

DELEGATIONS OF AUTHORITY

PART 1

DELEGATIONS FROM COUNCIL

BERRIGAN SHIRE COUNCIL

**Adopted by resolution at
Council meeting on**

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PREAMBLE

Section 377 of the Local Government Act 1993 (**Act**) provides:

1. *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following:*
 - (a) *the appointment of a general manager,*
 - (b) *the making of a rate,*
 - (c) *a determination under section 549 [of the Act] as to the levying of a rate,*
 - (d) *the making of a charge,*
 - (e) *the fixing of a fee,*
 - (f) *the borrowing of money,*
 - (g) *the voting of money for expenditure on its works, services or operations,*
 - (h) *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
 - (i) *the acceptance of tenders to provide services currently provided by members of staff of the council,*
 - (j) *the adoption of an operational plan under section 405 [of the Act],*
 - (k) *the adoption of a financial statement included in an annual financial report,*
 - (l) *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6 [of the Act],*
 - (m) *the fixing of an amount or rate for the carrying out by the council of work on private land,*
 - (n) *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
 - (o) *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,*
 - (p) *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194 [of the Act],*
 - (q) *a decision under section 356 [of the Act] to contribute money or otherwise grant financial assistance to persons,*
 - (r) *a decision under section 234 [of the Act] to grant leave of absence to the holder of a civic office,*
 - (s) *the making of an application, or the giving of a notice, to the Governor or Minister,*
 - (t) *this power of delegation,*
 - (u) *any function under this or any other Act that is expressly required to be exercised by resolution of the council.*
2. *A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Director-General except as provided by the instrument of delegation to the council.*

INTRODUCTION

In accordance with section 377 of the Act, the Council by resolution at its meeting on **21st June, 2017** delegated its powers, authorities, duties and functions as set out in this Part 1: Delegations of Authority register to the General Manager, the Mayor and Council Committees.

All Council delegations contained in Part 1 are subject to the following limitations:

1. The delegated power, authority, duty or function being performed in accordance with Council Policy;
2. The delegated power, authority, duty or function being performed in accordance with the Law;

The delegations of Council will remain in force until they are revoked or amended by a resolution of Council.

The Council notes that the General Manager may delegate his or her powers, authorities, duties and functions at his or her discretion. The General Manager's delegations to Staff will form Part 2: 'Delegations to Staff'.

DELEGATION TO COMMITTEES OF COUNCIL

Committees of Council have no delegations except for those provided by resolution of Council.

Pursuant to the power conferred by Section 355 and 377 of the Local Government Act, 1993, the Council delegates the following Committees the responsibility as listed.

Australia Day Committee

To give care, control and organisational responsibility to the Berrigan Shire Council Australia Day Awards and Australia Day celebrations to a committee of citizens and or Councillors appointed by the Council from time to time (excluding enforcement, regulatory revenue related functions).

Barooga Advancement Group

To promote and beautify Barooga with the support of residents (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Barooga Community Botanical Gardens Committee

To give care, control and management of the Barooga Botanical Gardens (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Barooga Recreation Reserve Committee

To give care, control and management of the Barooga Recreation Reserve (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Berrigan Conservation and Tidy Towns Committee

To give care, control and management of all those responsibilities associated with preparing Berrigan for participation in the Keep Australia Beautiful Tidy Towns Program including responsibility for the care control and management of the Old Berrigan Recreation Reserve and the Tank Reserve. The Management and Re-vegetation of Lot 1 DP 91656 being southern part of old "Ratcliffs Pit" (Council resolution 16/6/10).

Berrigan Shire Youth Development Committee

To give care control and organisation responsibility to the development of and the reporting to the Council of programs and action plans to identify and meet the needs of the youth of Berrigan Shire; and the pursuit of activities and programs identified in action plans developed by the committee in consultation with youth representatives.

Berrigan Sportsground Committee

To give care, control and management of the Berrigan Sportsground Reserve (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Berrigan War Memorial Hall Committee

To give care, control and management of the Berrigan War Memorial Hall Reserve (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Berrigan War Memorial Swimming Pool Committee

To give care, control and management of the Berrigan Swimming Pool Reserve (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Boomanoomana Landcare Committee

The responsibility for the development and implementation of landcare activities in the Boomanoomana area (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Finley Community Help Group Committee (Second Hand Shop)

To give care, control and management of the Finley Community Help Group Second Hand Shop (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Finley Railway Park Committee

To give care, control and management of the Finley Railway Park (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Finley Recreation Reserve Committee

To give care, control and management of the Finley Recreation Reserve (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Finley Showground and Sporting Complex Committee

To give care, control and management of the Finley Showground and Sporting Complex Reserve (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Finley Tidy Towns Committee

To give care, control and management of the Berrigan Shire Council Finley township Tidy Towns application (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed by Council from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Finley War Memorial Hall and School of Arts Halls Committee

To give care, control and management of the Finley War Memorial and School of Arts Reserve (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Finley War Memorial Swimming Pool Committee

To give care, control and management of the Finley Swimming Pool Reserve (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Fullers Road Landcare Group

To give care, control and management of the Fullers Road Landcare Group (excluding enforcement, regulatory revenue related functions) to a Committee comprising of citizens and or Councillors as appointed by the Council from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Mary Lawson Memorial Wayside Rest and Finley Log Cabin Committee

To give care, control and management of the Mary Lawson Wayside Rest Reserve (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Native Dog Landcare Group

To give care control and management of the Native Dog Landcare Group (excluding enforcement, regulatory revenue related functions) to a Committee comprising citizens and or Councillors as appointed by the Council from time to time vide Section 355 to conduct landcare activities for the area north of the Mulwala Canal with an approximate western boundary being the Berrigan Road and Old Cobram Road and the northern and eastern boundaries being the Yarrowonga Road (inclusive of some properties on the north eastern side).

Retreat Public Hall Committee

To give care, control and management of the Retreat Hall Reserve (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Tocumwal Foreshore Committee

To give care, control and management of the Tocumwal Foreshore Reserve (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Tocumwal Friends of the Library

A committee comprising citizens from Tocumwal and environs appointed by Council from time to time to provide assistance to the Council of the Shire of Berrigan Libraries (in accordance with directions given by the Library Manager).

Tocumwal Historic Aerodrome Museum

To give care, control and management of heritage items related to Tocumwal Aerodrome (excluding enforcement, regulatory revenue related functions) to a Committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Tocumwal Rail Preservation Committee

To give care, control, restoration, maintenance and management of the Tocumwal Railway Station and the surrounding precinct (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Tocumwal Recreation Reserve Committee

To give care, control and management of the Tocumwal Recreation Reserve (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Tocumwal Swimming Pool Committee

To give care, control and management of all that piece of land described as Lot 7 DP 528621, Lot 1 and 2 DP 900667, Pt Lot B in DP 375363 and Pt Lot 3 in DP 758981 Section 33, Village of Tocumwal being the Tocumwal Swimming Pool site (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

Tocumwal War Memorial Hall Committee

To give care, control and management of the Tocumwal Hall (excluding enforcement, regulatory revenue related functions) to a committee comprising citizens and or Councillors as appointed from time to time vide Section 355 of the Local Government Act as amended, subject to the exercise of such authority conforming with the direction of the Council.

DELEGATION TO THE MAYOR

The Mayor is delegated authority under section 377 of the Act to exercise and/or perform on behalf of the Council the following powers, authorities, duties and functions:

1. Powers or Duties under Local Government Act

To give effect to the Law, Council's own adopted Policies, resolutions and directions, provided that such delegation is not sub-delegated without the specific approval of Council or as prescribed under the Local Government Act.

2. Powers or Duties under other legislation

If, under any other Act other than the Local Government Act, a function is conferred or imposed on the Mayor of Council, the function is taken to be conferred or imposed on the Council and the Mayor of the Council has delegated authority to exercise and/or perform on behalf of the Council the powers, authorities, duties and functions as prescribed under that other Act.

3. Preside at Meetings and Functions of Council

To preside at all meetings of the Council, Committees, Community Committees and Public Meetings convened by the Council at which the Mayor is present unless the Council otherwise appoints another Councillor or person to perform this function.

4. Negotiations on behalf of Council

In conjunction with the General Manager, to participate in negotiations on behalf of the Council with third parties and in connection with the sale, purchase and lease of land and buildings. This function is subject to the limitation that no contractual agreement is to be entered into without a resolution of Council.

5. Represent Council – Government and Other Forums

To represent the Council, in conjunction with the General Manager, in deputations to government, inquires and other forums where it is appropriate that the Mayor should present the Council's position.

6. Sign and Execute Documents

To sign correspondence and other documents. This function is subject to the limitation that execution of any documents under Council Seal must be carried out in compliance with Regulation 400 of the Local Government (General) Regulations 2005.

7. Media Releases

To make Media Statements and issue Press Releases in respect of Council Resolutions/Recommendations and decisions subject to prior consultation with the General Manager.

8. Leave

To approve applications of leave by the General Manager.

All functions delegated to the Mayor are delegated subject to the Mayor reporting any delegated action to the next meeting of the Council.

DELEGATION TO THE GENERAL MANAGER

The General Manager, and in the absence of the General Manager their nominee as the Acting General Manager for the period of the General Manager's absence, is delegated authority under section 377 of the Act, to exercise and/or perform on behalf of Council the powers, authorities, duties and functions of the Council, subject to the following:

1. The General Manager is restrained from carrying out any of those functions of Council excluded from delegation by operation of section 377(1) of the Act;
2. The General Manager is entitled to carry out any functions delegated to the Council by the Director-General or the Minister, subject to any express limitations imposed by the Director General or Minister;

If a function is conferred or imposed on an employee of Council under any other legislation, the function is deemed to be conferred or imposed on the Council and is delegated to the General Manager.

For the avoidance of doubt, the delegated authority conferred or imposed upon the General Manager includes the delegated functions of Council as provided in the following table and is subject to any limitations contained therein. The following table is not intended to be an exhaustive list of all powers, authorities, duties and functions delegated to the General Manager. Rather it is to be relied upon as a manual providing guidance to those most commonly relied upon powers, authorities, duties and functions

PART A – FINANCIAL MATTERS	
1.	<p>Obtain Quotations and Authorise Purchase Orders</p> <p>To obtain quotations, authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works plant, and/or motor vehicles) provided that due provision has been made in the approved budget for the incurring of such expenditure or the incurring of such expenditure is otherwise authorised by Council Policy or Council resolution.</p>
2.	<p>Authorise Payment of Salaries and Wages</p> <p>To authorise the payment of salaries and wages.</p>
3.	<p>Payment of Contractors and Creditors</p> <p>To approve or refuse payment to contractors and creditors.</p>
4.	<p>Sign Cheques on Council's Bank Account</p> <p>To sign or countersign cheques drawn on Council's bank accounts.</p>
5.	<p>Check and Certify the Annual Statutory Accounts</p> <p>To check and certify statutory accounts against the Council records.</p>

6.	<p>Authorise Expenditure for Urgent Works</p> <p>To authorise expenditure outside the budget approved by Council in order to undertake urgent works to reduce or eliminate a significant health or safety hazard.</p>
7.	<p>Lodgement of a Cash Bond or Bank Guarantee</p> <p>The authority to require the lodgement of a cash bond or bank guarantee.</p>
8.	<p>Overdraft Limit</p> <p>To negotiate Council's overdraft limit.</p>
9.	<p>Sale or Disposal of Materials or Equipment</p> <p>To sell old materials, spoilt or obsolete equipment.</p>
10.	<p>Debt Write Off</p> <p>To authorise the writing off of uncollectible debts (for charges and sundry debtors) up to a maximum amount of \$2,000.</p>
11.	<p>Issue Accounts</p> <p>To authorise the issue of accounts for services provided by Council.</p>
12.	<p>Borrowings</p> <p>To authorise application for borrowings from financial institutions at the direction of Council and subject to a resolution of Council to approve this application.</p>
13.	<p>To Engage Consultants</p> <p>To engage consultants to assist with Council projects, subject to compliance with the Act and the Law.</p>
14.	<p>Investment of Money</p> <p>Arrange the investment of money that is not presently required by the Council in a form of investments notified by order of the Minister and published in the Government Gazette and the Council's adopted Investment Policy.</p>
15.	<p>Write off Accrued Interest</p> <p>Write off accrued interest on rates and charges if the payment of the accrued interest would cause hardship.</p>
16.	<p>Accounts Receivable – Payment by Instalment</p> <p>To make arrangements with any ratepayer or debtor for payment to be made by reasonable and satisfactory instalments.</p>

17.	<p>Refund of Over-payments</p> <p>To authorise the refund of all over-payments subject to appropriate certification.</p>
18.	<p>Refund of DA/Construction Certificate Application Fees</p> <p>To determine the refund of all or part of the fees paid for development or where the application is either not proceeded with or is withdrawn subsequent to assessment or in accordance with Council Policy.</p>
19.	<p>Rebate of Rates</p> <p>To grant rebates of rates to qualified rateable persons in accordance with the provisions of the Act.</p>
PART B – STAFFING MATTERS	
1.	<p>Recruitment</p> <ul style="list-style-type: none"> • Approve or refuse the appointment, engagement, or promotion of staff, subject to compliance with section 337 of the Act for Senior Staff • Approve or refuse the use of a recruitment consultant. • Employ casuals to fill short term vacancies.
2.	<p>Payment of Benefits and Allowances</p> <p>Approve or refuse payment of allowances and employment entitlements and benefits in accordance with the Local Government (State) Award 2014 and applicable employment contracts.</p>
3.	<p>Salary Step Progressions for Staff</p> <p>Approve or refuse salary step progression for staff under the Local Government (State) Award 2014.</p>
4.	<p>Dismissal of Employees</p> <p>To dismiss employees or consultants/contractors on such terms that the General Manager deems appropriate, provided that prior to the dismissal of Senior Staff the General Manager consults with Council in accordance with section 337 of the Act.</p>
5.	<p>Education Assistance</p> <p>Approve or refuse education assistance for Council employees.</p>
6.	<p>Flexible Work Arrangements</p> <p>Approve or refuse flexible work arrangements.</p>

7.	<p>Report of Injury</p> <p>Approve or refuse the employer's report of injury to Council's workers compensation insurer.</p>
8.	<p>Approve Leave</p> <p>Approve or refuse leave for Council employees having due regard to the proper functioning of the Council and maintenance of appropriate levels of service to the public.</p> <p>To grant special leave with pay and reasonable out of pocket expenses, in the following cases:</p> <ul style="list-style-type: none"> • Professional Body: where staff members are full members of a relevant professional body that is running a conference or meeting – a maximum of five days leave at any one time, with a maximum in any one year of 15 days; • Field Days: where it is considered that the machinery to be displayed is of some relevance to Council's operations, that Senior Staff directly associated with the purchase of Council's machinery be allowed to attend one day only; • Executive of a Professional Body: where an employee is elected to the Executive of a Professional body, special leave must fit within the parameters laid down under the Professional Body category; • Courses: Attendance at refresher courses (eg. Management courses) to be decided by Council in each particular case; • Emergency Services Leave and Defence Force Reserve Leave at the discretion of the General Manager and in accordance with legislation.
9.	<p>Travelling and Subsistence Expenses</p> <p>To approve or refuse the payment of travelling and related expenses.</p>
10.	<p>Replacement of Personal Property</p> <p>To approve or refuse claims for the loss of personal property provided that such property was required for the normal performance of the employee's duties.</p>
11.	<p>Employment Outside of Council</p> <p>To approve or refuse employees to engage in private employment or contract work outside of their Council employment.</p>
12.	<p>Request for Use of Council Equipment by Employees</p> <p>To determine any requests for use of Council equipment by employees.</p>

13.	<p>Use Intellectual Property created in the Course of Employment</p> <p>To refuse, approve or conditionally approve any request by an existing or previous employee of Council for the non-exclusive use of intellectual property of the Council created by the employee during the course of their employment with Council, providing there is no monetary or commercial benefit to the employee.</p>
PART C – GOVERNANCE	
1.	<p>Public and Media Statements</p> <p>To make or authorise public statements and issue media releases on matters involving the Council.</p>
2.	<p>Business Papers</p> <p>To determine matters which are included in Council business papers and Committee papers.</p>
3.	<p>Correspondence</p> <ul style="list-style-type: none"> • To reply to all routine correspondence that does not require the prior consideration of Council. • To exercise discretion in regard to referring correspondence to various Council officers for attention.
4.	<p>Invitation to Address Council</p> <p>To invite a group or individuals to address any Council or Council Committee.</p>
5.	<p>Public Officer</p> <p>To appoint Council's Public Officer and to direct the Public Officer in relation to functions contained within section 343 of the Act.</p>
6.	<p>Destruction of Corporate Documentation</p> <p>Authority to approve destruction of corporate documentation in accordance with the State Records Act 1998.</p>
7.	<p>Signing of Contracts and Agreements</p> <p>To sign contracts, deeds and agreements that do not require the Council seal.</p>
8.	<p>Enter into Leases, Licences and other legal transactions</p> <p>Authority to negotiate and enter into any form of Lease or Licence or other transaction for use of land or assets, subject to compliance with the Act, and subject to the General Manager making reasonable enquiries into the appropriate payments to be made to Council and consulting with Council's solicitor to determine the appropriate format of the legal agreement.</p>

9.	<p>Council Committees</p> <p>Appoint employee representatives to Council Committees.</p>
10.	<p>Receive and investigate complaints</p> <p>To receive complaints and authorise investigation and action to be taken by the appropriate officer in regard to any complaints or requests received by Council.</p>
11.	<p>Respond to Minister and Department</p> <p>To respond and liaise with the Minister and his/her representatives and the Department in relation to correspondence, inquiries or requests for information.</p>
12.	<p>State Emergency and Rescue Management Act 1989</p> <p>In accordance with section 28 of the State Emergency and Rescue Management Act 1989, the role of Chairperson of the Local Emergency Management Committee is General Manager.</p>
<p>PART D – OPERATIONAL</p>	
1.	<p>Issue Proceedings</p> <ul style="list-style-type: none"> • To initiate or carry on proceedings, to act on behalf of Council and to negotiate on matters in issue between parties, and to settle any proceedings in any Court or Tribunal, including but not limited to the Local, District or Supreme Courts of any State or Territory, any Industrial Relations Tribunal or Commission, and the Land and Environment Court; • To authorise the issue or withdrawal of any penalty infringement notices or complaint or the institution of any proceedings for the recovery of any penalty or the making of any order for or in respect of any offence, nuisance, or any other matter or thing whatsoever which the Council might be entitled to recover or seek under any Act or Regulation. • To instruct and engage Council's Solicitors and Counsel.
2.	<p>Notice of Intention and Orders</p> <p>To issue Notices of Intention to Issue Orders and Orders in accordance with the requirements of the Act and Environmental Planning and Assessment Act and all other applicable legislation.</p>
3.	<p>Determination of Development Applications (including Modification Applications)</p> <p>To determine development applications, including modification applications, and all forms of applications for approvals and certificates under all applicable legislation.</p>

4.	<p>Issue of Permits, Certificates or Approvals</p> <p>To approve or refuse the issue of permits, certificates and approvals for activities that are required to be regulated under the provisions of the Act and the Environmental Planning and Assessment Act 1979 or related legislation; including, but not limited to:</p> <ul style="list-style-type: none"> • all building certificates, construction certificates, complying development certificates, certificates of classifications and occupation certificates; • applications for subdivision of land.
5.	<p>Ministerial Delegation of Local Environmental Plan Making Decisions</p> <p>Subject to the Minister delegating functions under section 59 of the Environmental Planning and Assessment Act, and subject to the Council resolving to accept the Ministerial delegation, only those functions identified in the Ministerial delegation may be carried out.</p>
6.	<p>Storm water Drainage Works</p> <p>Where the Council has approved a subdivision or development application subject to the construction of storm water drainage works that revert to the care, control and management of Council, to approve such works upon submission of all necessary plans and documentation.</p>
7.	<p>Implementation of Adopted Operational Plan</p> <p>To implement any work, service or action provided for in the adopted Integrated Plan without further reference to Council except for:</p> <ul style="list-style-type: none"> • the acceptance of tenders which are required under the Act to be invited by the Council, and • the determination of priorities where lump sum funding has been provided.
8.	<p>Funding Application</p> <p>Authority to sign funding applications once approved by Council or in urgent situations sign these subject to Council ratification.</p>
9.	<p>Provision of Witnesses and Information</p> <p>To determine the fee to be charged for the provision of Council's employees as witnesses and/or the supplying of information for Court cases.</p>
10.	<p>Removal of Derelict Vehicles</p> <p>Authority to engage contractors to remove derelict vehicles from roads, road reserves and public places in accordance with the Impounding Act 1993.</p>

11.	<p>Approve Applications for Street Activities and Busking Permits</p> <p>Authority to approve or refuse:</p> <ul style="list-style-type: none"> • the issue of busking permits; • applications for street stalls or similar activity; • applications for the collection of money for charitable appeals or similar activity.
12.	<p>Filming/Photography in Parks, Reserves and Public Places</p> <p>To approve applications to film/photograph in Council's parks, reserves and public places subject to the conditions and fees determined by Council.</p>
13.	<p>Casual Use of Council Parks, Reserves or Council Property</p> <p>To approve or refuse applications for the casual use of parks, reserves or property in accordance with Council Policy (if any) and subject to approved fees (if any).</p>
14.	<p>Government Information (Public Access) Act 2009</p> <p>To act as Council's "principal officer" or appoint Council officer(s) to determine applications and provide information to access information in compliance with the Government Information (Public Access) Act 2009.</p>
15.	<p>To Enforce the Payment of Rates</p> <p>To issue notices under the Act for the recovery of rates.</p> <p>To approve alternative options for the collection of outstanding rates, including collection of rent in lieu of rates, issuing of proceedings, accepting exchange of land and such other alternatives available to Council under the Act.</p>
16.	<p>Rate Books</p> <p>Authority to:</p> <ul style="list-style-type: none"> • amend the rate and valuation books/records where such amendment is necessary by reason of change of ownership, occupancy or address; • raise or reduce the sum rates owing due to error; • include any land which ought to have been rated; • to write off accrued interest to a maximum of \$50; • act in accordance with the Act to manage the rate books/records and recover rates and charges owing to the Council.

17.	<p>Insurance Claims - Policy Excess</p> <p>To resolve claims on Council's behalf up to the level of the excess applicable to each insurance policy.</p>
18.	<p>Council Property – Notices to Quit</p> <p>To authorise and sign notices to quit to tenants whose rent arrears exceed four weeks, or to take such alternative action necessary to manage tenants and recover outstanding rent or payments.</p>
19.	<p>Use of Council Owned Properties</p> <p>To approve or refuse to grant Council's consent to a third party development application that may traverse or impact upon Council land.</p>
20.	<p>Maintenance and Repair of Council Properties</p> <p>To authorise repairs/maintenance of Council's buildings, equipment and plant within the limits approved in the annual budget.</p>
21.	<p>Maintenance of Council's Motor Vehicles and Plant</p> <p>To authorise the expenditure of funds for the repair, maintenance and replacement of Council's plant, equipment and vehicles.</p>
22.	<p>Hire of Council Plant</p> <p>To authorise the letting or hire of any of the Council's public works plant, machinery and equipment in accordance with rates determined by Council.</p>
23.	<p>Determination of Reserve Price and Disposal of Plant, Equipment and Vehicles by Public Auction, Tender or Trade-in</p> <p>Authority to approve a sale price for Council plant, equipment or vehicles if:</p> <ul style="list-style-type: none"> • The best offer is more than 10% below the reserve price; and • The reserve price has been set by consulting either a valuer, auctioneer, or professional book (ie, Red Book); and • Results from previous auctions for similar plant, equipment or vehicles has been considered.

24.	<p>Dividing Fences</p> <p>To authorise a contribution on behalf of Council for not more than one half the cost of fencing a boundary common to land owned by Council or under the Council's care, control and management subject to two quotations being obtained and subject to the Dividing Fences Act.</p>
25.	<p>Aerodrome/Airport</p> <p>To operate and maintain the Council aerodrome/ airport in accordance with all applicable legislative requirements</p>
26.	<p>Impounding Officer</p> <p>To exercise the powers of Council's Impounding Officer.</p>
27.	<p>Pruning or Removal of Trees</p> <p>To approve or refuse applications from residents to prune, top, lop or remove trees either on the applicant's property or Council's property subject to the payment of any required fee, if any, and in accordance with Council's Tree Preservation Order, if any.</p>
28.	<p>Waste Management Centre (Landfills)</p> <p>To operate and maintain Council's Landfills in accordance with all applicable legislative requirements.</p>
29.	<p>Cemetery/Crematorium</p> <p>To operate and maintain Council's Cemeteries in accordance with all applicable legislative requirements.</p>

<p>30.</p>	<p>Administer Functions provided by other Legislation</p> <p>To administer the provisions of the following legislation as they apply to Council:</p> <ul style="list-style-type: none"> • Community Land Development Act 1989 • Companion Animals Act 1998 • Conveyancing Act 1919 • Crown Lands Act 1989 • Government Information (Public Access) Act 2009 • Graffiti Control Act 2008 • Environmental Planning and Assessment Act 1979 • Fire Brigades Act 1989 • Fluoridation of Public Water Supplies Act 1957 • Food Act 2003 • Heritage Act 1977 • Impounding Act 1993 • Land Acquisition (Just Terms Compensation) Act 1991 • Library Act 1939 • Liquor Act 2007 • Local Government Act 1993 • Local Government (General) Regulation 2005 • Native Title (NSW) Act 1994 • Protection of the Environment Operations Act 1997 • Public Health Act 2010 • Roads Act 1993 • Roads Transport Act 2013 • Rural Fires Act 1997 • Privacy and Personal Information Protection Act 1998 • State Emergency and Rescue Management Act 1989 • Swimming Pools Act 1992 • The Plumbing and Drainage Act 2011 • Unclaimed Money Act 1995 • Children (Education and Care Services National Law Application) Act 2010 • Waste Avoidance and Resource Recovery Act 2001 • Waste Management Act 2000
<p>31.</p>	<p>Road Rules</p> <p>To administer the provisions of the Road Rules 2014 and Australian Road Rules as they apply to Council, subject to any applicable standards, protocols and directions from State Government departments and/or NSW Police.</p>
<p>32.</p>	<p>Parking Infringement Notices</p> <p>To issue Parking Infringement Notices.</p>

33.	<p>Parking Permits</p> <p>To determine applications for parking permits.</p>
34.	<p>Temporary Road Closure</p> <p>To approve temporary road closures where:</p> <ul style="list-style-type: none"> • The temporary road closure is not more than two consecutive days; and • The Road and Maritime Service approves the Traffic Management Plan and grants a road occupancy licence (as required); and • The NSW Police approve the closure; and • The application complies with Council's Policy.
35.	<p>Sign Adjustment</p> <p>To undertake the following sign adjustments to:</p> <ul style="list-style-type: none"> • Change old "No Standing" signs to "No Parking" signs as per the Australian Road Rules; • Change existing parking restriction times; • Move existing signs to a more visible location (eg. Move a sign hidden behind a tree trunk); • Install "repeater"/additional signs (eg. Where there are existing parking restrictions signs, install an additional sign in the middle to emphasise the restrictions).
36.	<p>Special Use Zones</p> <p>Authority to approve and/or refuse an application for the following Special Use Zones:</p> <ul style="list-style-type: none"> • Works Zones; • Loading Zones; • Mail Zones; • Motorcycle Parking; • Bus Zone; • Taxi Zone; • Police Vehicles Zone; • Disabled Parking; • Temporary Bus Zones (eg. for Railway Buses); <p>subject to consent being obtained from the NSW Police and in addition;</p> <ul style="list-style-type: none"> • in the instance of Mail Zones, consent is obtained from Australia Post; and • in the instance of Bus Zones , consent is obtained from the State Transit Authority.

37.	<p>Traffic Facilities</p> <p>To approve the installation of individual traffic facilities projects, where:</p> <ul style="list-style-type: none"> • the individual traffic facility project forms part of that financial year's Traffic Facilities Program which has previously been approved; and • Subject to consultation of local residents.
38.	<p>Warning Signs</p> <p>To approve the installation of Warning Signs as defined in applicable Australian Standards, where</p> <ul style="list-style-type: none"> • the proposed sign can be found in Section 3 Warning Signs of the Australian Standard 1742.1-1991 and • The NSW Police agree with the installation.
39.	<p>Signs across Driveways</p> <p>To approve or refuse an application for signs or line marking across a driveway, where the NSW Police agree with the approval or refusal.</p>
40.	<p>Traffic Bollards</p> <p>To approve or refuse an application for the use of traffic bollards.</p>
41.	<p>Vehicular Crossings and Footpath Restorations</p> <p>To approve or refuse the construction of vehicular crossings and/or restoration works on Council land or over Council controlled road reserves.</p>
42.	<p>Street Lighting</p> <p>To approve the installation of additional street lighting facilities and associated charges.</p>
43.	<p>Storm water Drainage Works</p> <p>To approve or refuse all connections from private property to Council's storm water systems where those works are for the sole benefit of the development and do not revert to the control and management of the Council.</p>

44.	<p>Variation of Working Hours</p> <p>To authorise a one-off variation to the restricted hours of building works where:</p> <ul style="list-style-type: none"> • urgent building works are requires to be carried out; • large cranes have to stand on streets; • the loading/unloading of materials and pouring of the concrete would otherwise cause interference to traffic; and • the work requires the erection or removal of hoarding tower cranes, awnings and the like.
45.	<p>Positive Covenants, Easements and Section 88B instruments under the Conveyancing Act, 1919</p> <p>To approve and sign the grant or removal of a positive covenant or restriction contained in any positive covenant, easement and/or section 88B instrument under the Conveyancing Act 1919, in accordance with section 28 of the Environmental Planning and Assessment Act and subject to any Council Policy and the Law.</p>
46.	<p>Public Notification of Applications</p> <ul style="list-style-type: none"> • To determine whether a development application should be exempt from notification, subject to any applicable Council Policy • To determine such persons who own land or who reside in properties that may be detrimentally affected by a development and to ensure such persons are notified in accordance with any Council Policy.
47.	<p>Professional Certifications</p> <p>To approve or refuse professional certification from an Accredited Certifier in respect of Complying Development or Building Certification where that Certifier is accredited to undertake that particular type of work.</p>
48.	<p>Building Professionals Act</p> <p>Authority under section 5 of the Building Professionals Act 2005 to make a recommendation on behalf of Council in support of an application to the Board for accreditation to carry out certification work (or the renewal of accreditation) on behalf of Council.</p>
49.	<p>Work on Private Land by Agreement</p> <p>To exercise Council's power to carry out work on private land.</p>

50.	<p>Entering of Premises</p> <p>To enter, and authorise Council employees (or other persons) to enter, any premises for the purposes of enabling the Council to exercise its functions under any Act.</p>
51.	<p>Water Restrictions</p> <p>Determine water restrictions in accordance with NSW State Government direction.</p>
52.	<p>Library Act</p> <p>To exercise all powers of Council under the Library Act 1939.</p>
53.	<p>Motor Vehicle Fleet</p> <p>To manage Council's motor vehicle fleet.</p>

PART E – DELEGATIONS BY OTHERS

1. ROADS AND MARITIME SERVICES DELEGATIONS

To exercise all the functions of the Authority under:

- (a) Division 2 of Part 8 (Regulation of traffic by roads authorities) of the Roads Act 1993.
- (b) Division 1 of Part 4 (Traffic control devices) of the Road Transport (Safety and Traffic Management) Act 1999.
- (c) Division 2 of Part 5 (Special event parking schemes) of the Road Transport (Safety and Traffic Management) Regulation 1999.

Subject to the following limitations:

1. The General Manager and any sub-delegate must not exercise a function:
 - (a) outside the area constituted under the Local Government Act 1993 for which council is the council, or
 - (b) on a road classified as a Freeway, Controlled Access Road, Tollway, Transitway or those roads classified under the *Roads Act 1993*, which are indicted as State Roads in the Roads & Traffic authority's *Schedule of Classified Roads and State and Regional Roads* published on its internet website (except where exercising a function in respect of portable traffic control light

signals).

2. The General Manager and any sub-delegate may only exercise a function in respect of any prescribed traffic control device (defined in clause 131 of the Road Transport (*Safety and Traffic Management*) Regulation 1999 for the purposes of section 50 of the Road Transport (*Safety and Traffic Management*) Act 1999 being –
 1. any prescribed traffic control device contained in the Roads & Traffic Authority's *Traffic signs Database* located on its internet website and indicated as "*Delegated to Council for Authorisation – Yes*", and
 2. any portable traffic control lights,

and under no circumstances, that is, despite (1) above, will the General Manager or any sub-delegate be permitted to exercise a function in respect of any internally illuminated traffic control device.

3. The General Manager and any sub-delegate must not exercise a function in respect of the following signs:
 - Permissive parking signs
 - No Parking signs
 - No Stopping signs

on any public road or road or road related area (or any part thereof), which falls within a 1 km radius of any train station listed in the Roads & Traffic Authority's document published on its internet website, titled *Schedule of Nominated Train Stations*, and which has current unrestricted parking, without the approval of the Roads & Traffic Authority.

4. (1) A Council listed in Schedule 1 and its sub-delegate must not exercise a function in respect of the following activities including the referral of the matter to the Local Traffic Committee until a Traffic Management Plan, which must include an assessment of the impact of the exercise of the function and proposed measures to ameliorate such impact, has been approved by the Authority:
 - (a) The prohibition of the passage of traffic on a public road or road or road related area to any one or more of the following classes of traffic:
 - Pedestrians
 - Vehicles
 - Motor vehicles

By physical means or regulatory signs (whether a prescribed traffic control device or otherwise) or both;

- (b) The installation or display of the following traffic control signs on roads or road related areas:
- No Right turn
 - No Left turn
 - No Entry
 - No turns
 - Left Turn Only
 - Right Turn Only
 - No Trucks
 - No buses
 - No Pedestrians

Or the installation or display of any other sign or road marking prohibiting or compelling a turning movement;

- (d) changing a two-way street into a one-way street or reversing the direction of a one-way street;
- (e) reduction in the number of traffic lanes on a public road or road or road related area by physical means or regulatory signs (whether a prescribed traffic control device or otherwise) or both.
- (2) A Traffic Management Plan is not required if Council certifies to the Authority in writing that a No Trucks or No buses traffic control sign is to be erected solely for the purpose of protecting a road from damage by the passage of motor vehicles.

5. A sub-delegate must not exercise a function in respect of portable traffic control light signals unless:

- (1) the signals are used in connection with the carrying out of road work on public roads as authorised by the *Roads Act 1993*; and
- (2) no fixed equipment or fixed cables are used.

6. A sub-delegate must not exercise a function in respect of Division 2 of Part 8 (Regulation of Traffic by Roads Authorities) of the *Roads Act 1993*.

7. The General Manager and any sub-delegate must not exercise a function until they have notified the Commissioner of Police and the Authority of any decision taken to exercise a function except where:

- (a) the advice of the Local Traffic Committee is unanimous; and

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- (b) the council or its sub-delegate propose to follow such advice.
8. Where the General Manager or any sub-delegate has notified or should have notified the Commissioner of Police and the Authority of a decision to exercise a function, the General Manager or any sub-delegate must not exercise a function for a period of fourteen (14) days from the date of notification.
9. Where an appeal has been made to the Chairperson of a Regional Traffic Committee in respect of a decision taken by the General Manager or any sub-delegate to exercise a function, the General Manager or any sub-delegate must not exercise the function until the Chairperson of the Regional Traffic Committee determines the appeal.
10. Where the Chairperson of the Regional Traffic Committee has determined an appeal, the General Manager or any sub-delegate must not exercise the function in respect of which an appeal has been made, otherwise than in accordance with the determination of the Chairperson.
11. Before installing or displaying a prescribed traffic control device, the General Manager or any sub-delegate must authorise installation or display (or interference with, alteration or removal) of the device in writing in accordance with section 51 of the *Road Transport (Safety and Traffic Management) Act 1999*.
12. The General Manager and any sub-delegate shall keep a record of installation, display, alteration or removal of a traffic control device. Such a record must include the following:
- (a) Type and location of the traffic control device;
- (b) Time and date of completion of installation, display, alteration or removal of the traffic control device.
13. Where the General Manager or any sub-delegate wishes to exercise a function in respect to a "Roadwork Speed Limit" traffic sign (Speed Series (R4) Sign No. R4-212 contained in the Roads & Traffic Authority's *Traffic Signs* Database located on its internet website, the following conditions apply:
- (a) when the installation period of a 'Roadwork Speed Limit' sign is to be for 6 working days or less:
- (i) authorisation of the use of the 'Roadwork Speed Limit' sign must be carried out by council or a sub-delegate who holds a current Traffic Control at Worksites

- certificate issued by the Authority; and
- (ii) the nearest office of the Authority is to be notified in writing of Council's intention to implement a roadwork speed limit prior to works commencing; and
 - (iii) the nearest Police Station is to be notified in writing of Council's intention to implement a roadwork speed limit prior to works commencing.
- (b) When the installation period of a 'Roadwork Speed Limit' sign is to be for more than 6 working days:
- (i) authorisation of the use of the 'Roadwork Speed Limit' sign must be carried out by council or a sub-delegate who holds a current Traffic Control at Worksites Certificate issued by the Authority, and
 - (ii) the nearest office of the Authority is to be notified in writing of Council's intention to implement a roadwork speed limit 7 days prior to works commencing; and
 - (iii) the nearest Police Station is to be notified in writing of Council's intention to implement a roadwork speed limit 7 days prior to works commencing.
- (c) The need for a 'Roadwork Speed Limit' sign shall be determined in accordance with the document, "*Traffic Control at Worksites*" Version 3.1 dated April 2006 (RTA publication No. 03.290) issued by the Authority;
- (d) 'Roadwork Speed Limit' signs shall be installed in accordance with "*Traffic Control at Worksites*" document)as already referred to);

(e)	records maintained by a council and its sub-delegate in respect to a 'Roadwork Speed Limit' sign must include:	
(i)	Council's or its sub-delegate's written authorisation of the installation (The sub-delegate's Traffic Control at Worksites Certificate number must be shown).	
	A. The location,	
	B. The installation time and date, and	
	C. The removal time and date.	

(ii) the 'Roadwork Speed Limit' sign is to be removed as soon as practicable after the road works have been completed.	
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14. that the Council:

1. sub delegate its delegated powers from the National Heavy Vehicle Regulator as set out below to the General Manager.

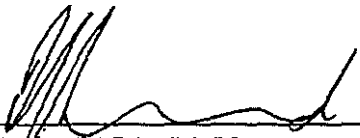
Heavy Vehicle National Law
Section 661
INSTRUMENT OF DELEGATION- PERMITS

I, Bruce George Baird, Chairperson of the National Heavy Vehicle Regulator Board, pursuant to the Authorisation of the National Heavy Vehicle Regulator Board made 3 February 2014, hereby delegate under section 661(1)(b) of the Heavy Vehicle National Law as applied in participating jurisdictions (the National Law) to each road manager in New South Wales those functions specified in Column 1 and Column 2 of the Schedule 1, subject to the limitations specified in Column 3 of Schedule 1.

The Delegate may sub delegate the functions specified in Schedule 1 to suitably qualified persons who are subject to the direction and control of the delegate, for the purpose of giving effect to the National Law.

This instrument has effect for one year from the date of its execution.

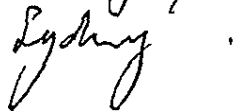
This Instrument is comprised of the cover page, this page and Schedule 1, comprising 3 pages. No other material forms part of the Instrument.



BRUCE GEORGE BAIRD
CHAIRPERSON

National Heavy Vehicle Regulator

DATED AT Sydney THIS 21st day of February, 2014



SCHEDULE 1 – Table of Sub-delegated Functions of Chief Executive Officer

Column 1 Reference	Column 2 Function	Column 3 Limitation
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Chapter 4 Vehicle operations-mass, dimension and loading

Part 4.5	Exemptions for particular overmass or oversize vehicles	The delegate is authorised to issue a permit under Division of Part 4.5, including doing all things reasonably necessary or incidental in connection
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Division 3	Exemptions by Permit	with the issue of a permit, In respect of any road for which the delegate may exercise the functions of a road manager under the Heavy Vehicle (Adoption of National Law) Act 2013 (NSW).
Part 4.7	Particular provisions about mass or dimension authorities	The delegate is authorised to exercise the functions of the Regulator under Division 4 or Division 5 of Part 4.7 in connection with a mass or dimension authority issued in respect of any road for which the delegate may exercise the functions of a road manager under the Heavy Vehicle (Adoption of National Law) Act 2013 (NSW)
Division 4	Amendment, cancellation or suspension of mass or dimension authority granted by permit	
Division 5	Provisions about return of mass or dimension authorities	

Chapter 11 Reviews and appeals

Part 11.2	Internal Review	The delegate may issue a certificate with respect to a permit it has issued under Part 11.2 in respect of any decision it has made in accordance with this delegation, under Part 4.5 or Part 4.7.
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Chapter 13 General

711(1)(g)	Evidence by certificate by Regulator generally	The delegate may issue a certificate with respect to a permit it has issued under Part 4.5 or Part 4.7.
713	Evidence by certificate by Regulator about matters stated in or worked out from records	The delegate may issue a certificate with respect to any matter relevant to a decision made in accordance with this delegation, as specified in this section.

(Resolved by Council 16th April, 2014.)

2. DEPARTMENT OF FAIR TRADING

Delegations under Section 21 of the Plumbing and Drainage Act 2011 (Plumbing and Drainage Act):

Function	Conditions
To monitor compliance with the Plumbing and Drainage Act (s19(a))	This function is to be exercised in accordance with the requirements of the Plumbing and Drainage Act, Plumbing and Drainage Regulation 2012 (Plumbing and Drainage Regulation) and guidelines (if any) issued by the plumbing regulator.

To ensure that any plumbing and drainage work carried out does not threaten public health or safety (s19 (b))

This function is to be exercised in accordance with the requirements of the Plumbing and Drainage Act, Plumbing and Drainage Regulation and guidelines (if any) issued by the plumbing regulator.

To undertake any other functions conferred or imposed on the plumbing regulator by the plumbing and Drainage Act (s19 (c)) other than:

The exercise of any function by the council as a delegate of the plumbing regulator under the Plumbing and Drainage Act is to be in accordance with the requirements of the Plumbing and Drainage Act, Plumbing and Drainage Regulation and guidelines (if any) issued by the plumbing regulator.

- 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), and
- Initiating criminal or other proceedings as provided for in Part 5 of the Plumbing and Drainage Act.

3. MINISTER FOR PLANNING DELEGATION

Subject to the Minister delegating functions under section 59 of the Environmental Planning and Assessment Act, and subject to the Council resolving to accept the Ministerial delegations, only those functions identified in the ministerial delegation may be carried out.

Set out below are current delegations from the Minister for Planning and accepted by the Council:

1. to make – and determine not to make – an Local Environmental Plan under section 59(2), and (3) of the Environmental Planning & Assessment Act
2. to defer inclusion of certain matters in a Local Environmental Plan under section 59(3) and
3. to identify which matters must be considered and which stages of the plan making process must be carried out again prior to resubmission (section 59(4)0 if the council defers the Proposal or if a matter is deferred from the Local Environmental Plan.

Glossary of Terms

Act	means <i>Local Government Act 1993</i>
Authority	means any government (state or federal), government department, statutory corporation or other body having power to legally direct the Council or its officers
Department	means the Office of Local Government, or any future department (or combined department) carrying out the functions of the present Office of Local Government for the State of New South Wales
Director-General	means the Director-General of the Office of Local Government or the Director-General of any other government department which has the carriage of the administrative functions of the Act and the portfolio of Local Government.
Law	means the requirements of all statutes, rules, ordinances, codes, regulations, proclamations, by-laws, environmental planning instruments, directions and consents of any Authority
Minister	means the Minister for Local Government or any future title given to a ministerial position of a future New South Wales State Government portfolio that includes governance of Local Government.

Abbreviation	Full Description
ARO	Assistant Revenue Officer
BS	Building Surveyor
DCS	Director of Corporate Services
DM	Development Manager
DTS	Director of Technical Services
EE	Environmental Engineer
EHO	Environmental Health Officer
ERM	Enterprise Risk Manager
EXE	Executive Engineer
FM	Finance Manager
OM	Operations Manager
Overseer	Roads and Maintenance Overseers
Ranger	Environmental Liaison Officer/Ranger
RO	Revenue Officer
TP	Town Planner