activities and exercise functions		X	X	X				X	X		X							X
To serve, issue or refuse notices, licences and or permits		X	X	X														
To undertake inspections and or exercise power of entry		X	X	X				X	X		X							X
Appoint authorised Council employee																		
<b>Public Interest Disclosures Act (1994)</b>																		
To perform activities and exercise functions																		
To serve, issue or refuse notices, licences and or permits																		
To undertake inspections and or exercise power of entry																		
<b>Public Spaces (Unattended Property) Act 2021</b>																		
To perform activities and exercise functions		X	X	X				X		X								X
To serve, issue or refuse notices, licences and or permits		X	X	X				X		X								X
To undertake inspections and or exercise power of entry		X	X	X														
Appoint authorised Council employee																		
<b>Real Property Act 1900 plus regulations</b>																		
To perform activities and exercise functions																		
To serve, issue or refuse notices, licences and or permits																		
To undertake inspections and or exercise power of entry																		
Appoint authorised Council employee																		
<b>Recreation Vehicles Act 1983 as amended</b>																		
To perform activities and exercise functions		X	X	X		X	X	X	X	X		X						X
To serve, issue or refuse notices, licences and or permits		X	X	X														
To undertake inspections and or exercise power of entry		X	X	X		X	X	X	X	X		X						X
Appoint authorised Council employee																		
<b>Roads Act 1993 as amended</b>																		
To perform activities and exercise functions		X	X	X		X	X	X	X	X		X		X				X
To serve, issue or refuse notices, licences and or permits		X	X	X				X	X									X
To undertake inspections and or exercise power of entry		X	X	X		X	X	X	X	X		X		X				X
Appoint authorised Council employee																		
<b>Road Transport Act 2013</b>																		
To perform activities and exercise functions		X	X	X				X		X								
To serve, issue or refuse notices, licences and or permits		X	X	X				X		X								
To undertake inspections and or exercise power of entry		X	X	X				X		X								
Appoint authorised Council employee																		
Local Traffic Management																		
<b>Rural Fires Act 1997 as amended</b>																		
To perform activities and exercise functions		X	X	X				X		X		X						
To serve, issue or refuse notices, licences and or permits		X	X	X				X		X		X						
To undertake inspections and or exercise power of entry		X	X	X				X		X		X						
Appoint authorised Council employee																		
<b>Strata Schemes Development Act 2015</b>																		
To perform activities and exercise functions		X	X	X														
To serve, issue or refuse notices, licences and or permits		X	X	X														
To undertake inspections and or exercise power of entry		X	X	X														
Appoint authorised Council employee																		

	DEPBS	MSP	MDA	ME	MED	SDP/SSP	DEVP	BARC/COMP	SHBS HBS EHO	RGR	PLMB	ENV	PA	ESO	ANAT	TLA	SENV	
<b>State Emergency and Rescue Management Act 1989</b>																		
To perform activities and exercise functions		X	X	X														
To serve, issue or refuse notices, licences and or permits		X	X	X														
To undertake inspections and or exercise power of entry		X	X	X														
Appoint authorised Council employee																		
Act as Chairperson of the Local Emergency Management Committee																		
<b>State Emergency Service Act 1989</b>																		
To perform activities and exercise functions		X	X	X		X												
To serve, issue or refuse notices, licences and or permits		X	X	X		X												
To undertake inspections and or exercise power of entry		X	X	X		X												
Appoint authorised Council employee																		
<b>Swimming Pools Act 1992 as amended</b>																		
To perform activities and exercise functions		X	X	X		X	X		X		X							X
To serve, issue or refuse notices, licences and or permits		X	X	X		X	X		X		X							X
To undertake inspections and or exercise power of entry		X	X	X		X	X	X	X		X							X
Appoint authorised Council employee																		
<b>Transport Administration Act 1988</b>																		
To perform activities and exercise functions		X	X	X														
To serve, issue or refuse notices, licences and or permits		X	X	X														
To undertake inspections and or exercise power of entry		X	X	X														
Appoint authorised Council employee																		
<b>Unclaimed Money Act 1995</b>																		
To perform activities and exercise functions																		
<b>Waste Avoidance &amp; Resource Recovery Act 2001</b>																		
To perform activities and exercise functions		X	X	X		X	X	X	X	X	X	X						X
To serve, issue or refuse notices, licences and or permits		X	X	X		X	X	X	X	X	X	X						X
To undertake inspections and or exercise power of entry		X	X	X		X	X	X	X	X	X	X						X
Appoint authorised Council employee																		
<b>Water Management Act 2000</b>																		
To perform activities and exercise functions		X	X	X														
To serve, issue or refuse notices, licences and or permits		X	X	X														
To undertake inspections and or exercise power of entry		X	X	X														
Appoint authorised Council employee																		
<b>Work Health &amp; Safety Act 2011 plus regulation</b>																		
To perform activities and exercise functions	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
To serve, issue or refuse notices, licences and or permits																		
To undertake inspections and or exercise power of entry																		
Appoint authorised Council employee																		

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<b>Section 335</b>																			
<b>The General Manager delegates the following day to day management functions of Council</b>																			
<b>Corporate Services/Administrator</b>																			
1	To make public statements and issue media releases on matters involving Council	X	X	X	X	X			BARC only										
2	To assess grading of staff																		
3	To authorise the attendance of staff at conferences and seminars and approve payment of expenses within budget	X	X	X	X	X													
4	To make decisions in staff matters in dispute	X																	
5	To approve of advertisements for jobs and authorisations to recruit (within approved structure)																		
6	Appropriate person in relation to tenders as defined in the Local Government (General) Regulation - as designated for each tender individually	all	staff																
7	Designated person in relation to Tendering (Clause 175 Local Government (General) Regulation 2005)	all	staff																
8	To act as Council's Code of Conduct Complaints Coordinator																		
<b>To sign Correspondence which refers to:</b>																			
21	* letters offering employment	X																	
22	* correspondence relating to unsuccessful employment application	X	X	X	X	X													
23	* initial letter of discipline	X	X	X	X	X													
24	* subsequent letter of discipline	X																	
25	* final letter of discipline																		
26	* issue of references	X																	
27	* Issue of testimonials	X																	
28	* leave applications for staff (sick leave, annual leave)	X	X	X	X	X			X								X	X	
29	* leave applications for long service leave	X																	
30	* leave applications - leave without pay	X																	
31	* approval of secondary employment	X																	
32	* higher duties for staff	X																	
33	* letters dealing with Workers Compensation - initial/determination																		
34	* letters dealing with Workers Compensation - other																		
35	* Appraisal letters, in approved format	X																	
36	* letters dealing with grant applications	X	X	X	X	X													
37	* letters of appreciation	X	X	X	X	X													
38	* standard letters incorporated in the manual of standard procedures	X	X	X	X	X													
39	* Authorise leave electronically in accordance with the hierarchy as maintained in Council's Authority software	All staff																	
<b>Administration</b>																			
51	* letters for contracts for the sale and purchase price of land where the sale or purchase has been approved by Council																		
52	* Development Applications on behalf of Council as applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.																		
53	* legal contract where Council has approved the making of that Contract																		
54	* letters for promotion of Council	X				X													
55	* letters advertising Council	X	X	X	X	X													
56	* requests for sponsorship	X				X													
57	* agreements for the borrowing/lending of goods/services/exhibitions to or by Council	X																	
58	* letters responding to insurance claims and processing thereof																		
59	Acknowledgement letters advising of matters referred to Council	X	X	X	X	X													
60	*enquiries on programs and services	X	X	X	X	X													
61	* the organisation of functions and events	X	X	X	X	X													

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62	* carry out the functions of the Public Officer as follows																			
	* deal with requests from the public concerning council's affairs																			
	* assist people to gain access to public documents of council																			
	* receive submissions made to council																			
	* accept service of documents on behalf of council																			
	* represent council in legal or other proceedings																			
	* other functions as may be conferred or imposed on the Public Officer by the General Manager or by or under the Local Government Act, 1993																			
63	* authorised to access CBD CCTV Scheme for maintenance and daily monitoring of system																			
64	* authorised to access CBD CCTV System for extraction of footage for Police investigations																			
65	* to act as Council's Native Title Manager																			
66	* represent Council as the Public Lighting Customer Representative to liaise with Essential Energy as stipulated in Section 5 of the NSW Public Lighting Code														X					
	<b>Library Services</b>																			
71	* lost or stolen books.																			
72	*orders which have not been satisfied																			
	<b>Entertainment Centre</b>																			
91	* confirmation of bookings for Bathurst Memorial Entertainment Centre and letters of request to sign and return contract																			
92	* letters to season ticketholders and other subscribers																			
93	* Promotional letters advising of forthcoming events																			
	<b>Art Gallery and Museums</b>																			
111	* enquiries requesting history of the gallery.																			
112	*enquiries on the permanent collection																			
113	* enquiries on regional galleries																			
114	* enquiries regarding approved Education/Public Programs																			
115	* organisation and development of the approved education and public programs																			
116	* mailouts to schools and community groups																			
117	* volunteers - recruiting, training, co-ordinating, liaising and with volunteers.																			
118	* Art Gallery Exhibition loan agreements																			
119	* Museum exhibition loan agreements																			
120	<b>Australian Fossil &amp; Mineral Museum</b>																			
	* Cause to be prepared the company's annual and long term budgets and management plans																			
	* Appoint the Manager																			
	* Oversee and carry out its day to day management and administration																			
	* Implement and support fundraising strategies																			
	* Select staff to be employed by the Company as necessary																			
	* Implement a Friends of The Somerville Collection program																			
	* Oversee and assist in the design and implementation of promotion and marketing activities																			
	* Develop links with the community																			
	* Develop educational programs with the University																			
	* Manage the physical resources such as buildings, contents, displays, lighting and security																			
	* Manage the human resources of the museum housing the Collection																			
	* Ensure the security of the Collection																			
	* Manage the general administration and liaising with partners and the providers of services																			
	* Manage the financial business of the Company by administering income and expenditure																			
	* Liaise with the company and the Management Committee																			
	* Implement policies and strategies to increase the number and range of student and other community groups using the collection																			
	* Work with the Curator in the design and development of learning resources																			
	* Work with the curator to manage acquisition policy and practice especially with regard to the incentives with the Cultural Gifts Program																			
	* Carry out any other tasks as directed by the company and Management Committee																			
	<b>Child Care</b>																			
131	Family Day Care Loan Agreements																			

		DEPBS	MSP	MDA	ME	MED	SDP/SSP	DEVP	BARC/COMP	SHBS HBS EHO	RGR	PLMB	ENV	PA	ESO	ANAT	TLA	SENV		
	<b>Finance</b>																			
	<b>To Authorise</b>																			
149	Payment of weekly Child Care Benefits																			
150	To undertake purchasing requirements during absence of the Purchasing Officer																			
151	requisitions and orders to the value indicated	X	5000	5000	5000	5000			1000				5000				1000	1000		
152	petty cash within prescribed limits	X											X				X			
153	Debt collection (rates and other debtors)																			
154	applications to open credit accounts in Council's name dealing with orders																			
	<b>To Sign</b>																			
155	* Financial transactions (excluding investments) on behalf of Council																			
157	*For purchase of goods, works and services within Department and value limits of authority in accordance with funds voted by Council and Council's Purchasing Manual.	X	5000	5000	5000	5000			1000				5000				1000	1000		
158	*letters of domestic waste charges adjustments																			
159	*letters of additional sewerage charges adjustments																			
160	*letters of confirmation of receipt of notice of transfer																			
161	*letters of replies to ratepayers re rates owing on their property																			
162	*letters of results of extraordinary water meter readings																			
163	*letters of requests for formal notice of transfer where verbal advice of change of ownership has been received																			
164	*letters of property ownership details where requested by Department of Social Security																			
165	*letters to leasees in respect of CPI increases in rent and leases																			
166	*letters for refunds overpayments in respect of rates, debtors accounts, 603 Certificates and water meter reading fees																			
167	*letters confirming change of address																			
168	*Letters of acceptance for Contracts under \$250K, resolved by Council	X																		
169	*letters for invitation to submit quotation in accordance with Council's purchasing manual	X	X	X	X	X														
170	*letters accepting quotation within authorised program	X	X	X	X	X														
171	*letters advising of successful and unsuccessful tender subject to Council resolution	X	X	X	X	X														
171A	* to sign and issue approval of designs for public lighting including Public Lighting Installation and Consent Forms from Essential Energy																			
	<b>To process donations including approval/refusal letters in accordance with Council policy:</b>																			
172	School Magazines																			
173	DA Fees - advertising signs schools																			
174	HACC Centre meeting room booking fees																			
175	Use of the Art Gallery																			
176	Art Gallery/Library Meeting Room																			
177	Bathurst Memorial Entertainment Centre Hire																			
178	Excess water accounts - flood prone properties																			
179	Use of Carrington Park																			
180	Water usage - home dialysis machines																			
181	Use of Council facilities fun runs/rallies and sporting events																			
182	DA fees community/sporting groups on Council property																			
183	Pool fees community service providers																			
184	Basketball Stadium hire																			
185	Authorise changes to telecommunications Registers (eg Yellow/White Pages)																			
186	Designation as responsible accounting officer per Financial Management Regulations.																			
	<b>Engineering</b>																			
	<b>To sign Correspondence which refers to:</b>																			
201	*Construction Program.																			
202	* Engineering Design and Construction Standards																			
203	* Technical Civil Engineering advice																			
204	*Contracts resolved by Council																			
205	*Variations to Contract, within Expenditure Delegations																			
206	*Construction and Maintenance Priorities for individual functions, subject to Council determination																			



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	<b>To manage matters pursuant to the overall administration and operation of the Mount Panorama circuit, including:</b>																		
207	Circuit preparation																		
208	Administration of commercial contract relationships																		
209	Approval for use of circuit																		
	<b>Roads</b>																		
	<b>To sign Correspondence which refers to:</b>																		
231	*the use of roads for walkathons, car trials, fun runs, collections	X	X	X	X				X										
232	*Car Club Events																		
233	*Road Closures approved by Council																		
234	*impending works and service interruptions	X	X	X	X				X										
235	*Weights of Loads (ie Section 251 Roads Act), and Proceedings/Prosecutions Under Regulations 30C & 30D of the Roads Act 1993, and Interstate Road Transport Act 1985, Traffic Administration Act																		
236	* works program (when potholes will be filled, roads sealed)																		
237	* road opening Permits.																		
238	*submission of objection/support for erection of Bus Shelters																		
239	*Police notifications, as required	X	X	X	X				X		X								
240	*issue of driveway levels																		
241	*non-compliance of driveway levels	X	X	X	X														
	<b>Water &amp; Sewer</b>																		
261	*service interruption to carry out work.																		
262	*Water Restriction Breaches																		
263	*connections for up to 225m.																		
264	*Flow/Pressure Test																		
265	*Sewer Blockages in accordance with Council's policy																		
	<b>Parks</b>																		
301	to authorise or refuse street tree planting																		
302	to authorise or refuse, William Street/Light Standards Banners	X	X	X	X														
303	to authorise or refuse, use of Parks and Sports Fields, in accordance with Policy																		
304	the administration of Tree Preservation Orders																		
	<b>To sign:</b>																		
305	*Correspondence regarding maintenance procedures and programs in accordance with SDI	X																	
306	*Correspondence regarding horticultural advice																		
307	*Correspondence regarding the Tennis Court Lease (existing).																		
308	*Correspondence regarding street tree planting	X	X	X	X														
309	*Correspondence regarding William Street/Light Standards	X	X	X	X														
310	*Correspondence regarding use of Parks and Sports Fields, in accordance with Policy																		
311	*Correspondence regarding Tree Preservation Order	X	X	X	X														
	<b>Waste Management</b>																		
321	*correspondence relating to the existing collection service																		
322	*correspondence relating to new services (copy to City Treasurer), in accordance with Policy																		
323	*correspondence for replacement/removal of "Otto" bins, in accordance with Policy																		
324	*correspondence relating to existing Trade Waste Agreements																		
325	*correspondence, of liquid waste at the Facility, in accordance with License and Policy																		
326	*correspondence of existing Recycling Contract																		
	<b>To Authorise:</b>																		
327	replacement/removal of "Otto" bins, in accordance with Policy																		
328	Approval/Refusal of liquid waste at the Facility, in accordance with License and Policy																		

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	<b>Cemetery</b>																			
	<b>To sign correspondence which refers to:</b>																			
341	*existing plots																			
342	*general cemetery enquiries																			
343	*plaque placement																			
	<b>Aerodrome</b>																			
351	*standard operating procedures																			
352	*License compliance																			
353	*approving/refusing landing concessions																			
	<b>To authorise:</b>																			
354	approval/refusal of Landing Concessions																			
	<b>Mount Panorama</b>																			
	<b>To Sign correspondence which refers to:</b>																			
361	*Circuit Preparation Procedures																			
362	*Circuit Closure notification, including public (advertisements), residents, Police and regular users																			
363	* CAMS Annual License Renewal																			
364	*the approval of circuit use, other than under the Mount Panorama Act and Major Events, in accordance with Policy																			
365	*Circuit maintenance and Construction Program																			
366	*CAMS seeking approval/endorsement of designs for Circuit improvements																			
	<b>Emergency Services</b>																			
381	*standard procedures																			
382	* the role of LEMO under Emergency Services Act																			
	<b>Planning and Development</b>																			
401	To Sign the following documents:																			
	1. Letters directing a particular activity/event cease and/or be removed. (a) Applications made pursuant to the table to Part A, Section 68 of the Local Government Act 1993 and Part 4 of the Environmental Planning and Assessment Act 1979.	X	X	X	X															
	(b) Letters requiring an applicant to provide additional information, documentation or fees in respect to applications made under the EPA and Local Government Acts (i) Development, rezoning, home occupation.	X	X	X	X		X													
	(c) Letters informing persons that an application must be made to Council prior to commencing an activity for which the approval of Council is required pursuant to the provisions of: (i) Chapter 7 of the Local Government Act 1993; or, (ii) the Environmental Planning and Assessment Act 1979.	X	X	X	X															
	(d) Local Approvals and Certificates pursuant to Chapter 7 of the Local Government Act 1993;	X	X	X	X															
	(e) Approvals for tradesmen and other appropriate persons to park a motor vehicle in the Central Business District while undertaking work on or within a building;	X	X	X	X				X											
	(f) Letters providing documents such as Council Codes or general information for surveys and school projects;	X	X	X	X		X		X	X		X	X		X				X	
	(g) Letters relating to the inspection of food premises such as "work to be done" notices;	X	X	X	X					X									X	
	(h) Letters and notices relating to approvals pursuant to Chapter 7 of the Local Government Act 1993 as amended, such as work to be done notices, and providing information in respect to applications and approvals.	X	X	X	X															
	<b>Note: The authority to sign letters and documents should be subject to the contents of letters or documents being in conformity with the various statutes, Council policies, and Manual of Standard Procedures, and that any matters of a potentially contentious nature be referred to the General Manager for signature.</b>																			