

# Delegations Register

March 2017

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## **INTRODUCTION AND PROCESSES – DELEGATIONS OF AUTHORITY**

### **Introduction**

Pursuant to Section 377 of the Local Government Act, Council in performing its functions can either exercise these directly or by delegation to other groups. As part of the overall running of the Council, Council delegates a number of tasks to the General Manager to ensure the efficient day to day management of Council.

Additionally, in accordance with Section 378 of the Act the General Manager may delegate any of the functions of the General Manager, other than this power of delegation.

### **When are revisions required?**

Section 380 of the Local Government Act states that the Register of Delegations is required to be reviewed during the first 12 months of each term of office. However, there will be times when the delegations register will require revision. These are listed as follows:

- When the powers granted to the General Manager are changed for any reason, such as by resolution of Council or amendment to an Act of Parliament
- When the General Manager determines that a new delegation needs to be made or an existing delegation amended
- When a staff member with delegations resigns and someone new is appointed to the position
- When a position or section undergoes a name change or has its responsibilities revised

### **Responsibility for making revisions**

The General Manager is the only person who can authorise a revision of a delegation. Any changed delegation must be in writing and under the General Manager's signature. The responsibility for amending delegations, in the circumstances indicated are as follows:

<b>Circumstance</b>	<b>Responsible Person</b>
When the powers granted to the General Manager are changed by resolution of Council	Executive Assistant
When the powers granted to the Council, General Manager or staff by amendment of an Act or Regulation	Director (relevant section)
When the General Manager determines that a new delegation needs to be made or an existing delegation amended	Executive Assistant
When a staff member with delegations resigns and someone new is recruited	Director (relevant section)
When a position or section undergoes a name change or has its responsibilities revised	Director (relevant section)

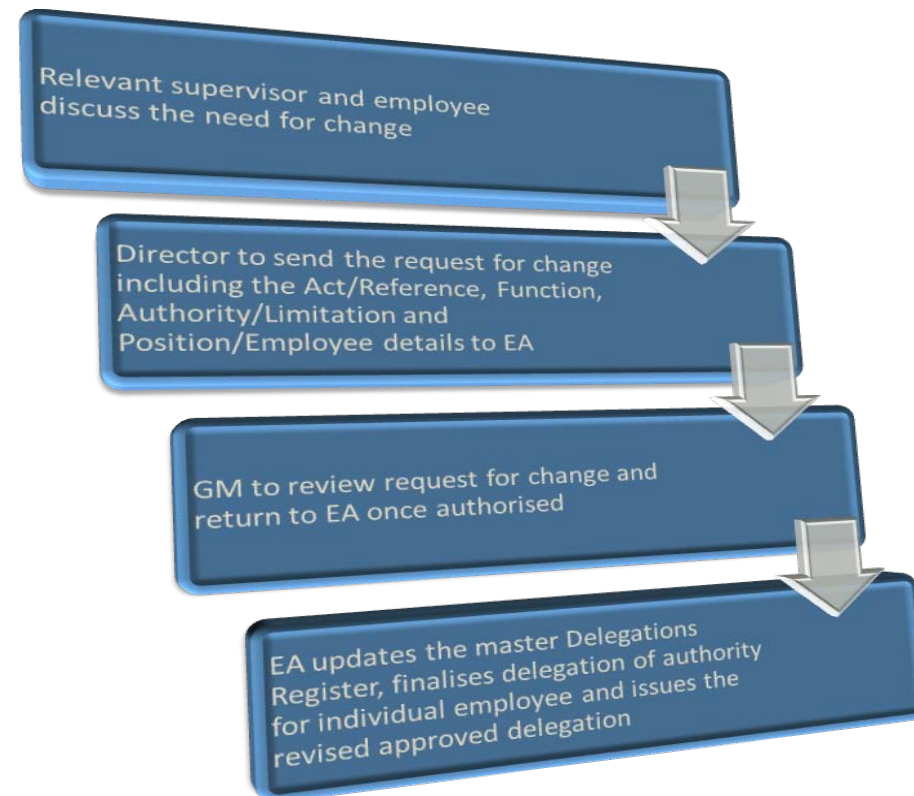
### Process for Revising a Delegation

A delegation can only be changed when the General Manager authorises the change. The request for change should include the following:

- Act/Reference – The Act which empowers the General Manager
- Function – Brief description of the power, duty or authority being delegated
- Authority/Limitation – details of the authority and any limitations on this authority that need to be spelt out
- Position/Employee – details of the position and incumbent that the delegation applies to

Once authorised by the General Manager, the Executive Assistant will then update the master Delegations Register and issue the revised approved delegation.

### When A Delegation Changes And Requires Review:



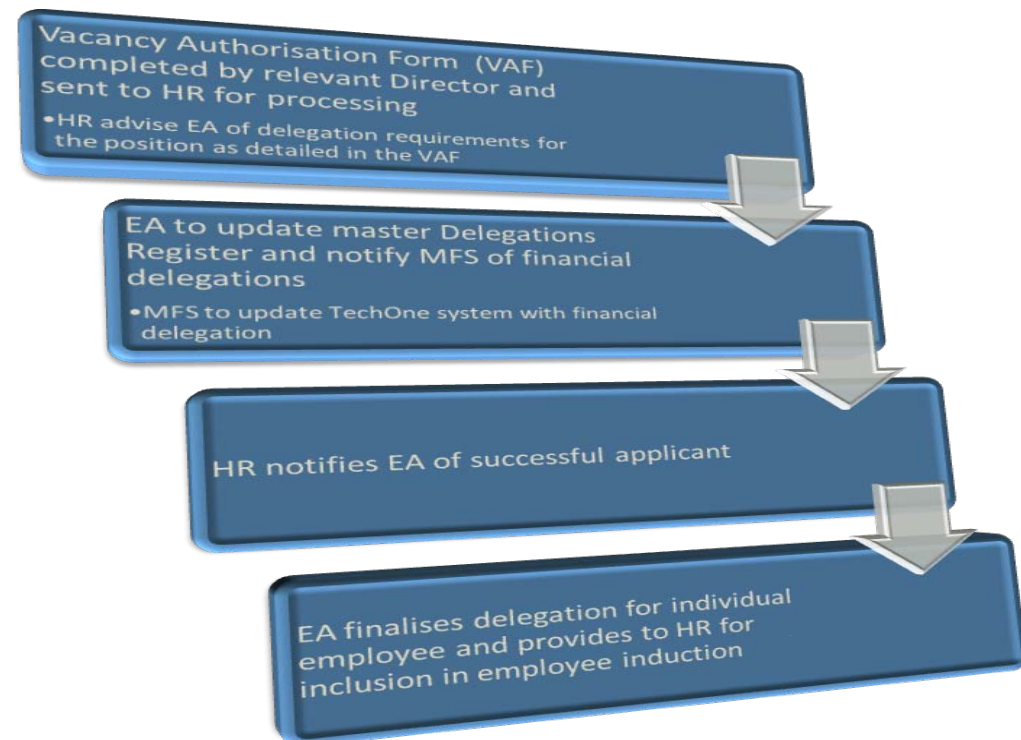


### Changing People or Positions

When a person or position changes, but there are no changes in the delegated responsibilities, the General Manager's signature on the Vacancy Authorisation Form is sufficient to trigger the change.

When the delegated responsibilities change with the person or position, it is the responsibility of the Director to ensure that the process of revising a delegation is adhered to and that the Executive Assistant is advised to amend the master Delegations Register and issue an update.

### When A Staff Member With Delegations Resigns And Someone New Is Recruited:



## **MAYOR**

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

**1. Council Seal**

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

**2. Media Relations**

To make media statements or releases on behalf of Council.

**3. Policy Making**

To exercise in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council.

**4. Correspondence**

To sign correspondence on behalf of the Council.

**5. Complaints Against the General Manager**

The Mayor shall have the power to investigate substantive written complaints against the General Manager in accordance with Council's Code of Conduct and shall, if warranted, report to the next Ordinary meeting of Council.

**6. Economic Development Opportunities**

That the Mayor, Deputy Mayor and General Manager be delegated authority to make decisions, in respect to major economic development opportunities:

- i) That provides an obvious benefit to the Bland Shire
- ii) That does not commit Council to expenditure that is not budgeted for; and
- iii) That will be subject of a full report to the next available Council meeting.

### **DEPUTY MAYOR**

#### **1. Council Seal**

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

#### **2. In the absence of the Mayor**

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

#### **3. Economic Development Opportunities**

That the Mayor, Deputy Mayor and General Manager be delegated authority to make decisions, in respect to major economic development opportunities:

- i) That provides an obvious benefit to the Bland Shire
- ii) That does not commit Council to expenditure that is not budgeted for; and
- iii) That will be subject of a full report to the next available Council meeting.

### **BLAND SHIRE COUNCIL TRAFFIC ADVISORY COMMITTEE**

1. Pursuant to the delegation of powers from the Roads and Maritime Services of NSW, the authority for regulation of traffic and traffic control signs on public roads. This authority is limited to the powers, authorities, duties and functions that are specified in the Roads and Traffic Authority of NSW Instrument of Delegation to Council, from the Roads and Traffic Authority (now the Roads and Maritime Services of NSW).

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## **SECTION 355 COMMITTEES – RESPONSIBILITIES AND DELEGATIONS**

### **Barmedman Community Centre**

- The care, control and management of the Barmedman Community Centre being both the hall and the property formerly the Court House, Barmedman.
- To recommend charges, subject to Council approval, for the use of the facility
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility
- To maintain the facility to the satisfaction of the General Manager
  - Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement of work
  - Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Arrange the repair and maintenance of the facility and grounds, either by voluntary labour or otherwise.

### **Barmedman Sports And Recreation Committee**

- The care, control and management of the Barmedman Sport and Recreation Ground
- To recommend charges, subject to Council approval, for the use of the grounds
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the grounds available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- To recommend to Council any improvement works required
- Arrange the repair and maintenance of the grounds, either by voluntary labour or otherwise

#### **Barmedman Tidy Towns Committee**

- To submit entries for Barmedman in the Keep Australia Beautiful – Tidy Towns Competition.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Barmedman by voluntary labour and otherwise subject to the Council's prior approval of each project.
- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Barmedman.
- To advise Council on issues relating to the maintenance and development of the cemetery
- To assist in the maintenance of the cemetery

#### **Mirrool Silo Challenge Committee**

- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Mirrool.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Mirrool by voluntary labour and otherwise subject to the Council's prior approval of each project.
- Promotion of Mirrool and District generally
- Liaise and lobby within local and state bodies and organisations.
- Monitor and advise of effectiveness of services provided to Mirrool and District.
- To retain, promote and where possible upgrade business in Mirrool and District.
- To encourage and assist in developing a strong sense of pride within the town
- To retain and promote community involvement within the community's services and amenities

#### **Ungarie Showground, Racecourse And Recreation Reserve Committee**

- The care, control and management of the Ungarie Showground, Racecourse and Recreation ground
- To recommend charges, subject to Council approval, for the use of the facilities
- Collect any charges and fees fixed by Council for the use of the facilities, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the grounds available to and safe for all members of the public consistent with the purpose for which the facilities were originally constructed. Any restriction to this availability is to be approved by Council
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Recommend to Council any improvement works required
- Arrange the repair and maintenance of the grounds, either by voluntary labour or otherwise.

#### **Ungarie Retirement Village**

- To promote and undertake or assist in promoting and undertaking benevolent assistance for aged, frail and disabled persons and their spouses, together with such other persons as may be approved from time to time by the Australian Government irrespective of creed, class or colour, and without in any way limiting the generality of the foregoing provision, shall have the power to do or to assist in doing any or all of the following things, namely:
  - To establish and maintain living units, hostels and/or nursing homes for the accommodation and care of aged, frail and disabled persons;
  - To provide benevolent relief to aged, frail and disabled persons by establishing and maintaining a club or clubs;
  - To promote and assist the general good of all aged, frail and disabled persons in the Bland Shire Council Local Government area by assisting the work of statutory authorities and voluntary organisations engaged in respect of such persons in providing facilities for physical and mental recreation, developing physical improvement, furthering health and comfort, relieving poverty, distress or sickness, or in pursuing any objects which are benevolent.
  - To promote the above purposes by co-operation with other authorities and organisations and to that end bring together representatives of the authorities and organisations engaged in the furtherance of the above purposes or any of them.
  - To assist any benevolent body or bodies in the furtherance of the above purposes or any of them.
  - To promote and carry out or assist in promoting and carrying out surveys relating to the needs of aged, frail and disabled persons and to arrange for forwarding to the proper authorities and organisations the relevant facts regarding such cases and causes of distress as it appears to be within the power of those authorities and organisations to alleviate.
  - To arrange for or join in arranging or providing for the holding of exhibitions, meeting, lectures and classes in furtherance of the objects of the Association or any of them.

### **Ungarie Advancement Committee**

- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Ungarie
- To research and publish the history of Ungarie and District
- The care, control and management of the Ungarie Museum
- To recommend charges, subject to Council approval, for the use of the facility
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility
- To maintain the facility to the satisfaction of the General Manager
  - Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement of work
  - Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Arrange the repair and maintenance of the facility and grounds, either by voluntary labour or otherwise.
- To carry out works to beautify Ungarie by voluntary labour and otherwise subject to the Council's prior approval of each project.
- Facilitate and co-ordinate the various sections of our community
- Promotion of Ungarie and District generally
- Liaise and lobby within local and state bodies and organisations.
- Monitor and advise of effectiveness of services provided to Ungarie and District.
- To retain, promote and where possible upgrade business in Ungarie and District.
- To encourage and assist in developing a strong sense of pride within the town
- To retain and promote community involvement within the community's services and amenities

#### **Weethalle Tidy Towns Committee**

- To submit entries for Weethalle in the Keep Australia Beautiful – Tidy Towns Competition.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Weethalle by voluntary labour and otherwise subject to the Council's prior approval of each project.
- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Weethalle.

#### **Weethalle Recreation Ground Committee**

- The care, control and management of the Weethalle Recreation Ground.
- To recommend charges, subject to Council approval, for the use of the grounds
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the grounds available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Recommend to Council any improvement works required
- Arrange the repair and maintenance of the grounds, either by voluntary labour or otherwise.

#### **West Wyalong Tidy Towns Committee**

- To submit entries for Wyalong/West Wyalong in the Keep Australia Beautiful – Tidy Towns Competition.
- To raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To carry out works to beautify Wyalong and West Wyalong by voluntary labour and otherwise subject to the Council's prior approval of each project.
- To make recommendations to Council in relation to works and programs to improve and enhance the amenity of Wyalong and West Wyalong.



### **Wyalong School Of Arts And Hall Committee**

- The care, control and management of the Wyalong School of Arts and Wyalong Hall
- To recommend charges, subject to Council approval, for the use of the facility
- Collect any charges and fees fixed by Council for the use of the facility, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee
- To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council
- To meet any charges which may be made from time to time for electricity, water and any other service charges in respect to the operation of the facility
- To maintain the facility in accordance with Council's Code of Management and to the satisfaction of the General Manager
  - Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement of work
  - Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to issuing the contract for the commencement of any such work. Such works are to be to the satisfaction of the General Manager
- To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply a set of keys to Council for these purposes.
- Arrange the repair and maintenance of the grounds and building, either by voluntary labour or otherwise.

## **GENERAL MANAGER**

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

### **Power of Attorney**

Council has appointed its General Manager as its Attorney to act for the Council to execute instruments resulting from resolutions of meetings from time to time by Council. The General Manager of the Council for the time being and from time to time holding such office to be the Attorney of the Council for and in the name of and on behalf of the Council to sign any document which the Council would be required to sign for the purpose listed in the schedule.

### **The Schedule**

- Agreement for the sale or purchase of any land or other form of property
- The transfer of any land
- The acceptance of the transfer of any land
- The mortgage or other form of security of or over any property
- Loan Agreement documents
- The acceptance of any mortgage or other form of security
- The release of any mortgage or other form of security whether registered or unregistered (including any withdrawal of caveat or vacation of causes, writs and orders)
- Any plan of subdivision of land in which the Council has an interest including plan accepting a dedication of land for any purpose
- Any instrument creating easements over land or releasing varying or modifying any such easement
- The consent to the subdivision of land which is subject to a mortgage or other form of security in favour of the Council
- Consent to the grant of any easement and/or covenant affecting land which is the subject of a mortgage or other form of security in favour of the Council
- The lease of any land or other property
- Consent to the assignment of the lease of any property
- Surrender of the lease of any property
- Guarantees and indemnities by the Council
- Agreements for the provision of services by the Council
- Joint Venture agreements
- Licences for the use of any property or to permit any activity
- Deposit of money with any financial institution
- Granting and accepting options in respect of the acquisition or sale of any property whether real or personal or corporeal or incorporeal
- To create or release vary or modify any restriction or covenant affecting land

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## **Contracts**

The General Manager, Director Asset & Engineering Services and Director Corporate, Community & Development Services are employed under contracts that are performance based. The legislative requirements for Council to have a contract with the General Manager results in delegations being included in the contract of employment as well as by resolution under Section 6.1.2 of the Local Government Act 1993.

## ***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:

## **Corporate and Executive Powers**

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.
2. To control and direct the staff of the Council.
3. 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.
4. To perform or authorise any action necessary to comply with any decision, policy or code of the Council, any statutory requirements of the Local Government Act or Ordinance or any other law, rule or regulation, affecting the Council.
5. To request any additional information that is reasonably necessary to determine any application.
6. To obtain legal advice from Council's Solicitors or Counsel where necessary.
7. 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.
8. Be authorised to respond to notices in respect of such applications to the Licensing Court of NSW for Liquor licences for functions.
9. Authorise action to be taken in connection with any complaints or requests received.
10. 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.
11. To have custody and affix the seal of Council to any document pursuant to a resolution of Council.
12. To prepare and lodge applications for grants provided such action is consistent with Council's Strategic, Management Plan or Council Policy.
13. 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.
14. Control communications internally and externally.
15. Rearrange and reorganise staff in all departments.
16. Sign legal contracts where Council has approved the making of that Contract.

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17. Internal and external projection and promotion of Council's mantle of dignity, together with its image of efficiency and effectiveness.
  18. To approve/refuse public access to Council books or documents which are required to be produced for any legal proceedings.
  19. Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse license 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 Acts and associated regulation.

#### **Corporate Services/Administration**

- 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 that cannot be determined under delegated authority;
  - (b) Reports required to be submitted under any Act or Ordinance;
  - (c) Reference to any deputation's 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.
- 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.
- 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 Bland Shire without loss of pay if properly called out by the Rural Fire Service, where employees of the Council are members of the voluntary Rural Fire Service brigade/s.
- 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.
- 111 To determine levels of public liability insurance required in accordance with Council's adopted policy.

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- 112 The authority to exercise and perform on behalf of Council, all powers, authorities, duties, functions and matters in relation to Strategic Defence Initiatives 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.
- 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.
- 115 Authority to appoint alcohol and drug testing officers.
- 116 To adopt on behalf of Council the Publication Guide requested under Section 20 of the Government Information (Public Access) Act 2009.

### **Finance**

- 201 To authorise the payment of salaries and wages of the staff of the Council.
- 202 To authorise the purchase of goods, works and services and to obtain tenders for items over \$150,000.
- 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 regulations.
- 204 Determine the categorisation of each parcel of rateable land in accordance with Section 514 of the Local Government Act, 1993.
- 205 Sign cheques and vouchers on behalf of Council
- 206 To authorise the investment of surplus Council funds and sign such application and redemption documents as may be required in accordance with Council's adopted policies.
- 207 To determine applications for reductions of rental charges for Council facilities in accordance with Council's policy.
- 208 To determine applications for pensioner rate reduction in accordance with the provisions of Section 575 of the Local Government Act.
- 209 To take action at any time for recovery of unpaid rates and any other amounts owing to Council.
- 210 To approve applications for extension of time to pay accounts.
- 211 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.
- 212 To determine assistance to ratepayers experiencing genuine and substantial hardship.

- 213 To certify that prices and computations on vouchers 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.
- 214 To determine the amount of bond required to be lodged by developers as surety for completion of works under Council's control.
- 215 To write-off rates or debts which are determined not financially viable to recover to a limit in any one case not exceeding \$200.
- 216 To authorise Public Liability/Public Indemnity Claims goodwill payments up to \$500
- 217 To sign Section 603 Certificates on behalf of Council.
- 218 To authorise the disposal of surplus materials and goods.
- 219 To sign as the responsible accounting officer the statement of financial position with respect to Budget Review Statements in accordance with the Regulation.

### **Engineering**

- 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.
- 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 in conjunction with the Development Services section.
- 304 To sign and issue approval of designs for subdivision plans and construction certificates in conjunction with the Development Services section.
- 305 To sign survey requests/amendments to the Land Titles Office.
- 306 To sign property identification reports.
- 307 To sign survey plans.
- 308 To order the removal of obstructions placed illegally on road reserves, footpaths and public places.
- 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 a concrete foot paving to be done, upon receipt of such requests for such work, and then arrange a report to Council.
- 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.

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- 318 To purchase new 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 in accordance with Council current accepted practice;  
(iii) Obtain trade prices when replacing vehicles; and  
(iv) To have the discretion to dispose of vehicles
- 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.
- 320 Authorise the carrying out of sewer extensions up to 75 m per tenement.

### **Planning & Development**

- 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, construction, subdivision and occupation certificates under Part 4A of the EPA Act 1979
- 404 To defend appeals against failure or refusal to issue Part 4A certificates.
- 405 To give notice of intention to serve orders and issue orders, and modify or revoke orders pursuant to the LGA, EPA Act, Food Act and 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 95 and 95A.
- 410 To approve or refuse applications to modify development consents, being consents originally determined under delegated authority and defend appeals made under the EPA Act.
- 411 That Council delegate to the General Manager the powers, authorities, duties and functions delegated to Council 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 50 or 51 of the Local Government (General) Regulation 2005.
- 412 To ensure that premises used for the preparation, storage and/or sale of food are maintained.
- 413 To commence legal proceedings pursuant to the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and the Protection of the Environment Operations Act 1997.
- 414 To exercise powers conferred under the Protection of Environment Operations Act 1997; Protection of the Environment Operations (Waste) Regulation 2005 and related legislation.
- 417 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.
- 418 To sign Section 149 and Section 149A Certificates of the EPA Act.

- 419 To sign and issue Section 121ZP and Section 735A Certificates on behalf of Council.
- 420 To exercise all of the powers of Council in respect of s68 approvals.
- 421 Determine applications for the creation of temporary construction zones on public roads restricting public parking in such zones.
- 422 To administer the policy in relation to advertising on light standards.
- 423 To commence the preparation of a draft Local Environmental Plan under Section 54(1) of the Environmental Planning and Assessment Act, 1979 as amended:
- (a) Preparation and exhibition of Environmental Studies and Local Environmental Plans in accordance with Sections 56-64 and 66-67 of the Act.
  - (b) To exercise any delegation conferred upon him/her from time-to-time by the Director General of the Department Urban Affairs and Planning under Section 65 and, or, 69 of the Act.
- 424 To prepare a draft Development Control Plan in accordance with the Act and the appropriate Regulations, but not including Clause 24(1) of the Regulations, and exhibit, but not to adopt or amend, Town Planning Codes, Guidelines and Policies.
- 425 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" 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 Section 77A;
    - (2) To determine any Development Application in relation to which an objection has been received and where relevant planning considerations 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 Section 103;
- 426 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.
- 427 To authorise the release of Subdivision Certificates by signing the required documents where the Council Seal or Power of Attorney is not required.
- 428 To refund unexpended Development Application fees on actual costs basis when a request to withdraw Development Application is made.
- 429 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.
- 430 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.
- 431 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.



1. **Administration – Accounting**

Subject	Description	Delegation	Sub-Delegation
<b>1A – Cheque Signatory</b>	That the General Manager be delegated authority to act as a cheque signatory for Council's bank accounts.	GM	DCCDS DAES MFS



<p><b>1B – Financial Delegation &amp; Authorisation</b></p>	<p>That the General Manager be delegated authority to obtain quotations and authorise the payment and purchase of goods, works and services to the limits authorised by the General Manager, in accordance with the Local Government Act 1993 and Council's Purchasing Policy, within the votes of expenditure approved by Council.</p>	<p>GM</p>	<p>DCCDS DAES CRO EA MFS ESA MDS BEHS CCC SECT CSUC CDO SLA R PO CSC WPC MFR CU SCA DCC FES FR ACO AOES EPO CR CCWHSO SFW SWM SEDTA HRO AOCS</p>
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<b>1C – Recover Outstanding Debts (other than Rates)</b>	That the General Manager be delegated authority to Recover Outstanding Debts.	GM	DCCDS MFS ACO FOR
<b>1D – Write off Debts</b>	That the General Manager be delegated authority to abandon or write off rates and other monies due to the Council where such amounts appear to be irrecoverable excepting that any debt in excess of \$200 shall first be submitted to Council for approval and provided that a list of such abandonments shall be submitted annually to the Council.	GM	
<b>1E – Disposal of Assets</b>	To approve disposal of assets that are surplus to requirements in accordance with Council policy.	GM	DAES DCCDS
<b>1F – Request for Refunds</b>	To approve or refuse all applications for the refund of application fees, booking fees, bonds and deposits for the use of Council facilities.	GM	DCCDS DAES
<b>1G – Authorised Accounting Officer</b>	Designated as Authorised Accounting Office in accordance with the Local Government Act	GM	MFS

2. **Administration – Banking & Investments**

Subject	Description	Delegation	Sub-Delegation
<b>2A – Operation of Bank Accounts</b>	That the General Manager be delegated authority to operate Bank Accounts.	GM	
<b>2B – Signatory for Bank Accounts</b>	Authorised signatory for Council's Bank Accounts.	GM	DCCDS DAES MFS
<b>2C – Investment of Funds</b>	That the General Manager be delegated authority to invest funds in Authorised Securities, in accordance with Council's Investment Policy.	GM	DCCDS MFS
<b>2D – Bank Guarantees</b>	That the General Manager be delegated authority to accept any Bond or Bank Guarantees and authorised to release where the required works or services have been completed in accordance with approvals granted by Council.	GM	DCCDS DAES

3. **Administration – Service of Notices**

Subject	Description	Delegation	Sub-Delegation
<b>3A – Service of Notices – Person or Body</b>	To serve, on any person or body, on behalf of the Council in the prescribed format any notices required by or under any Act, or Regulation or consequent to any decision of Council.	GM	BEHS R MDS
<b>3B – Public Notice</b>	To give, on behalf of the Council, in the prescribed format, public notice required by or under any Act, or Regulation or consequent to any decision of Council.	GM	DCCDS DAES
<b>3C – Protection of the Environment Operations Act &amp; Regulations</b>	To generally act on Council's behalf on matters of any kind, or in any manner in relation to premises, other than scheduled premises, under the provisions of the Protection of the Environment Operations (POEO) Act 1997 and Regulations and, when appropriate, sign and serve orders under such Acts or to take such other action as may be deemed necessary.	GM	MDS BEHS R DCCDS

<b>3D – Rural Fires Act</b>	To sign and serve notices, pursuant to Section 66 of the Rural Fires Act 1997 as amended, and where a notice is not complied with, to take such appropriate action as provided by Section 70 of the Rural Fires Act 1997 and to authorise any servants, agents or workmen of the Council or any officers or members of any fire brigade or bush fire brigade to enter upon the land and to do all such acts, matters and things as the owner or occupier was required to do under the notice and then take appropriate action for recovery of the debt as provided by the Rural Fires Act.	GM	DAES MDS BEHS DCCDS
<b>3E – Rural Fires Act – Authorise Employees</b>	To authorise employees of the Council, pursuant to Section 69 of the Rural Fires Act 1997 to enter onto any part of the land (other than a dwelling house) for the purpose of forming an opinion as to: a) whether that Council should serve a notice under Section 66 on the occupier or owner of the land b) whether or not such notice has been complied with.	GM	DAES MDS BEHS DCCDS R

4. **Administration – Councillors**

<b>Subject</b>	<b>Description</b>	<b>Delegation</b>	<b>Sub-Delegation</b>
<b>4A – Councillors</b>	That the General Manager be delegated authority to liaise with Councillors and approve attendance at training and development seminars.	GM	

5. Administration – Authority to Enter Premises

Subject	Description	Delegation	Sub-Delegation
<b>5A – Authority to Enter Premises - LGA</b>	That the General Manager be delegated authority to enter and inspect premises and to carry out any works deemed necessary, pursuant to the provisions of the Local Government Act 1993 and any other Act or Regulations.	GM	MDS BEHS DAES MFR R
<b>5B – Authority to Enter Premises - EPA</b>	That the General Manager be delegated authority to enter premises and make an inspection, in accordance with Section 118A of the Environmental Planning and Assessment Act 1979.	GM	MDS BEHS
<b>5C – Authorised Officer, Protection of the Environment Operations Act, 1997</b>	That the General Manager be delegated authority to be the authorised officer under the provisions of the Protection of the Environment Operations Act, 1997.	GM	MDS BEHS
<b>5D – Authorised Officer – Amusement Devices</b>	That the General Manager be delegated authority to appoint persons to be authorised inspector for the purpose of Section 157C (Operation of Amusement Devices) of the Regulation under the Construction Safety Act 1912.	GM	MDS BEHS
<b>5E – Authorised Officer – Noxious Weeds</b>	That the General Manager be delegated authority to exercise all of the powers and functions conferred on Council by the Noxious Weeds Act 1993 excepting there from the authorisation of the use of force to gain entry to premises in accordance with Section 46 of the Act.	GM	FES
<b>5F – Authorised Officer – Pollution</b>	That the General Manager be delegated authority to appoint persons to be authorised officers and to exercise the functions conferred on Council pursuant to Section 8F “Littering” and Section 8G “Penalty Notices” of the Environmental Offences and Penalties Act 1989.	GM	MDS BEHS R

6. Administration – General

Subject	Description	Delegation	Sub-Delegation
<b>6A – Penalty Notices</b>	That the General Manager be delegated authority to issue Penalty Notices under Section 679 of the Local Government Act 1993.	GM	MDS BEHS
<b>6B – Bi-Annual Stocktake</b>	That the General Manager be delegated authority to write off stores and materials to a value not exceeding \$1,000, following a Bi-Annual stocktake	GM	DCCDS MFS
<b>6C – Insurance Renewals</b>	That the General Manager be delegated authority to arrange property and indemnity insurance in respect of any property under the control and management of the Council or in respect of any civil liability which may arise in connection with the exercise of its powers, authorities, duties or functions.	GM	DAES
<b>6D – Issue Orders</b>	That Council delegate to the General Manager the power to issue Orders as listed in the Table to Section 124 of the Local Government Act and the Public Health Act and Regulations there under.	GM	BEHS R MDS
<b>6E – Donations – Delegation to Refuse Requests</b>	That the General Manager be delegated authority, to consider applications for financial assistance, and determine which requests are to be referred to Council for decision.	GM	DCCDS CRO
<b>6F – Press Statements</b>	That the General Manager be delegated authority to respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of the Council.	GM	
<b>6G – Public Liability &amp; Professional Indemnity Claims</b>	That the General Manager be delegated authority to deny or accept liability for public liability and professional indemnity claims up to the excess as determined from time to time by Statewide.	GM	DAES
<b>6H – Motor Vehicle Insurance Claims</b>	That the General Manager be delegated authority to deny or accept liability for motor vehicle insurance claims up to \$1,000.	GM	DAES
<b>6I – Legal Proceedings</b>	That the General Manager be delegated authority to represent Council as required in any legal or court proceedings.	GM	
<b>6J – Government Information Act (GIPA)</b>	That the General Manager be delegated authority to determine applications under the Government Information legislation and to authorise access to Council files and records in accordance with Section 12 of the Local Government Act 1993.	GM	DCCDS CSC

<b>6K – Destruction of Records</b>	That the General Manager be delegated authority that subject to any reasonable requests or lawful direction to the contrary, to destroy or dispose of by other means, records of the Council subject to the requirements of any Act or Regulation and the General Records Disposal Schedule for Local Government Records in New South Wales.	GM	DCCDS
<b>6L – Filming on Council Reserves and Property</b>	To approve, approve with conditions as may be appropriate in the circumstances and subject to the payment of charges and fees as determined by Council, or disapprove of applications to use public reserves, public roads or Council property for filming or photographic purposes.	GM	DCCDS DAES
<b>6M – Applications under Privacy and Personal Information Act</b>	To determine applications made under the Privacy and Personal Information Protection Act 1998	GM	DCCDS CSC
<b>6N – Internal Reviews under Privacy and Personal Information Act</b>	To determine applications for internal reviews made under the Privacy and Personal Information Protection Act 1998.	GM	DCCDS CSC



<p><b>6O – Signature of Correspondence</b></p>	<p>Sign standard correspondence in relation to day to day operations of the officers' department with the exception of:-</p> <ul style="list-style-type: none"> <li>• correspondence to any Federal or State Minister or Member of Parliament</li> <li>• correspondence or memo advice to Councillors</li> <li>• contracts and lease documents</li> <li>• letters of appointment for new employees</li> <li>• letters to employees regarding disciplinary matters and grievance</li> </ul>	<p>GM</p>	<p>DCCDS MFS DAES ESA MDS BEHS EA PA SEDTA DCC FES EPO PO MFR WPC SCA SLA CCC CRO CSC CDO CSUC</p>
<p><b>6P – Certificates</b></p>	<p>To sign and issue any Certificate for which provision is made for the issue of Certification by the Council under any Act or Regulation.</p>	<p>GM</p>	<p>DCCDS DAES MDS BEHS</p>

<b>6Q – Corporate Image</b>	To maintain, review and sustain a corporate image that reflects Council’s corporate and community objectives and contributes to organisational development.	GM	DCCDS DAES CRO
<b>6R – Justices Act</b>	To issue courtesy letters under Section 100J of the Justices Act (ie notices giving persons whom fail to comply with a penalty notice a further 21 days).	GM	
<b>6S – Licences &amp; Permits</b>	To approve the issue of licences and permits under the Local Government Act 1993 and Regulations or any other Act or Regulation affecting Council.	GM	BEHS
<b>6T – Urgent Works</b>	To authorise any work which in his/her opinion is urgent provided that the estimated cost does not exceed \$20,000 on any one occasion, except emergency management under the State Emergency and Rescue Management Act, refer to item 13B.	GM	DCCDS DAES
<b>6U – Code of Conduct</b>	The authority to pursuant to Clause 6.4(e) of Council’s Code of Conduct for staff to consider and determine applications from staff undertaking a dealing in land in the area of the Council (other than purchasing the principal place of residence) or any outside employment or other business dealings that relate to the activities of Council.	GM	
<b>6V– Protected Disclosures Act</b>	To be responsible for receiving and dealing with disclosures made under the Protected Disclosures Act.	GM	DCCDS

<b>6W- Economic Development Opportunities</b>	That the Mayor, Deputy Mayor and General Manager be delegated authority to make decisions, in respect to major economic development opportunities: i) That provides an obvious benefit to the Bland Shire ii) That does not commit Council to expenditure that is not budgeted for; and iii) That will be subject of a full report to the next available Council meeting.	GM	
<b>6X – Local Emergency Management Committee</b>	The General Manager of the council is the Chairperson of the Local Emergency Management Committee in accordance with the State Emergency & Rescue Management Act.	GM	DAES LEMO
<b>6Y – Aerodrome Pavement Concessions</b>	To determine applications for pavement concessions at the West Wyalong Aerodrome.	GM	DAES MFR

**7. Administration – Rating**

<b>Subject</b>	<b>Description</b>	<b>Delegation</b>	<b>Sub-Delegation</b>
<b>7A – Write off Rates &amp; Charges</b>	To write off accrued interest on rates or charges payable by a person, if in his/her opinion: a) the person is unable to pay the accrued interest for reasons beyond the persons control, or b) payment of the accrued interest would cause hardship. Provided that any such waiver shall only be exercised in accordance with a policy of the Council and subject to a limit of \$200 in any one case.	GM	
<b>7B – Section 603 Certificates</b>	That the General Manager be delegated authority to Issue Section 603 Rating Certificates.	GM	DCCDS
<b>7C – Change in Rate Category</b>	To categorise all rateable land in accordance with Section 514 of the Local Government Act 1993 and to determine applications for review of categories which have been determined by persons to whom the authority to categorise land has been sub-delegated by the General Manager.	GM	
<b>7D – Recovering Outstanding Rates</b>	That the General Manager be delegated authority to authorise legal proceedings for the recovery of Outstanding Rates, Charges and Interest.	GM	DCCDS MFS
<b>7E – Rating Certificate</b>	That the General Manager be delegated authority to issue the appropriate Rating Certification under the Local Government Act 1993.	GM	
<b>7F – Serve Rate Notices</b>	To prepare and serve rate notices following the making of the rate by Council.	GM	FOR MFS ACO

<b>7G – Agreements for Payment</b>	To enter into agreements for the payment of rates and charges due and payable.	GM	DCCDS MFS
<b>7H – Rate Book</b>	To amend or alter the rate book where necessary.	GM	FOR
<b>7I – Rates Refund</b>	To refund rates where the amount of the rate has been reduced, after payment, by the land becoming non-ratable, or on revaluation of the land, or pensioner rate concessions.	GM	DCCDS MFS
<b>7J – Rents Due</b>	To issue notices requiring rents due and payable in respect of land to be paid to the Council in satisfaction of rates due to the Council for that land.	GM	FOR ACO

8. **Administration – Staff**

<b>Subject</b>	<b>Description</b>	<b>Delegation</b>	<b>Sub-Delegation</b>
<b>8A – Staff Training, Seminars &amp; Conferences</b>	That the General Manger be delegated authority to approve staff attendance at Training Seminars and Conferences, in accordance with the Staff Training Program and within the approved Budget.	GM	DCCDS DAES MDS MFS
<b>8B – Public Officer</b>	That the General Manager be delegated authority to undertake the duties as Public Officer, as prescribed by Section 343 of the Local Government Act 1993.	GM	DCCDS
<b>8C – Staff</b>	Direct staff within the area of operations, in accordance with an organisation structure and resources approved by the Council.	GM	DCCDS DAES
<b>8D – Staff Employment &amp; Dismissal</b>	Make recommendations to the General Manager in respect of the employment / dismissal of employees within the Director's area of operation, in accordance with Council's organisation structure, resources, procedures and adopted policies.	GM	DCCDS DAES

<b>8E – Staff Overtime &amp; Time In Lieu</b>	Approve staff overtime and time in lieu in accordance with the relevant Award and/or industrial instrument.	GM	MDS DCCDS SLA CRO CSUC SECT CCC MFS CSC DAES MFR DCC
<b>8F – Staff Timesheets &amp; Leave</b>	Authorise timesheets and leave for staff in area of responsibility	GM	HRO EA DCCDS MDS SLA CRO CSUC SECT CCC MFS ACO CSC DAES MFR CU DCC FR WPC CR

<b>8G – Human Resources Policies &amp; Procedures</b>	To consider, review and adopt Human Resources policies and procedures.	GM	
<b>8H – Appointment of Staff</b>	To appoint staff in accordance with the organisation structure.	GM	

9. **Administration – Tenders & Contracts**

<b>Subject</b>	<b>Description</b>	<b>Delegation</b>	<b>Sub-Delegation</b>
<b>9A – Tender &amp; Quotations</b>	That the General Manager be delegated authority to open Tenders & Quotations.	GM	DCCDS DAES MFS MDS ESA MFR DCC CCWHSO EPO
<b>9B – Contracts</b>	That the General Manager be delegated authority to sign contracts for works and/or services in accordance with the resolution of Council.	GM	



10. **Plant**

<b>Subject</b>	<b>Description</b>	<b>Delegation</b>	<b>Sub-Delegation</b>
<b>10A – Purchase of Motor Vehicles, Plant and Equipment</b>	That the General Manager be delegated authority to purchase Motor Vehicles, Plant and Equipment, within the approved budget allocations.	GM	DAES WPC DCCDS
<b>10B – Registration of Motor Vehicles</b>	Sign as nominee for vehicle registrations.	GM	DCCDS DAES WPC
<b>10C – Light Vehicles – Purchase &amp; Replacement</b>	To determine whether to offer vehicles for trade-in or private sale or to consign the vehicles for sale at the NSW State Government vehicle auctions.	GM	DCCDS DAES WPC
<b>10D – Auction – Reserve Price</b>	To fix a reserve price for vehicles to be offered for sale at auction.	GM	DCCDS DAES WPC
<b>10E – Quotations – Light Vehicles</b>	To accept quotations for the supply by way of purchase or lease of light vehicles to Council or without trade-in in accordance with Council's policies.	GM	DCCDS DAES WPC
<b>10F – Sale of Light Vehicles</b>	To accept offers for the sale of surplus light vehicles provided that such offers are the result of public advertising, auction or trade-in of the vehicle to be sold.	GM	DCCDS DAES WPC

11. **Companion Animals**

Subject	Description	Delegation	Sub-Delegation
<b>11A – Companion Animals</b>	That the General Manager be delegated authority to act on Council's behalf under Sections 18, 19, 22, 32, 52, 57, 75, 90, 92 and 98 of the Companion Animals Act 1998.	GM	MDS R BEHS
<b>11B – Authorised Servant or Agent</b>	To appoint and authorise a servant or agent of the Council for the purposes of Section 6(2) of the Companion Animals Act 1998.	GM	MDS R BEHS
<b>11C – Dangerous Dog</b>	To declare a dog to be dangerous in accordance with Division 1 of Part 5 of the Companion Animals Act 1998 and to revoke any such declaration made under this delegation.	GM	MDS R BEHS
<b>11D – Penalty Notices</b>	To authorise employees of the Council to serve penalty notice in accordance with Section 92 of the Companion Animals Act 1998.	GM	MDS R BEHS
<b>11E – Impounded Dogs</b>	To authorise the sale and destruction of impounded dogs in accordance with Section 64 of the Companion Animals Act 1998.	GM	R BEHS MDS

12. **Impounding**

Subject	Description	Delegation	Sub-Delegation
<b>12A – Impounding Officer</b>	That the General Manager be appointed Impounding Officer in accordance with Section 5(1) of the Impounding Act 1993.	GM	MDS R FO BEHS
<b>12B – Impounding Officer – Powers &amp; Functions</b>	To exercise all of the powers and functions conferred upon the Council under the Impounding Act, and without limiting the generality of the foregoing, the authority to issue penalty notices under Section 36 of that Act.	GM	MDS R FO BEHS

13. **Emergency**

Subject	Description	Delegation	Sub-Delegation
<b>13A – Emergency Incidents</b>	That the General Manager be delegated authority to approve the use of Council plant, equipment and employees in response to emergency incidents.	GM	DAES ESA MFR DCC WPC DCCDS
<b>13B – Emergency Management under the State Emergency and Rescue Management Act</b>	The authority and delegations in accordance with the State Emergency and Rescue Management Act	GM	DAES SCA

14. **Health**

Subject	Description	Delegation	Sub-Delegation
<b>14A – Health Matters – Food Act</b>	That the General Manager be delegated authority to exercise each of the powers, authorities, duties and functions conferred by the Food Act 2003 and Food (General) Regulations 2004 as amended.	GM	MDS BEHS
<b>14B – Inspect Regulated Premises</b>	That the General Manager be delegated authority to inspect Regulated Premises, in accordance with the Public Health Act 1991 and Regulations made there under.	GM	MDS BEHS
<b>14C – Issuing of Orders</b>	That the General Manager be delegated authority to issue orders as listed in the Local Government Act and the Public Health Act and Regulations there under.	GM	MDS BEHS
<b>14D – Powers – Health Act</b>	To exercise all of the Council's powers and the powers of an authorised officer appointed by the Local Authority, together with the powers of a Health Surveyor pursuant to the provisions of the Public Health Act 1991, as amended and regulations made thereunder and without limiting the generality of the foregoing: <ul style="list-style-type: none"> <li>a) to inspect regulated systems (air-conditioning systems)</li> <li>b) to make an order closing a public swimming pool</li> <li>c) to revoke an order closing a public swimming pool</li> <li>d) to supervise exhumation</li> </ul>	GM	MDS BEHS

15. **Town Planning**

<b>Subject</b>	<b>Description</b>	<b>Delegation</b>	<b>Sub-Delegation</b>
<b>15A – Development Application Consent</b>	<p>That the General Manager be delegated authority to consent to Development Applications for:</p> <ul style="list-style-type: none"> <li>a) The erection, alteration and addition to dwellings.</li> <li>b) The erection of garages, workshops, ancillary and minor building works.</li> <li>c) The construction of private swimming pools.</li> <li>d) Complying development in accordance with Council's DCP or SEPP.</li> <li>e) Commercial and industrial development with a value up to a maximum of \$1m.</li> <li>f) The alteration, addition and ancillary matters relating to industrial and commercial development.</li> <li>g) Applications made under State Environmental Planning Policy No. 4.</li> <li>h) Subdivision in all zones which comply with the provisions of Bland LEP 2011. Except: <ul style="list-style-type: none"> <li>I. Where objection/s has been received on planning grounds and where the matters raised in that objection have not been resolved to the satisfaction of the General Manager.</li> <li>II. Where a refusal to the development is proposed.</li> <li>III. Where the General Manager considers the matter should go before Council.</li> <li>IV. Where a Councillor requests, by way of Council resolution, that the matter go before Council.</li> <li>V. Where a variation to a development standard within the Bland LEP 2011 is proposed to be greater than 10% and the concurrence of the Director General is required.</li> </ul> </li> </ul>	GM	MDS BEHS DCCDS

<b>15B – Section 149 Certificates</b>	That the General Manager be delegated authority to issue Certificates under Section 149 of the Environmental Planning and Assessment Act 1979.	GM	MDS BEHS DCCDS
<b>15C – Subdivision Certificates</b>	To determine Development Applications and applications to subdivide land made pursuant to the Environmental Planning and Assessment Act and the Local Government Act 1993 and Regulations made thereunder and subject to compliance with Council's Local Environmental Plan and Development Control Plan and adopted policies.	GM	MDS
<b>15D – Removing Advertising</b>	That the General Manager be delegated authority to remove Advertising, in accordance with Section 17 of the Tobacco Advertising Prohibition Act.	GM	BEHS MDS R
<b>15E – Department of Planning</b>	That the General Manager be delegated Council's functions under Section 65(1) and 69 of the Environmental Planning and Assessment Act 1979.	GM	MDS
<b>15F – Use of Footpaths</b>	That the General Manager be delegated authority to approve the use of the footpath area for commercial activities.	GM	MDS BEHS
<b>15G – Environmental Planning &amp; Assessment - Orders</b>	To issue orders in accordance with Section 121B of the Environmental Planning and Assessment Act, subject to any policy of the Council or any condition imposed by the Council but excepting orders: <ul style="list-style-type: none"> <li>• To demolish a building (Order No 2)</li> <li>• To repair or remove a building situated partly or wholly in a public place (Order No 14)</li> </ul>	GM	MDS BEHS
<b>15H – Environmental Planning &amp; Assessment – LEPs</b>	That the General Manager be delegated authority and functions under Section 59 of the EP&A Act 1979 for the making of Local Environmental Plans (LEPs).	GM	
<b>15I – Temporary Occupation of Land</b>	That the General Manager be delegated authority to Consent to applications for temporary occupation of land, in terms of Council policy.	GM	MDS BEHS

<b>15J – Issuing of Building Certificate</b>	That the General Manager be delegated authority to the Issue of Building Certificates.	GM	MDS BEHS
<b>15K – Inspection of Regulated Premises</b>	That the General Manager be delegated authority to Inspect Regulated Premises, in accordance with Section 47 of the Public Health Act.	GM	MDS BEHS
<b>15L – Swimming Pools Act</b>	That the General Manager be delegated authority to exercise functions under the Swimming Pools Act 1992.	GM	MDS BEHS
<b>15M – Construction &amp; Safety Act</b>	That the General Manager be delegated authority to exercise functions under the Construction and Safety Act.	GM	MDS BEHS DAES CCWHSO
<b>15N – Issue Construction, Compliance and Occupation Certificates</b>	That the General Manager be delegated authority where Council is the Principle Certifying Authority for the erection of a building, for the issuing of Construction Certificates, Compliance Certificates and Occupation Certificates.	GM	MDS BEHS
<b>15O – Minor Numerical Variations to Council Policy</b>	That the General Manager be delegated authority to approve minor numerical variations to Council town planning policies where variations are not greater than 10%.	GM	MDS DCCDS
<b>15P – Table of Approvals</b>	To consider any application for approval of any item in the Table of Approvals in Chapter 7 of the Local Government Act 1993 and: i) Grant approval either unconditionally or subject to conditions, or ii) If of the opinion that the application should be refused, submit the application to Council for its determination iii) Pursuant to Section 381(3) of the Local Government Act 1993 the powers, authorities, duties and functions under Section 82(3) of the Act to concur in the making of a direction when determining an application for approval where the General Manager is satisfied that the objection is lodged with Council under Section 82(1) of the Act to a Local Approvals Policy of Council.	GM	MDS BEHS

<b>15Q – Deferred Approvals</b>	To approve applications for “deferred approvals” or “staged approvals”.	GM	MDS BEHS
<b>15R – Advertising Signs</b>	To determine applications for the erection or display of advertising signs or structures subject to Council’s Local Environmental Plan.	GM	MDS BEHS
<b>15S – Approval Extension/Renewal</b>	To extend or renew an approval if satisfied that there is good cause for so doing.	GM	MDS
<b>15T – Reject Application</b>	To reject any application if it is not sufficiently clear as to the approval sought or it is not easily legible.	GM	MDS BEHS
<b>15U – Temporary Buildings</b>	To determine applications for the erection of temporary buildings and to determine the period from the date of approval within which that building is to be demolished or removed.	GM	MDS BEHS
<b>15V - Certificates</b>	To determine applications for Construction and Compliance Certificates.	GM	MDS BEHS
<b>15W – Occupation Certificates</b>	To classify buildings and issue Occupation Certificates.	GM	MDS BEHS
<b>15X – Department Fair Trading</b>	To advise the Department of Fair Trading of possible breaches of the requirements of the Department.	GM	MDS BEHS
<b>15Y – Plumbing &amp; Drainage Act 2011</b>	That the General Manager be delegated authority to exercise functions under the Plumbing & Drainage Act 2011 as a plumbing regulator.	GM	MDS BEHS

16. Environment

Subject	Description	Delegation	Sub-Delegation
<b>16A – West Wyalong Waste Disposal Depot Operation</b>	That the General Manager be delegated authority for the day to day operation of the West Wyalong Waste Disposal Depot.	GM	DAES MFR
<b>16B – Waste Minimisation &amp; Management</b>	That the General Manager be delegated authority to exercise the powers and functions under Protection of Environment Operations Act 1997 and Protection of the Environment Operations (Waste) Regulation 2005.	GM	MDS
<b>16C – Environment Protection</b>	That the General Manager be delegated authority to appoint authorised officers and to exercise the functions conferred on Council pursuant to the Protection of the Environment Operations Act, 1997.	GM	MDS BEHS
<b>16D – Clean Air Regulations</b>	That the General Manager be delegated authority to exercise the Powers and Functions under the Protection of the Environment Operations (Clean Air) Regulations, 2002.	GM	MDS BEHS
<b>16E – Environment Protection &amp; Waste Minimisation</b>	That the General Manager be delegated authority to exercise the powers and functions of the Environment Protection Authority and to appoint a person as an authorised officer under the Waste Minimisation and Management Act 1995.	GM	MDS BEHS MFR
<b>16F – Removal Fallen Timber</b>	To approve applications for the removal of fallen timber on roads, subject to conditions to protect standing timber, roadside drainage and traffic safety or such other conditions as are considered relevant.	GM	DAES ESA
<b>16G – Tree Lopping/Removal</b>	To approve applications to remove or lop trees made in accordance with the requirements of Council's Tree Preservation Order.	GM	DAES CU MDS BEHS
<b>16H – Noxious Weeds Act</b>	That the General Manager be delegated authority to exercise functions of the Noxious Weeds Act 1993.	GM	FES



<b>16I – Heritage Act</b>	That the General Manager be authorised 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.	GM	MDS DCCDS
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17. **Cemeteries**

Subject	Description	Delegation	Sub-Delegation
<b>17A – Exhumations</b>	That the General Manager be delegated authority to supervise Exhumations in accordance with Clause 39 of the Public Health Regulations.	GM	DCCDS DAES MDS BEHS
<b>17B – Public Health Regulation</b>	To control the handling and disposal of bodies under the Regulation to the Public Health Act 1991 including but not limited to the supervision and approval of private burials, in accordance with any policy of the Council, under the Public Health Regulation 1991.	GM	MDS BEHS

18. **Playing Fields / Swimming Pool / Reserve**

Subject	Description	Delegation	Sub-Delegation
<b>18A – Approve use of Swimming Pools</b>	To approve applications for the use of the Holland Park Swimming Pool and the Ungarie Swimming Pool excepting where the care, control and management has been delegated to a Committee/Contractor	GM	DAES MFR
<b>18B – Ordering Swimming Pool Closure</b>	That the General Manager be delegated authority to issue an Order to Close the Swimming Pool, in accordance with Clause 8 of the Public Health (Swimming Pools & Spa Pools) Regulation 2000.	GM	MDS BEHS DCCDS

<b>18C – Revoking Order to Close Swimming Pool</b>	That the General Manager be delegated authority to revoke an Order to Close a Swimming Pool, in accordance with the Public Health (Swimming Pools & Spa Pools) Regulation 2000.	GM	MDS BEHS DCCDS
<b>18D – Carnivals and Circuses</b>	That the General Manager be delegated authority to consider, approve or refuse applications for the operation of carnivals, circuses and the like and when approved, impose conditions deemed necessary. That all other applications be referred to Council for consideration on their merits.	GM	MDS BEHS
<b>18E – Swimming Pools Act</b>	To authorise employees as Inspectors under Section 7 of the Swimming Pools Act 1992 as amended and to exercise all or any functions of an Inspector for the purpose of that Act or Regulations made thereunder.	GM	MDS BEHS
<b>18F – Approve use of Parks, Playing Fields &amp; Reserves</b>	To approve applications and determine the conditions of use for all parks, playing fields and reserves excepting those where the care, control and management has been delegated to a Committee.	GM	CU

19. **Sewerage**

<b>Subject</b>	<b>Description</b>	<b>Delegation</b>	<b>Sub-Delegation</b>
<b>19A – Drainage Diagrams</b>	That the General Manager be delegated authority to issue Drainage Diagrams.	GM	MDS BEHS
<b>19B – Annual Treatment Works Return</b>	That the General Manager be given delegated authority to sign future returns for the West Wyalong Sewerage Treatment Works in accordance with Section 377 of the Local Government Act, 1993.	GM	DAES MFR

20. Roads / Streets

Subject	Description	Delegation	Sub-Delegation
<b>20A – Temporary Street Closures</b>	That the General Manager be delegated authority to approve temporary street closures for community functions	GM	DAES ESA <del>MAW</del>
<b>20B – Shared Traffic Zones</b>	That the General Manager be delegated authority in accordance with Sch.1, cl. 2 (Shared Traffic Zone) Road Transport (Safety and Traffic Management) Act.1999	GM	DAES ESA <del>MAW</del>
<b>20C – Traffic Control Signs</b>	That the General Manager be delegated authority to assume the functions in accordance with Sub-sections 52, 53, and 55 (Traffic Control Devices) of the Road Transport (Safety and Traffic Management) Act.1999	GM	DAES ESA <del>MAW</del>
<b>20D – Regulation of Traffic by Road Authorities</b>	That the General Manager be delegated authority to assume the functions in accordance with Division 2 of Part 8 (Regulation of Traffic by Roads Authorities) in accordance with Roads Act 1993.	GM	DAES ESA <del>MAW</del>
<b>20E – Breaches under the Roads Act 1993 &amp; Interstate Road Transport Act 1985</b>	That the General Manager be delegated authority to be the Authorised Officer to commence action for breaches under the Roads Act 1993 & Interstate Road Transport Act 1985, within Council's area, in accordance with the CENTROC Weight of Loads Group Agreement.	GM	DAES ESA <del>MAW</del>
<b>20F – Impounding Items Risking Public Safety</b>	That the General Manager be delegated authority to be the Impounding Officer under the Impounding Act 1993.	GM	DAES MDS BEHS R

<b>20G – Matter Escaping onto Road</b>	That the General Manager be delegated authority to be the authorised officer under the Roads (General) Regulations 2000.	GM	DAES ESA MDS
<b>20H – Roads Act</b>	<ul style="list-style-type: none"> <li>a) Pursuant to Section 88 of the Roads Act 1993 to authorise the removal or lopping of any tree or other vegetation that is on or overhanging a public road where it is considered necessary to do so for the purpose of carrying out road work or removing a traffic hazard.</li> <li>b) To take any action and exercise any power devolved on Council by Division 1, 2, 3 and 4 of Part 7 of the Roads Act 1993.</li> <li>c) To regulate traffic on a Public Road pursuant to the provision of Division 1, 2, 3 and 4 of Part 8 of the Roads Act 1993.</li> <li>d) Pursuant to Section 138 of that Act to grant consent to works and structures on public roads and to revoke such consents pursuant to Section 140 of that Act.</li> <li>e) Pursuant to Section 144 of that Act to grant permits for road events.</li> <li>f) Pursuant to Division 1 of Part II of the Roads Act 1993 to authorise employees to enter onto land for the purpose of inspections and investigations and to issue certificates of authority under his or her signature to employees so authorised.</li> </ul>	GM	DAES ESA

**21. Private Works**

<b>Subject</b>	<b>Description</b>	<b>Delegation</b>	<b>Sub-Delegation</b>
<b>21A – Private Works</b>	That the General Manager be delegated authority to undertake Private Works in accordance with Council's Policy.	GM	DAES ESA SCU DCC

## 22. Schedule of Purchase Authorisation Limits

The purchase limits listed relate to employees authorising purchases within their area of responsibility only unless the situation dictates otherwise.

Position Title	Purchase Authorisation Limit
<b><u>Office of the General Manager</u></b>	
General Manager	\$ 1,000,000
Executive Assistant	\$ 2,000
Senior Economic Development & Tourism Advisor	\$ 2,000
Human Resources Officer	\$ 2,000

Position Title	Purchase Authorisation Limit
<b><u>Asset &amp; Engineering Services</u></b>	
Director Asset & Engineering Services	\$ 150,000
Contract Compliance & WHS Officer	\$ 1,000
Engineering Services Advisor	\$ 25,000
Manager Facilities & Risk	\$ 10,000
Coordinator Urban	\$ 5,000
Design & Contract Coordinator	\$ 10,000
Coordinator Rural	\$ 5,000
Foreman Rural	\$ 5,000
Workshop & Plant Coordinator	\$ 5,000
Purchasing Officer	\$ 2,000
Senior Fitter & Welder	\$ 3,000
Foreman Environmental Services	\$ 5,000
Senior Coordinator Assets	\$ 10,000
Engineering Projects Officer	\$ 2,000
Administration Officer – Engineering Services	\$ 2,000
Senior Workshop Mechanic	\$ 3,000

Position Title	Purchase Authorisation Limit
<b><u>Corporate, Community &amp; Development Services</u></b>	
Director Corporate, Community & Development Services	\$ 150,000
Community Relations Officer	\$ 2,000
Community Care Coordinator	\$ 2,000
Administration Officer Childrens Services	\$ 1,000
Senior Early Childhood Teacher	\$ 2,000
Childrens Services Unit Coordinator	\$ 2,000
Community Development Officer	\$ 2,000
Senior Library Assistant	\$ 2,000
Manager Development Services	\$ 50,000
Building & Environmental Health Surveyor	\$ 5,000
Ranger	\$ 2,000
Manager Financial Services	\$ 50,000
Accounting Officer	\$ 2,000
Corporate Services Coordinator	\$ 2,000

23. **Schedule of Corporate Credit Cards**

<b>Card Holder</b>	<b>Position Title</b>	<b>Credit Limit</b>
Ray Smith	General Manager	\$ 10,000
Julie Sharpe	Executive Assistant	\$ 2,000
Dionne Buys	Human Resources Officer	\$ 5,000
Will Marsh	Director Asset & Engineering Services	\$ 10,000
Paul Glennon	Plant & Workshop Coordinator	\$ 5,000
Adele Casey	Director Corporate, Community & Development Services	\$ 10,000



24. **Schedule of Position Title Abbreviations**

<b>Abbreviation</b>	<b>Position Title</b>
ACO	Accounting Officer
AOCS	Administration Officer Childrens Services
AOES	Administration Officer – Engineering Services
BEHS	Building & Environmental Health Surveyor
CCC	Community Care Coordinator
CCWHSO	Contract Compliance & WHS Officer
CDO	Community Development Officer
CR	Coordinator Rural
CRO	Community Relations Officer
CSC	Corporate Services Coordinator
CSUC	Childrens Services Unit Coordinator
CU	Coordinator Urban
DAES	Director Asset & Engineering Services
DCC	Design & Contract Coordinator
DCCDS	Director Corporate, Community & Development Services
EA	Executive Assistant
EPO	Engineering Projects Officer
ESA	Engineering Services Advisor
FES	Foreman Environmental Services
FO	Facilities Officer
FOR	Finance Officer Revenue
FR	Foreman Rural
GM	General Manager
HRO	Human Resources Officer
LEMO	Local Emergency Management Officer
MDS	Manager Development Services
MFR	Manager Facilities & Risk
MFS	Manager Financial Services
PA	Personal Assistant
PO	Purchasing Officer



R	Ranger
SCA	Senior Coordinator Assets
SECT	Senior Early Childhood Teacher
SEDTA	Senior Economic Development & Tourism Advisor
SFW	Senior Fitter & Welder
SLA	Senior Library Assistant
SWM	Senior Workshop Mechanic
WPC	Workshop & Plant Coordinator

## 25. Common Acronyms Used in Bland Shire Council Reports and Documents

ABS	Australian Bureau of Statistics
ACAT	Aged Care Assessment Team
AFZ	Alcohol Free Zone
AGM	Annual General Meeting
AMP	Asset Management Plan
BFMC	Bush Fire Management Committee
BFMP	Bush Fire Management Plan
BSC	Bland Shire Council
BWW	Business West Wyalong
CASA	Civil Aviation Safety Authority
CBD	Central Business District
CDAT	Community Drug Action Team
CDO	Community Development Officer
CENTROC	Central West Regional Group of Councils
CEO	Chief Executive Officer
CLRS	Councillors
CPD	Continuing Professional Development
CPP	Cowal Partnering Program
Cr	Councillor
CRO	Community Relations Officer
CSP	Community Strategic Plan
CSU	Childrens Services Unit
CWA	Country Womens Association
DA	Development Application
DAES	Director Asset & Engineering Services
DCCDS	Director Corporate, Community & Development Services
DCP	Development Control Plan
DEMO	District Emergency Management Officer
DEOCON	District Emergency Controller
DisPlan	Disaster Plan (Local DisPlan, District DisPlan, State DisPlan)
DP	Delivery Program
DPI	Department of Primary Industries
EA	Executive Assistant
EAP	Employee Assistance Program
ED	Economic Development
EDVETACW	Economic Development, Visitor Economy & Tourism Advisory Committee of the Whole
EEO	Equal Employment Opportunity
EOI	Expression of Interest

MOW	Meals on Wheels
MP	Member of Parliament
MPR	Multi Purpose Room
MR	Main Road
MRU	Mobile Resource Unit
NGO	Non-Government Organisation
NSRF	National Stronger Regions Fund
NSWEC	New South Wales Electoral Commission
NSWPLA	New South Wales Public Libraries Association
NSWRFS	NSW Rural Fire Service
OLG	Office of Local Government
OP	Operational Plan
P&G	Parks & Gardens
PA	Per Annum
PC	Personal Computer
PHaMs	Personal Helpers and Mentors
POEO	Protection of the Environment Operations Act & Regulations
PSITAB	NSW Public Sector Industry Advisory Board
R2R	Roads to Recovery
Rd	Road
RDA	Regional Development Australia
RDO	Rostered Day Off
REROC	Riverina Eastern Regional Organisation of Councils
RFS	Rural Fire Service
RMAP	Risk Management Action Plan
RMS	Roads & Maritime Services
RRL	Riverina Regional Library
RV	Recreational Vehicle
SEDTA	Senior Economic Development & Tourism Advisor
SEPP	State Environmental Planning Policy
SES	State Emergency Service
SH	State Highway
SRV	Special Rate Variation
St	Street
STW	Sewerage Treatment Works
TVET	TAFE Delivered Vocational Education & Training
USU	United Services Union
VC	Victoria Cross

VIC	Visitor Information Centre
WAPS	Workforce Assessment Plan & Strategy
WHS	Work Health & Safety
WWBC	West Wyalong Bowling Club
WWFHG	West Wyalong Family History Group