

1. Delegations overview

Delegations of authority are required in order to provide the Mayor, the Chief Executive Officer (CEO) and staff of Blacktown City Council with the power to exercise duties and make decisions required by legislation.

Under the Local Government Act 1993 (the Act) both the council and the CEO are given certain functions and duties. The council may delegate authority to the CEO to perform some of its functions and duties. The CEO also has the power to delegate to any other staff member the authority to perform functions and duties that are exercisable by the CEO under the Act, or that have been delegated to the CEO by the council.

All other activities involving the devolution of responsibility from the CEO occur through the issue of administrative instructions/orders or are incorporated into policies and procedures.

2. Delegations register

This Register:

- Records the delegations of authority from the council to the Mayor and CEO and from the CEO to staff
- Indicates where responsibility lies for decision-making to ensure transparency and responsiveness to community and organisational needs.

3. Power of delegation

The council delegates its functions in accordance with section 377 of the Act as follows:

377 General power of the council to delegate

- (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, other than the following:*
- the appointment of a General Manager,*
 - the making of a rate,*
 - a determination under section 549 as to the levying of a rate,*
 - the making of a charge,*
 - the fixing of a fee,*
 - the borrowing of money,*
 - the voting of money for expenditure on its works, services or operations,*
 - 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,*
 - (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,*
 - (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,*
 - (q) *a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
 - (r) *a decision under section 234 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.*
- (1A) *Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:*
- (a) *the financial assistance is part of a specified program, and*
 - (b) *the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
 - (c) *the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
 - (d) *the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.*
- (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.*

The CEO delegates functions of the CEO to staff in accordance with section 378 of the Act. The delegations from the CEO to staff are set out in this document. If a delegation is not expressly stated in this document, the function has not been delegated to a staff member.

Section 378 provides as follows:

378 Delegations by the General Manager

- (1) *The General Manager may delegate any of the functions of the General Manager, other than this power of delegation.*
- (2) *The General Manager may sub-delegate a function delegated to the General Manager by the council to any person or body (including another employee of the council).*
- (3) *Subsection (2) extends to a function sub-delegated to the General Manager by the council under section 377 (2).*

Section 380 provides as follows:

380 Review of delegations

Each council must review all its delegations during the first 12 months of each term of office.

Council reviewed these delegations on 30 August 2017.

Other Acts may require council staff to undertake certain functions. Section 381 of the Act addresses functions conferred or imposed on any council staff member under other Acts, as follows:

381 Exercise of functions conferred or imposed on council employees under other Acts

- (1) *If, under any other Act, a function is conferred or imposed on an employee of a council or on the Mayor or a Councillor of a council, otherwise than by delegation in accordance with this section, the function is taken to be conferred or imposed on the council.*
- (2) *Such a function may be delegated by the council in accordance with this Part.*
- (3) *A person must not, under any other Act, delegate a function to:*
 - *the General Manager, except with the approval of council;*
 - *an employee of the council, except with the approval of the council and the General Manager.*

4. Understanding and applying these delegations

The following matters should be noted when reading these delegations:

- Position acronyms are set out at Annexure 2.
- Delegations must be exercised in accordance with the council's Code of Conduct, policies and procedures.
- All dollar figures referred to in these delegations are exclusive of GST unless otherwise stated. Delegates must ensure that tender limits, which include GST, are not exceeded.
- These delegations remain in force until the council resolves and/or the CEO decides to withdraw or change the delegations.
- These delegations do not limit an attorney of the council from executing any document as the council's attorney.
- If a delegation does not appear in this register then the power has not been delegated.
- If a delegation refers to a policy, it is taken to refer to the current version of that policy or the successor to that policy at the time the delegation is exercised.
- The provisions of the Interpretations Act 1987 (NSW) apply to these delegations.
- If legislation referred to in this register is superseded by updated or new legislation, the delegations apply to the new legislation to the extent practicable.
- Council staff members (below Director level) can only authorise expenditure within their own management unit/team budgets and must ensure that there are sufficient funds available.
- The term 'Managers' in these delegations extends to the positions of City Architect and Corporate Counsel.

- Staff members using delegated authority will be held responsible and accountable for any outcomes.
- Certificates of authority will be issued to individual officers where required.
- Where a delegation lists more than one position, each position may exercise the delegation independently unless otherwise indicated.
- Staff members cannot exercise their delegated authority in matters where the CEO, the relevant Director or the relevant Manager has directed in writing that a delegation not be exercised.

5. Staff delegations extend to more senior positions and acting positions

The following extensions apply to nominated positions:

- Where a power or function is delegated to a position identified in Part Four, the power or function is also deemed to extend to all positions senior to the position in the relevant management unit and (if applicable) to the relevant Director position.
- Where a staff member is acting in a position that has powers delegated to it, the person acting in that position can exercise the powers of the delegate.

Part one - delegations from the council to the Mayor

The role of the Mayor under section 226 of the Act is as follows:

- (a) to be the leader of the council and a leader in the local community,*
- (b) to advance community cohesion and promote civic awareness,*
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,*
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,*
- (e) to preside at meetings of the council,*
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,*
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council,*
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,*
- (i) to promote partnerships between the council and key stakeholders,*
- (j) to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,*
- (k) in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,*
- (l) to carry out the civic and ceremonial functions of the mayoral office,*
- (m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,*
- (n) in consultation with the councillors, to lead performance appraisals of the general manager,*
- (o) to exercise any other functions of the council that the council determines.*

Section 231(3) of the Act addresses the role of the Deputy Mayor in the Mayor's absence, as follows:

231 Deputy Mayor

- (3) The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.*

In addition to section 226 of the Act, Blacktown City Council delegates to the Mayor the following functions:

1. Flags

The Mayor is authorised by the council to determine requests for the use of flags as follows:

- (a) All council festivals (in consultation with the CEO)*
- (b) Requests for supply of a flag for community organisations, including schools and sporting groups*
- (c) Requests for the loan of flags by any organisation, community or commercial or, in the case of urgent requests and in the Mayor's absence only, by the CEO.*

For all festivals other than council festivals, the Mayor in consultation with the CEO or delegate will determine the request to use flags.

2. **Recognition**

The Mayor is authorised by the council to present keys to the City of Blacktown and make the final determination on council honours, awards and invitations to speak at significant council events, and to present certificates of honorary citizenship, to those who are deemed appropriate.

3. **Coat of arms and logo**

To approve the use of the council coat of arms and logo by the applicant subject to the applicant first submitting a letterhead design incorporating the coat of arms or logo for approval.

4. **Application for leave**

The Mayor is authorised by the council to approve leave applications submitted by the CEO.

5. **Attendance at community events**

When the Mayor has accepted an invitation to attend a community event representing Council, and is unable to attend, the Mayor may delegate another Councillor to attend the event¹.

6. **Meeting schedules**

The Mayor is authorised to change any adopted Committee or Ordinary Meeting time or date upon forming the view it is expedient to do so².

¹ *Civic office expenses and facilities policy – 11th Edition*

² *Subject to the requirement to provide at least 3 days' notice of any variation to the meeting schedule – Code of Meeting Practice & section 367 of the Act.*

Part two – delegations from the council to the Mayor and Chief Executive Officer

Blacktown City Council delegates to the Mayor and Chief Executive Officer the following functions:

1. Authorise Councillor attendance at seminars, conferences or training sessions³.
2. Determine the need for Committee meetings depending on the number of items available for presentation and their relative urgency⁴.
3. To exercise during the Christmas/New Year recess of Council, the powers, authorities, duties and functions of Council other than those reserved to the Council itself by Section 377 of the Act. Any decisions made pursuant to this delegation are to be reported to the next Council meeting.
4. Approve all corporate communications on Council's policies or any matter Council has resolved. Any requests by councillors for information to assist with written communications, is to be referred to the Chief Executive Officer's Unit only and not a member of staff⁵. Corporate communications relating to operational matters are to be referred to the Chief Executive Officer's Unit.
5. The Mayor or Chief Executive Officer is to sign all correspondence to Members of Parliament and Ministers.
6. Authority to accept tenders where only one tender submission is received (or decline to accept any of the tenders) for contracts related to Council's transformational projects valued up to \$500,000 (GST inclusive). Any decisions made pursuant to this delegation are to be reported to the next Council meeting. Where no tenders are received or the Mayor and Chief Executive Officer determine not to accept any of the tenders, Council will determine how to proceed with the proposed contract.

³ *Civic office expenses and facilities policy – 11th Edition*

⁴ *Code of Meeting Practice – 14th Edition*

⁵ *Code of Conduct – 9th Edition and Media Policy*

Part three - delegations from the council to the CEO

Blacktown City Council:

- A. Recognises that certain functions are conferred on the CEO by the Local Government Act 1993.
- B. Delegates to the CEO its functions under the Local Government Act 1993 and any other legislation conferring functions on the council, except:
 1. Functions that are required by or under the Local Government Act 1993 or by or under any other Act or instrument to be performed by the governing body of the council.
 2. Functions and authorities that are delegated to the Mayor or referred to committees of the council.
 3. Approval of works-in-kind procedures for drainage, road works and embellishment of open space; or construction of community facilities to offset monetary contributions by developers and to grant credits instead of the payment of monetary contributions required as a condition of council approval when one or more of the following apply:
 - (a) The delegate declines to exercise their authority
 - (b) The delegate or Strategic Section 94 committee considers the proposal controversial
 - (c) The proposal involves the dedication of land to Council, other than land identified in the Contributions plan to which the proposal relates.
 - 3A. Approval of the design of buildings proposed in a community facilities works-in-kind agreement.
 4. Approval of waiver of payment, or reduction, of a fee (whether expressed as an actual or a maximum amount) in a particular case unless, in accordance with section 610E of the Act, the CEO is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced.
 5. Approval of:
 - (a) Pay increases of more than three grades per annum
 - (b) Re-grading of positions by more than three grades per annum.

Pay increases or regrading up to three grades above the entry level are subject to resources being available in the overall salary votes and a report to the council on new appointments made.
 6. Approval of proposals received from statutory authorities to enter council-owned reserves and other land to carry out works or maintain compounds where the council's reserves or land is adversely affected by the proposal. In these circumstances, a report is to be submitted to the council pointing out the adverse effect.

7. Issue of variation orders for any contract where a resulting variation is over the higher of \$10,000 or 20% without a report to the next meeting of the council.
 8. Approval of leases of council-owned land or property where the rental market value is recommended to be subsidised by the council.
 9. To dissolve management committees in accordance with the relevant adopted guidelines including 'Guidelines for Park Committees' and 'Standard Guidelines for Management Committees'.
 10. To approve class 1 special events⁶ to be held on the council's reserves and land in the care, control and management of the council, except:
 - (a) events held at Blacktown International Sports Park
 - (b) Blacktown City Festival
 - (c) Medieval Fayre
 - (d) Lunar New Year
 11. The acceptance of tenders invited by Council. However the CEO is delegated authority to accept tenders for contracts related to Council's transformational projects, for a fixed value up to \$500,000 (GST inclusive), other than panel and schedule of rates contracts. Councillors will be advised by memo of any tenders awarded by the Chief Executive Officer under this delegation, by the next Ordinary Meeting of council.
 12. The granting of financial assistance in accordance with section 377(1A) of the Local Government Act 1993.
- C. Delegates to the CEO the authority to vary the positions identified in the column headed 'Delegated to' in Part 4 to other positions in the CEO's discretion, in the event of a staff restructure.

⁶ RTA Guide to Traffic and Transport Management for Special Events

Part four - delegations from the CEO to staff

Instrument of delegation

Pursuant to sections 378 and 381 of the Local Government Act 1993, I, Kerry Robinson, Chief Executive Officer, delegate each power and function identified by the entries in the column headed "Powers and Functions" in Annexure 1 to those positions identified in the column headed "Delegated to" in Annexure 1 that appear in the same row as a specific power or function. The delegations extend to all positions senior to the position in the relevant management unit and (if applicable) to the relevant Director position.

Each delegation is subject to the limitations identified.

Annexure 2 lists all the positions (and position acronyms) listed in Annexure 1.

Kerry Robinson
Chief Executive Officer
Blacktown City Council

Annexure 1

Register of delegations from the CEO to Directors and staff

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
1	Acts, regulations and general provisions	
1.1	<p>Appointment of officers To act as:</p> <p>(A) “Authorised Officer” under - Companion Animals Act 1998 and Regulations made thereunder</p> <p>(B) “Authorised Person” under - Environmental Planning and Assessment Act 1979 and Regulations made thereunder</p> <p>(C) “Authorised Officer” under - Food Act 2003 and Regulations made under it</p> <p>(D) “Impounding Officer” under - Impounding Act 1993 and Regulations made under it</p> <p>(E) “Authorised Person” under - Local Government Act 1993 and Regulations made under it</p> <p>(F) “Authorised Officer” and “Environmental Health Officer” under - Public Health Act 2010 and Regulations made under it</p> <p>(G) “Authorised Officer” under - Protection of the Environment Operations Act 1997 and Regulations made under it</p> <p>(H) “Authorised Officer” under - Roads Act 1993 and Regulations made under it</p> <p>(I) “Authorised Officer” under - Recreation Vehicles Act 1983 and Regulations made under it</p>	<p>CLEO, CSA, AHFC, ASO, CRSO, CIO</p> <p>TLRP, ATLRP, DCO, TLB, BS, CEA, DE, CLEO, CIO</p> <p>TLEH, EHO</p> <p>CRSO, CLEO, DWEO, CSA, AHFC, ASO, ECM, ICM, SSCM, CIO</p> <p>EHO, TLRP, ATLRP, CRSO, CLEO, CSR, SSRO, DWEO, CLEO(P), DCO, DWEO, CSA, AHFC, ASO, PPO(W), ECM, ICM,SSCM, TLB, CEA, DE, CIO, WSUDCO, EBS, BS</p> <p>EHO</p> <p>TLES, EHO, TLRP, ATLRP, CRSO, CLEO, DCO, CSR, SSRO, DWEO, ASO, AHFCPPO(W), ECM, ICM,SSCM, CIO, IDPO</p> <p>MDPR, MCM, CRSO, CLEO, CLEO(P), CSR, SSRO, DWEO, ECM, ICM, SSCM, CIO, CSA, IDPO</p> <p>CRSO, CLEO, CEA, DE, CSA, CIO</p>

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
	<p>(J) "Authorised Person" under - Roads Transport Act 2013 and Regulations made under it</p> <p>(K) "Authorised Officer" under - Swimming Pools Act 1992 and Regulations made under it.</p>	<p>TLCE, CRSO, CLEO, CLEO(P), ECM, ICM,SSCM, CSA, CIO</p> <p>BS, EHO</p>
1.2	<p>Notices</p> <p>(A) To give a notice under section 124 of the Local Government Act 1993.</p> <p>(B) To give a notice under section 132 of the Local Government Act 1993.</p> <p>(C) To give a notice under any other laws (including, without limitation, Acts, Ordinances or Regulations) that confer regulatory functions on the council in any respect.</p> <p>(D) To give a notice, an order or make a declaration regarding the laws relating to companion animals (including, without limitation, the Companion Animals Act 1998).</p> <p>(E) To revoke a notice, an order or declaration made regarding the laws relating to companion animals (including, without limitation, the Companion Animals Act 1998).</p> <p>(F) To authorise seizure notices under the Companion Animals Act 1998 and Impounding Act 1993.</p> <p>(G) To give a notice under the Lands Acquisition (Just Terms Compensation) Act 1991 where the council has resolved to acquire land under that Act.</p> <p>(H) To give a notice of entry under section 193 of the Local Government Act 1993.</p>	<p>MCM, MOSM, CSR, SSRO, TLEH, TLCE, CRSO, CSA, TLRP, ATLRP, TLB, CEA</p> <p>EBS, MDA, MBEA, MSP, MCM, MOSM, TLEH, EHO, ATLRP, MDA, MSP, MCM, MOSM, CSR, SSRO, CSA, TLEH, EHO, TLCE, TLRP, ATLRP, TLB, CEA, WSUDCO, IDPO</p> <p>CSA, TLCE</p> <p>TLCE</p> <p>CSA, AHFC, ASO, CLEO, CIO</p> <p>PSC</p> <p>Managers</p>
1.3	<p>Orders</p> <p>To give an order pursuant to:</p> <p>(A) Section 124 of the Local Government Act 1993</p> <p>(B) Section 121B of the Environmental Planning and Assessment Act 1979</p> <p>(C) Any other laws (including, without limitation. Acts, Ordinances or Regulations) that confer regulatory functions on the council in any respect.</p>	<p>EBS, MDA, MBEA, MSP, MCM, MOSM, TLEH, EHO, MCLEW, TLCE, IDPO</p>
1.4	<p>Approvals</p> <p>(A) To approve (with or without conditions) or refuse applications to undertake an activity specified in section 68 of the Local Government Act 1993 and in accordance with the Roads Act 1993.</p> <p>(B) To approve occupancy of footpaths in accordance with section 125 of the Roads Act 1993.</p>	<p>EBS, MDA, CEA, BS, DE</p> <p>MCM</p>

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
1.5	<p>Penalty notices</p> <p>(A) To serve a penalty notice for offence under any laws (including, without limitation, the Local Government Act 1993, other Acts, Ordinances or Regulations) that confer regulatory functions on the council.</p> <p>(B) To serve a penalty notice for offence under any laws (including, without limitation, the Local Government Act 1993, other Acts, Ordinances or Regulations) that confer regulatory functions on the council subject to the approval of the appropriate Manager/Team Leader prior to a Penalty Notice being issued.</p> <p>(C) To issue infringements for SEINs offences to the value of 5 Penalty Units or less, under the Local Government Act 1993, Impounding Act 1993 and the Protection of the Environment Operations Act 1997.</p> <p>(D) To issue infringements for SEINs offences to the value of 5 Penalty Units or less, under the Companion Animals Act 1998.</p>	<p>BS, TLCE, DCO, MCM, MOSM, TLEH, TLRP, ATLRP, TLB, WSUDCO, CRSO, CLEO, CLEO(P), ASO, CIO</p> <p>CRSO, EHO, CLEO, CLEO(P), DCO, CSR, SSRO, DWEO, PPO(W), ECM, ICM,SSCM, BS, TLEH, EHO, CIO, IDPO</p> <p>DWEO, CSA, AHFC, ASO, CIO, TLEH, EHO, CLEO, CLEO(P), CIO, IDPO</p> <p>CSA, AHFC, ASO, CLEO, CRSO, CIO</p>
1.6	<p>Legal proceedings</p> <p>(A) To bring or defend proceedings in any Court on behalf of the council in relation to any laws relevant to the council's operations (whether in the exercise of regulatory functions or otherwise) in any respect, within the delegate's area of responsibility.</p> <p>(B) Power to consent to the withdrawal or discontinuation of legal proceedings.</p> <p>(C) To make or accept any compromise or settlement offer and enter into any such agreement in any dispute as well as in any legal proceedings.</p>	<p>MDA, MSP, MPC, TLEH, TLRP, CRSO, EHO, CLEO, CLEO(P), DCO, CSA, AHFC, ASO, PPO(W), ECM, ICM,SSCM, DWEO, CSR, SSRO, CC, CEA, TLB, EBS, CIO, IDPO</p> <p>Directors, CC</p> <p>Directors, CC</p>

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
1.7	<p>Liquor licensing</p> <p>(A) To institute legal proceedings and make complaints to the any governmental agency having jurisdiction or responsibility in respect of matters relevant to gaming and liquor matters and registered clubs (including, without limitation, NSW Office of Liquor, Gaming and Racing) under the laws relating to gaming and liquor and registered clubs in NSW (including, without limitation, gaming and liquor legislation as defined in the Gaming and Liquor Administration Act, 2007 and the Registered Clubs Act 1976).</p> <p>(B) To submit an objection to the any governmental agency having jurisdiction or responsibility in respect of matters relevant to gaming and liquor matters and registered clubs (including, without limitation, NSW Office of Liquor, Gaming and Racing) under the laws relating to gaming and liquor and registered clubs in NSW (including, without limitation, gaming and liquor legislation as defined in the Gaming and Liquor Administration Act, 2007 and the Registered Clubs Act 1976 in respect of an application to vary trading hours of licensed premises.</p>	<p>EBS, MBEA, MPC, CC</p> <p>EBS, MBEA, MPC, CC</p>
1.8	<p>Accredited certifiers - complaints</p> <p>(A) To make a complaint to the Building Professionals Board or any succeeding authority against an accredited certifier in accordance with under section 21 of the Building Professionals Act 2005 or any succeeding legislation.</p> <p>(B) To make submissions to, or represent the council at, any committee, tribunal or investigative body established by the Building Professionals Board or any succeeding authority to investigate any complaint.</p>	<p>MDA, EBS, CEA</p> <p>MDA, EBS, CEA</p>
1.9	<p>Inspection of premises</p> <p>To enter any premises for the purpose of an inspection under any laws (including, without limitation, the Local Government Act 1993, other Acts, Ordinances or Regulations) that confer regulatory functions on the council.</p>	<p>MDPR, CA, TLEH, EHO, TLRP, ATLRP, CRSO, CLEO, DCO, CSA, AHFC, ASO, PPO(W), CSR, SSRO, DWEO, ECM, ICM, SSCM, TLB, BS, CEA, DE, CIO, WSUDCO, IDPO</p>
1.10	<p>Waiver of payment of prescribed fees</p> <p>To authorise the waiver of prescribed fees if, in the opinion of the delegate there is good and sufficient reason to do so after considering a written submission from the person to whom the prescribed fee was issued, together with any other supporting evidence.</p>	<p>MDPR, MBEA, TLRP, ATLRP, TLCE, MLS, MCM, MOSM, TLEH, TLES, CRSO, CSA, AHFC, CIO, MGCS, MCD</p>

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
2	Aquatic and leisure centres	
2.1	Waiver of entrance fees - medical reasons To waive entrance fees for entry into the council's aquatic, leisure centres and swimming pools where in special circumstances, such as illness, injury or disease that requires swimming as a therapeutic activity or for rehabilitation purposes and where genuine hardship exists. Policy P000339.5 - Aquatic Centres - Waiver of Entrance Fees - Medical Reasons applies, including provision of a medical certificate with each application to waive the entry fee to the swimming pool.	MKV
2.2	Hours of operation To extend the hours, or close any of the council's leisure, aquatic centres and swimming pools in the event of unforeseen circumstances, such as plant breakdown. Councillors are to be notified on each occasion.	MKV
3	City assets	
3.1	Path paving and cycleways To determine requirements, consistent with the council's standards and defined networks in accordance with the council's policy.	MCM, MAPS, MATM
3.2	Bus routes To approve use of council roads as bus routes subject to Ward Councillors being informed.	DCA
3.3	Private rising sewer mains To approve applications to locate private rising sewer mains connecting to the Sydney Water sewers in roads and public reserves and drainage easements in public reserves.	MCM
3.4	Barricades To take the necessary action to meet the requirements of the NSW Police and/or the State Emergency Services Controller in relation to the provision of barriers, warning signs and lights on advice that it is necessary to temporarily close any road or public place in any emergency.	MCM
3.5	Petitions - construction and maintenance works To assess petitions requiring construction and/or maintenance work where	DCA

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
	expenditure outside normal maintenance votes is not involved or where the council has already made a decision on the matters raised in the petition, determine the appropriate course of action and advise the lead petitioner accordingly.	
3.6	Street lighting To approve applications for the energisation of street lighting.	MATM
3.7	Street signs (directions) To approve or reject applications for erection of direction signs to such places as police stations, ambulance stations, post offices, places of worship, hospitals, neighbourhood commercial areas, utility services, and local activities where such signs are of a private nature and where funds are available in the street signs vote.	MCM, MATM
3.8	Location of telecommunications and Australia Post infrastructure To agree the location of telecommunications and Australia Post infrastructure and advise telecommunications providers and Australia Post as appropriate in relation to the installation of public telephones and letter receivers on public roads.	MCM, MATM
3.9	Designs To approve designs for: (A) Roads, bridges, drainage and associated works (B) Open space and recreation amenities. (C) Landscaping within road reserve.	MAD CA, MRPD, MOSM MAD, MRPM
4	Community consultation & communication	
4.1	Correspondence (A) To sign correspondence, except excluded correspondence. (B) To sign correspondence arising only from their section or functional responsibilities, except excluded correspondence. Note: (1) 'Excluded correspondence' may only be signed by the CEO and includes correspondence to: <ul style="list-style-type: none"> • Councillors • Members of Parliament and Ministers 	Directors Officers

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
	<ul style="list-style-type: none"> • Heads of government departments • ICAC • The Ombudsman • Commissions of Inquiry relating to any investigations involving the council. <p>(2) Determinations of formal access applications under the Government Information (Public Access) Act 2009 (GIPA Act) may only be signed by the Right to Information Officer.</p> <p>(3) 'Correspondence' includes letters, faxes, emails and other forms of physical or electronic communication. 'Sign' includes signing, sending or authorising correspondence on behalf of the council.</p>	
4.2	<p>Requests for government and personal information</p> <p>(A) To act as the Right to Information Officer in accordance with the Government Information (Public Access) Act 2009 (the GIPA Act).</p> <p>(B) To determine the government information to be made publicly available under section 7 of the GIPA Act.</p> <p>(C) To determine informal requests for government information under section 8 of the GIPA Act.</p> <p>(D) To conduct an internal review of a decision of the Right to Information Officer.</p> <p>(E) To determine requests for personal information under the Privacy & Personal Information Protection Act 1998 (the PPIPA Act).</p> <p>(F) To conduct an internal review under the PPIPA Act.</p>	<p>MGCS</p> <p>CGI</p> <p>GA</p> <p>CC</p> <p>GIO</p> <p>MGCS</p>
4.3	<p>Public Officer To act as the Public Officer in accordance with the Local Government Act 1993.</p>	DCS
5	Community services	
5.1	<p>Use of council health centres To approve any requests by organisations which have the approval of the</p>	DCL

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
	Department of Health for use of the council's baby health or community health centres.	
6	Council buildings & property	
6.1	Fire safety certificates To sign fire safety certificates and statements for council-owned buildings.	MATM
6.2	Lease of council property (A) To approve market rent reviews of an existing lease where the conditions are in accordance with the existing lease and a new market rent recommended by the council's valuer. (B) To approve applications by Riverstone Marketown lessees requesting a reduction in market rent below valuation advice, subject to current turnover figures being supplied. (C) To approve assignment of an existing lease subject to: (i) Conditions being in accordance with the existing lease (ii) All outstanding rental and outgoings are paid by the previous lessee (iii) All requirements for bond, rent and insurance are provided by the proposed lessee. (D) To approve commercial tenancy applications and leasing conditions for the council's commercial property portfolio subject to rental being within a range recommended by the council's valuer. (E) To determine tenants, enter leases and review rents as at each anniversary of the lease in accordance with a current market rent recommended by the council's valuer, until such time as the property is required for redevelopment by the council provided that, where land or property is to be leased at subsidised rental, a report to the council is required.	DCS CEO with DCS DCS DCS DCS
6.3	Use free of charge To approve use free of charge for the following venues: (A) Village Green (B) Other venues where the council has not set a fee or charge subject to: (i) The application being submitted in writing (ii) The venue being used only by non-commercial organisations (iii) The applicant undertaking to leave the venue in a clean and tidy condition.	MESC Relevant sectional Manager

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
6.4	<p>Authority to sign documents in the capacity of landowner Council officers within the Property Section have authority to complete any necessary documentation, on behalf of the Chief Executive Officer, acting in their capacity of the 'landowner', which does not require a resolution of Council/execution under Power of Attorney, in accordance with the <i>Local Government Act 1993</i> (NSW).</p>	SPO, SCPS, PO, PMP
7	Council plant	
7.1	<p>Disposal of plant and equipment To approve the disposal of plant and equipment, by trade-in, public auction or sale by tender, having regard to the prevailing market conditions and trade guide values at the time of disposal.</p>	MPE
7.2	<p>Disposal of furniture, fittings and sundry items To approve the disposal of furniture, fittings and sundry items by trade-in, public auction or sale by tender, having regard to the prevailing market conditions and trade guide values at the time of disposal.</p>	DCS
7.3	<p>Disposal of stores To approve the disposal of obsolete stores items as necessary, following revision of the stores list.</p>	SPA
7.4	<p>Leaseback vehicles scheme To administer the leaseback vehicles scheme, in accordance with the council's policy, subject to approval by the CEO of the final selection of vehicles and respective fees to be charged.</p>	MPE
8	Development applications (DA) - building⁷	
8.1	<p>DAs - consent Determine a development application by granting or refusing consent for: (A) Class 2 to 9 buildings including demolition work (other than an application for an entertainment venue)</p>	TLB, EBS, BS

⁷ DAs under this section are those applications that did not require Development Consent under the Environmental Planning and Assessment Act 1979 prior to 1 July 1998, as well as dual occupancy developments that do not require subdivision. These developments include dwellings and ancillary structures (such as swimming pools, garages, carports and the like), as well as commercial and industrial fitouts.

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
	(B) Class 1 and 10 buildings, subject to delegation 8.4 below, including demolition work.	BS
8.2	<p>DAs - entertainment venues To determine any development application for the use of premises as an entertainment venue that is not exempt development under the provisions of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 or subsequent State Environmental Planning Policy.</p>	EBS, TLB
8.3	<p>DAs - non-compliance (A) To approve any development application in accordance with delegations 8.1 and 8.2 above, that departs from the aforementioned Instruments, DCPs and policies outlined in delegations 8.1 and 8.2 above. (B) As in (A) above, subject to departures from Instruments, DCPs or policies being authorised by either DPD, MBEA, MDPR, MDA or CEA (for engineering related controls only).</p>	<p>MBEA, MDPR</p> <p>BS</p>
8.4	<p>DAs - objections received To approve any development application (other than an application for an entertainment venue) where any objection has been received, and where, but for the objection/s, the application could have been approved pursuant to the relevant delegation and: (A) Where a maximum of 4 objections have been received from the owners or occupiers of different properties, and where all Building Team Leaders and MBEA are in written agreement or (B) Where 5 or more objections have been received from the owners or occupiers of different properties, and where: (i) The criteria in (A) above are satisfied and (ii) DPD concurs that the use of the delegation is appropriate.</p>	BS
8.5	<p>DAs - refusal To refuse development applications which are considered illegible, unclear, incomplete or where additional information requested by the council has not been submitted.</p>	MDA, TLB, EBS, MSP

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
	separate housing units in the one development application (ii) Residential flat buildings greater than 6 storeys (iii) Potentially offensive or hazardous industries (excluding designated developments) (iv) Variations under SEPP 1 or Clause 4.6 and any variations to DCP controls (unless first endorsed by MDA and/or DPD).	
9.2	DAs - Objections To approve: (A) Development applications where objections received are not considered to justify refusal of the development application (B) Development applications where up to 4 objections have been received (C) Development applications where 5 or more objections have been received.	DPD MDPR, MSP, CEA, TLPA DPD
9.3	DAs - refusal To refuse development applications which are considered illegible, unclear as to the development being sought, incomplete or where additional information requested by the council has not been submitted.	MBEA, MDPR, MSPR, TLPA
9.4	Development consent - period of validity To reduce or extend the period of validity when warranted.	MBEA, MDPR, MSP, TLPA
9.5	SEPP No. 1 or Clause 4.6 - Exceptions to Development Standards To invoke, where the variation sought by an applicant to a development standard is no more than 10%, with the concurrence of DPD.	MBEA, TLPA
9.6	Deferred commencement consents To determine if preconditions of a deferred commencement consent have been addressed to the satisfaction of DPD.	MBEA, MDPR, MSP, TLPA
9.7	Extension of dwellings on flood prone land To approve or refuse development applications where such extensions exceed the 10% limitation as provided for in the Blacktown Development Control Plan 2015 but only in circumstances where there is no increase in the number of bedrooms in the dwelling.	DPD

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
9.8	<p>Contaminated lands policy</p> <p>(A) To determine all development applications subject to the council's Development of Contaminated Land policy and subject to compliance with all other delegated authorities specific to the development application.</p> <p>(B) As in (A) above except in circumstances where the level of contamination detected exceeds established threshold levels by more than a minor extent or where a particular site has a well-known history of contamination.</p>	<p>MBEA, TLPA</p> <p>MDA, TLPP, MBEA, MSP</p>
10	Developments - certificates	
10.1	<p>Approve and refuse construction certificates for building works for class 1 and 10 buildings</p> <p>To approve or refuse applications for construction certificates for building works for class 1 and 10 buildings where they are deemed to satisfy provisions of the BCA and/or propose acceptable merit based alternative solutions to satisfy the provisions of the BCA.</p>	<p>Subject to any limitations imposed on individual accreditations under the Building Professionals Board Accreditation Scheme:</p> <p>EBS, BS</p>
10.2	<p>Approve and refuse construction certificates for building works for Class 2 to 9 buildings (inclusive):</p> <p>To approve and refuse applications for construction certificates for building works for Class 2 to 9 buildings (inclusive).</p>	<p>Subject to any limitations imposed on individual accreditations under the Building Professionals Board Accreditation Scheme:</p> <p>EBS, BS</p>
10.3	<p>Construction certificates - policy departures for Class 1 to 10 (inclusive)</p> <p>To approve applications for construction certificates where they do not satisfy the council's policies to a minor extent.</p>	<p>EBS, TLB</p>
10.4	<p>Construction certificates for subdivision works</p> <p>To approve or refuse applications for construction certificates for subdivision works subject to CEA concurrence being sought where the application departs from the council's policies or guidelines.</p>	<p>MDPR, CEA, DE</p>
10.5	<p>Complying development certificates</p> <p>To approve or refuse applications for complying development certificates where the development standards of the relevant State Environmental Planning Policy or Blacktown Local Environmental Plan (as applicable) are satisfied.</p>	<p>Subject to any limitations imposed on individual accreditations under the Building Professionals Board Accreditation Scheme:</p> <p>BS</p>

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
10.6	Compliance certificates To issue compliance certificates for Class 1 to Class 10 (inclusive) buildings.	EBS, BS
10.7	Temporary structure To grant approval where the structure is not exempt development under the provisions of the State Environmental Planning Policy.	EBS, TLB
10.8	Classification of buildings To approve the change of use of a building or part of a building to a use that is not consistent with the current classification of the building.	EBS, TLB
10.9	Occupation certificates To issue occupation certificates for building classes 1 to 10 inclusive.	Subject to any limitations imposed on individual accreditations under the Building Professionals Board Accreditation Scheme: EBS, BS
10.10	Subdivision certificates To issue a subdivision certificate when subdivision works: (A) Have been completed generally in accordance with the development consent and construction certificate (B) Have not been completed generally in accordance with the development consent and construction certificate.	CEA, DE MDA, CEA
10.11	Building certificates To determine applications for building certificates.	BS
11	Developments - other approvals	
11.1	Tree applications (A) To determine applications for tree removal or lopping. (B) To instigate legal proceedings against the unauthorised removal or lopping of trees.	MOSM DCA
11.2	Swimming pools To inspect swimming pools to ensure compliance with relevant legislation and issue compliance certificates.	BS

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
11.3	Fencing for swimming pools To vary the council's fencing and setback requirements for swimming pools.	EBS, BS
11.4	Entry to premises To act for and on behalf of the council and enter and inspect premises in accordance with section 119D & 119E of the Environmental Planning & Assessment Act 1979 and Part 2 Chapter 8 of the Local Government Act, 1993.	MDA, BS
11.5	Amusement devices To approve applications to install and operate amusement devices in accordance with section 68 Part F of the Local Government Act 1993.	EBS, TLB
11.6	Manufactured homes, moveable dwellings and associated structures To approve applications to install manufactured homes, moveable dwellings and associated structures, pursuant to section 68 Part A of the Local Government Act 1993.	EBS, TLB, BS
11.7	Minor events at “Parklea Markets”, Sunnyholt Road, Parklea To approve applications for minor events at Parklea Markets, where these are expected to attract 1,000 people or less, in respect of the subject site.	DPD
11.8	Tree bond for subdivision applications To determine whether a tree bond should be required or reduced based on an assessment of the number and quality of trees present on the property.	MDA, CEA
11.9	Advertising of development matter To depart from the council's policy requirements.	MDA, MBEA

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
11.10	<p>Consideration of council works</p> <p>(A) To vary from the council's adopted notification policy in respect of the local Historical Societies and the Prospect Trust in relation to development matters involving heritage items in the following circumstances:</p> <p>(i) When heritage applications are not required to be advertised pursuant to Part A of Blacktown DCP 2015 (or clause 15 of Blacktown Local Environmental Plan 1998 where it applies) or</p> <p>(ii) When items of correspondence require an immediate response or</p> <p>(iii) When issues may not be pertinent to all four historical organisations, i.e. where only 1 or 2 referrals are appropriate.</p> <p>(B) To approve works for which development consent is required.</p> <p>(C) To determine whether council works for which development consent is not required, and are therefore classed as "activities" pursuant to Part V of the EPA Act 1979, and which require the preparation and assessment of a Review of Environmental Factors.</p> <p>(D) To approve council works which are "activities" pursuant to Part V of the EPA Act 1979 and where no Environmental Impact Statement is necessary.</p>	<p>MDA, TLPP</p> <p>MDA, MDPR, CEA MDA</p> <p>MDA, CEA</p>
11.11	<p>Development compliance and court proceedings</p> <p>To require work and other necessary actions to be completed to ensure compliance with the Environmental Planning and Assessment Act 1979 and Blacktown Local Environmental Plan 2015 (or the equivalent provisions of Blacktown Local Environmental Plan 1988 where it applies), including the commencement of court proceedings, and to issue notices directing that such work be done.</p>	<p>MDA, MBEA, TLPP, TLRP, ATLRP</p>
11.12	<p>Certification of linen plans of subdivision and Section 88B and 88E instruments and issue of subdivision certificates</p> <p>To grant a subdivision certificate and issue a Section 88B or Section 88E instrument in relation to all subdivisions and to certify that the council's requirements in relation to the subdivision have been complied with.</p>	<p>MDA, CEA</p>
11.13	<p>Financial assistance to owners of historical sites</p> <p>To approve subsidy payments in accordance with the council's policy to owners of items of environmental heritage as listed in Schedule 5 of Blacktown Local Environmental Plan 2015 where those items are deemed by the council to be eligible for financial assistance.</p>	<p>MDPR</p>

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
11.14	Inspection authorisation To authorise officers of the council to carry out inspections in accordance with the Environmental Planning and Assessment Act 1979, the Regulations made under that Act and the provisions of any Environmental Planning Instrument.	DPD
11.15	Planning proposals (A) To prepare and exhibit Local Environmental Plans pursuant to section 54 or section 74 of the Environmental Planning and Assessment Act 1979. (B) To decide not to prepare Local Environmental Plans where the applicant withdraws the application.	DPD DPD
11.16	Draft development control plans & precinct plans (A) To prepare and exhibit draft development control plans and precinct plans and draft amendments to development control plans and precinct plans. (B) To approve minor variations to adopted development control plans and precinct plans.	DPD DPD
11.17	Local overland flooding (as distinct from mainstream creek flooding) To delete references to local overland flooding from the council's DCP maps and computerised land information data base when drainage engineering work under the council's works improvement program rectifies local overland flooding as it relates to any property.	DPD
11.18	Authority to issue Section 10.7 Certificates To issue certificates under section 10.7 of <i>Environmental Planning and Assessment Act 1979</i> (NSW).	CDA, TLPA, PUC, CCU
11.19	Authority to issue Section 121ZP Certificates To issue certificates under section 121ZP of <i>Environmental Planning and Assessment Act 1979</i> (NSW).	TLPA, PUC, CCU
11.20	Investigation Officer To authorise officers of council to exercise functions of an Investigation Officer in accordance with the provisions of the <i>Environmental Planning and Assessment Act 1979</i> (NSW).	BS, CEA, DCO, EBS, TLB, TLPA, TLRP

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
12	Developments - section 94 contributions	
12.1	<p>Section 94 contributions for crown development DAs</p> <p>(A) To determine section 94 contributions for crown development development applications.</p> <p>(B) To determine not to impose section 94 contributions on NSW Department of Housing subdivisions, on the advice of the Section 94 Planner, where the subdivision of land occurs after the development has been constructed and where there was no ability, at the time of the initial development consent, for the council to levy section 94 contributions for public services and facilities on the development.</p>	<p>MDA, TLPP</p> <p>MDA, TLPP</p>
12.2	<p>Deferred payment of section 94 contributions</p> <p>To determine requests for deferred payment of section 94 contributions whether they are in accordance with or contrary to the council's adopted policy.</p>	DCS
12.3	<p>Section 94 contributions plans</p> <p>To prepare and exhibit section 94 contributions plans and draft amendments to section 94 contribution plans.</p>	DPD, DCS
12.4	<p>Works-in-kind procedures to offset section 94 monetary contributions</p> <p>To approve works-in-kind procedures to offset section 94 monetary contributions by developers and to grant credits in lieu of the payment of monetary contributions required as a condition of the council's approval when such requests are in accordance with the council's policy for works-in-kind for:</p> <p>(A) Drainage works and road works</p> <p>(B) Open space works</p> <p>(C) Construction of community facilities (after the design of the buildings has been approved by a resolution of Council) and open space works except where:</p> <p>(i) the delegate declines to exercise their authority</p> <p>or</p> <p>(ii) the delegate or Strategic Section 94 committee considers the proposal controversial</p> <p>or</p> <p>(iii) the proposal involves the dedication of land to Council, other than land identified in the Contributions plan to which the proposal relates in which case a report must be prepared for the council.</p>	<p>DCS with DCA</p> <p>DCS with DPD</p> <p>DCS with DCL and DCA</p>

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
13	Coat of arms and logo	
13.1	Use of coat of arms and logo To approve the use of the council coat of arms and logo by the applicant subject to the applicant first submitting a letterhead design incorporating the coat of arms or logo for approval.	This function was delegated to the Mayor on 30.8.17.
14	Finance & accounting (refer also to 2.1 & the Goods and Services Schedule)	
14.1	Dividing fences To determine hardship and instalment payments for pensioners in accordance with the council's Dividing Fences Policy.	DCS
14.2	Temporary idle funds To renew existing investments, in accordance with the council's adopted Investment Policy (P000212.7).	SFA
14.3	Grant applications To approve: (A) Grant applications where no additional funding or additional funding of up to \$40,000 is required. Grant funding agreements (B) All grant funding agreements. Grant variation request (C) Request a change to a grant funded project after funding agreement has been signed by relevant parties. Grant acquittals (D) Complete reports to grant authority on completed project and expenditure.	Managers with CFO Directors with CFO or MCSED Directors Managers with CFO or MCSED
14.4	Cheques To sign and countersign cheques.	MGCS, SFA, SMA
14.5	Payment of vouchers (A) To authorise the payment of vouchers. (B) To approve and authorise the payment of vouchers for stores.	Managers, SMA, SFA SPA

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
14.6	<p>Accounting procedures - reallocation of works improvement program funding</p> <p>To transfer works improvement program funding from one project in a particular program to another project in the same program. The transfer is required to complete all projects to the standard approved by the council subject to an annual report being submitted to the council on any such transfers exceeding \$40,000.</p>	Directors
14.7	<p>Responsible accounting officer</p> <p>To act as the responsible accounting officer under the Local Government (General) Regulation 2005.</p>	CFO
15	Garbage & waste services	
15.1	<p>Bulk container determination</p> <p>To determine whether a bulk container service operated by the council's garbage contractor will be provided to specific premises of single or multi-tenancy.</p>	CSA
15.2	<p>Mobile garbage bins</p> <p>To determine the method of garbage disposal from new developments, including the provision of 140 and 240 litre wheeled garbage bins to residential flat, villa, cluster housing and aged persons developments. Determinations must require a condition on development consents that refuse collection and storage areas be provided in accordance with the standards of the City Living directorate.</p>	CSA
16	House numbering & street naming	
16.1	<p>House numbering</p> <p>To:</p> <ul style="list-style-type: none"> (A) Accept applications to undertake kerbside numbering (B) Vary the guidelines and specification of house numbering if this is considered necessary (C) Withdraw permission previously given if the standard of work is considered to be of an unacceptable quality. 	MCM
16.2	<p>Street naming and house numbering</p> <p>To determine naming of streets, roads, house numbering and renumbering and future house street numbering in accordance with the Roads Act 1993, Roads</p>	CLI

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
	Regulation 2008 and the council's policy - P000182.4 Naming and Renaming of Roads.	
17	Insurance & workers compensation	
17.1	Property insurance To determine the appropriate insurance category for each prospective user of the council's facilities.	CSO
17.2	Execution of affidavits To execute affidavits relating to insurance claims against the council.	Directors
17.3	Payments in relation to insurance claims To approve payments for the settlement of insurance claims within budget provisions limited to the insurance excess.	CSO
17.4	Workers' compensation payments To resolve claims up to the following limits: (A) 10% of self-insurance retention (B) 25% of self-insurance retention, subject to recommendation by CSO and MPC (C) 100% of self-insurance retention. Note: The council's self-insurance retention limit is \$750,000. The maximum allowable retention limit is \$1 million as set by NSW Workcover.	CSO DCS Executive Management Committee (CEO and all Directors)
17.5	Workers' compensation self insurer licence To apply for renewals of the workers' compensation self-insurance licence.	DCS with CEO
18	Land acquisition, dedication & disposal	
18.1.	Compulsory acquisition of land To sign an application for the compulsory acquisition of land for public purposes on behalf of the council, provided that the council has resolved to compulsorily acquire that land.	PAO

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
18.2	<p>Proposals to acquire land To forward notifications of the council's desire to purchase property subject to the formal exchange of contracts, enter into options to acquire property, and pay holding deposits where necessary.</p>	<p>Members of the Land Projects Development Sub-Committee⁹</p>
18.3	<p>Authority to approve removal of caveats To approve the removal of caveats subject to no objections being raised by Directors.</p>	<p>CFO</p>
18.4	<p>Section 88B instruments - release of easements, restrictions or covenants To approve Section 88B instruments, which release easements, restrictions or covenants, under the following categories, if the easement is redundant within the relevant subdivision, or, prior to releasing any other type of easement, restriction or covenant, that no objection is raised by the council's relevant directorate: (A) Easement to drain water (B) Restriction on user in relation to development, access and right of carriageway (C) Positive covenants for retention basins.</p>	<p>MDA, MAD, MCM MDA MAD</p>
18.5	<p>Release of Section 88B instruments To approve the release of section 88B instruments subject to a resolution of the council.</p>	<p>MDA</p>
19	<p>Management committees - parks & community facilities</p>	
19.1	<p>Appointment of additional members (A) To appoint additional members to parks committees in accordance with the provisions of section 355 of the Local Government Act 1993 and the guidelines adopted by the council. (B) To appoint additional members to community centre committees in accordance with the provisions of Section 355 of the Local Government Act 1993 and the guidelines adopted by the council.</p>	<p>MOSM MCD</p>

⁹ The Land Projects Development Sub-Committee is comprised of staff members. Members are appointed by the relevant Directors as an operational matter.

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
20	Parks, reserves and playing fields	
20.1	Pyrotechnic displays on council reserves To approve pyrotechnic displays on the council reserves subject to: <ul style="list-style-type: none"> (i) The nominated person for the applicant organisation being a responsible and competent person in the handling of pyrotechnics (ii) The applicant organisation obtaining a certificate in the name of the nominated person from Workcover NSW Dangerous Goods Branch to conduct the pyrotechnic display (iii) The applicant organisation being holder of a current public risk insurance policy with a limit of no less than \$10M. 	MOSM
20.2	Policy for conducting events on council land To approve events to be held on the council's reserves and land in the care, control and management of the council, except for class 1 special events which Council must approve.	DCL
20.3	Entry by statutory authorities To approve proposals received from statutory authorities to enter the council owned reserves and other land to carry out works or maintain compounds where the council's reserve or land is not adversely affected by the proposal. Where the reserve or land is adversely affected by the proposal, a report is to be submitted to the council pointing out the adverse effect.	DCA
20.4	Fees and charges To approve hirers of public reserves charging entry fees and collecting monies on public reserves.	DCL
20.5	Helicopters landing on reserves To grant approval to the Police Air Wing, government departments and other organisations to land helicopters on the council's reserves.	MOSM
20.6	Use of playing fields To inform park committees when grounds should be made available for winter and summer sports.	MOSM

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
20.7	Closure of playing fields in wet weather To close the council's playing fields as a result of wet weather. Park Committees responsible for affected playing fields must be advised and provided with 'Grounds Closed' signs.	MOSM
20.8	Closure of parks & reserves - penalties To enforce the penalties set by the council for non-compliance with closure orders.	MOSM
20.9	Consumption of alcohol To assess applications to bring in and consume alcohol in parks and reserves for special events and to determine the conditions on which approval is granted.	MOSM
21	Procurement, tenders & contracts	
21.1	Tendering procedures (A) To determine the appropriate tendering method to be used consistent with the Local Government (General) Regulation 2005. (B) To amend the tender period by: (i) Shortening the tender period where it is believed that there are exceptional circumstances provided that the earlier deadline must be a specified time on a date that is at least seven days after the date of the publication or first publication of the advertisement, or the date of the invitation, and that the circumstances requiring an earlier deadline to be specified in such an advertisement or invitation must be recorded in the delegate's decision Or (ii) Extending the tender period if the council becomes aware that the deadline may not allow enough time for meaningful tenders to be submitted, provided that if the council has issued invitations, or has issued tender documents, it must take reasonable practical steps to inform affected persons of the later deadline. (C) To approve an extension to a contract (where a contract extension option has been included in the original request for tender specification presented to the council for resolution of acceptance of tender) and subject to a recommendation from the Manager overseeing the contract.	Manager (overseeing preparation of Tender) Directors Managers Directors

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
	<p>NOTE: For the purposes of clause 175 (opening of tenders) of the Local Government (General) Regulation 2005, the "appropriate person" is a member of the council's Financial Services or Governance or Property staff who will remove the envelopes containing the tenders from council's tender box or access the tenders from council's electronic tender facility and open them in the presence of:</p> <ul style="list-style-type: none"> (i) The council's Internal Auditor (or nominee) and at least one other officer designated by the CEO and (ii) Any tenderers and members of the public who wish to attend the opening. 	
21.2	<p>Contract extensions To approve an extension to contracts (where a contract extension option has been included in the original contract) except where the original contract was issued as a result of a Request for Tender.</p>	Managers
21.3	<p>Review of procurement approval levels To determine procurement approval levels for staff within their respective Directorates (below the tendering threshold set out in section 55 of the Local Government Act 1993), except for those matters where the CEO has directed that a delegation not be exercised with procurement approval and except in relation to their own positions.</p>	Directors
21.4	<p>Contract variations To issue variation orders concerning any contract where:</p> <ul style="list-style-type: none"> (A) The total expenditure on the subject works in the original contract (including the proposed variation) is reasonably likely to be at or above the tendering threshold set out in section 55 of the Local Government Act 1993, or the contract arises out of a Request for Tender. The variation is subject to the restrictions and requirements in the Procurement Manual. (B) The total expenditure on the subject works in the original contract (including the proposed variation) is reasonably likely to be less than the tendering threshold set out in section 55 of the Local Government Act 1993. The variation is subject to the restrictions and requirements in the Procurement Manual. 	<p>Directors</p> <p>Managers (provided that they have a sufficient procurement authorisation level)</p>

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
21.5	<p>Legal representation</p> <p>(A) Where the estimated cost of a proposed legal appointment is above \$5,000 that appointment is to be referred to the Corporate Counsel.</p> <p>(B) Corporate Counsel will have the authority to obtain legal services opinions outside the legal service panel when appropriate.</p>	<p>CC</p> <p>CC</p>
22	Rates & debt recovery	
22.1	<p>Abandonments of small debts</p> <p>Subject to a report being submitted to the council showing:</p> <ul style="list-style-type: none"> • The name of the debtor • A description of the debt • Action taken for recovery • Amount and date written off <p>to write off small debts up to \$2,500 where, in the opinion of CFO and CRO, it would not be economical to proceed to their recovery or where the grounds for the raising of the debt have not been properly documented or cannot be substantiated.</p>	CRO
22.2	<p>Recovery of rates, charges and other debts</p> <p>To conduct legal action on the council's behalf in matters listed for hearing in the District Court of NSW and Local (Civil Claims) Court for the recovery of rates and charges and other debts.</p>	SDRO, MPC, CC
22.3	<p>Writing off accrued interest</p> <p>To write off accrued interest on rates or charges payable by a person if, in the delegate's opinion:</p> <p>(A) The person was unable to pay the rates or charges when they became due and payable for reasons beyond the person's control or</p> <p>(B) The person is unable to pay the accrued interest for reasons beyond the person's control or</p> <p>(C) Payment of the accrued interest would cause the person hardship.</p>	CRO

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
22.4	Debt recovery notices To sign any documents on behalf of the council for proceedings taken in the District Court of NSW (Civil Claims) Court for the recovery of rates and charges and other debts owing to the council.	CRO, SDRO
22.5	Categorising land for the purpose of ordinary rates To categorise land as either farmland, residential, mining or business in accordance with the provisions of Part 3 of Chapter 15 of the Local Government Act 1993.	CRO
22.6	Authority to issue Section 603 Certificates To issue a certificate under section 603 of the Local Government Act 1993.	CRO, SRO, RSO
22.7	Waiver etc in section 601 hardship cases To waive, reduce or defer charges under Section 601 of the Local Government Act, 1993.	CFO
22.8	Exemption of land from rating To determine land to be exempt from rating in accordance with the provisions of Part 6 of Chapter 15 of the Local Government Act 1993.	CRO
23	Records	
23.1	Disposal of physical and digital records To retain, transfer or dispose of records subject to compliance with guidelines provided by approved State Records disposal authorities. Approval of disposal authorities is subject to endorsement by the relevant Manager or Director assigned as the record owner in the council's document management system.	MGCS
24	Sewage and drainage	
24.1	Extensions of time for failure to connect To grant extensions of time as the circumstances warrant in the case of persons experiencing financial hardship, such as pensioners, who are unable for financial reasons to connect to the sewer.	ME

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
24.2	<p>Deeds of indemnity for drainage easements To enter into deeds of indemnity where structures encroach on, or form the boundaries of, easement areas.</p>	MP, CSO
25	Trees	
25.1	<p>Trees (A) To determine removal of trees from public roads and reserves. (B) To determine applications for the removal of trees located on land not owned by the council. (C) Serve appropriate notices and orders, and implement prosecution in the event of breaches under the tree preservation provisions of the council's current local environmental plan.</p>	<p>Tree management officers Tree management officers Tree management officers</p>
26	Workforce	
26.1	<p>Appointments and staffing - acting positions To appoint staff to the following acting positions and to approve higher grade pay for those staff: (A) Co-ordinator, Supervisor or Team Leader level and below (B) Managers (C) Directors.</p>	<p>Managers Managers (for their own positions during absences), Directors Directors (for their own positions during absences)</p>
26.2	<p>Staffing vacancies (A) After consultation with MPC, to appoint within the approved grade range permanent staff and staff engaged on a fixed term basis below the level of manager. (B) To approve permanent employment for staff within the Directorate following the receipt of probationary reports recommending approval. (C) To appoint and extend casual and temporary staff at or below the level of manager to a maximum of 12 months or up to an aggregate of 12 months in any 2 year period, excepting maternity leave coverage, which may be approved to a maximum of 2 years. (D) To appoint casual and temporary employees for periods of no more than 3 months, at or below the level of Co-ordinator/Supervisor.</p>	<p>Directors Directors Directors Managers</p>

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
26.3	<p>Change of hours To approve:</p> <p>(A) Change of hours arrangements for all permanent, casual and temporary staff within the directorate in accordance with the council's Enterprise Agreement and related staffing policies, such as flexi time agreements</p> <p>(B) Job share applications.</p>	<p>Directors</p> <p>Directors, MPC</p>
26.4	<p>Transfer of staff (A) To approve the temporary transfer of staff within a section (B) To approve the transfer of staff within the directorate.</p>	<p>Managers</p> <p>Directors</p>
26.5	<p>Leave applications To approve:</p> <p>(A) Annual leave (where authorised to do so by a Manager or Director), sick leave and flexitime</p> <p>(B) Annual leave, carers leave, long service leave, jury service leave, union training leave, union conference leave, Christmas leave, bereavement leave and special leave</p> <p>(C) Maternity or paternity leave and leave without pay for up to four weeks.</p>	<p>Co-ordinators, Supervisors, Team Leaders</p> <p>Managers</p> <p>Directors</p>
26.7	<p>Overtime To approve:</p> <p>(A) Overtime within the section and within existing budget allocations, subject to the overtime being part of standard arrangements for work outside of normal hours</p> <p>(B) Overtime considered to be 'one offs' and/or covering peak workloads and for special projects.</p>	<p>Managers</p> <p>Managers</p>
26.8	<p>Training and professional events To approve:</p> <p>(A) Attendance of staff below level of Manager at free training courses or training courses or conferences that don't require overnight accommodation, relevant to staff duties, up to \$1,000 (excluding gst) for up to four participants.</p> <p>(B) Attendance of staff below level of Director at free or paid training courses or conferences, which may require staying overnight for up to two nights for events relevant to staff duties, and up to \$2,500 (excluding GST) per person, limited to six participants.</p>	<p>Managers</p> <p>Directors</p>

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
	<p>(C) HECS and other study assistance for staff within the Directorate in accordance with the Council's Education Assistance Policy</p> <p>(D) Attendance of staff for any events relevant to staff duties which may require overnight stay, up to \$10,000 (excluding GST) per person, limited to six participants. In accordance with Clause 217(1) (a) of the Local Government (General) Regulation 2005, should staff attend an overseas event details of the visit will be included in Council's annual report.</p> <p>(E) Payment of sustenance allowance for events outside the Sydney metropolitan area. The maximum amount payable is equivalent to the daily substance limits set out in Council's Civic, office and expenses policy.</p>	<p>Directors</p> <p>Chief Executive Officer</p> <p>Manager</p>
26.9	<p>Competencies</p> <p>(A) To carry out competency assessments for staff within the section or team.</p> <p>(B) To establish and approve competencies for positions within the section.</p>	<p>Co-ordinators, Supervisors, Team Leaders</p> <p>Managers</p>
26.10	<p>Payment of allowances</p> <p>To approve payment of:</p> <p>(A) First aid allowances</p> <p>(B) Community language allowances</p> <p>(C) Gratuities to staff subject to the Gratuities Policy (P000297.2).</p>	<p>Managers</p> <p>Managers</p> <p>Directors</p>
26.11	<p>Temporary appointment of child care staff</p> <p>To appoint child care staff with a minimum of Certificate III and a Working With Children Check number to vacant child care staff positions for periods of up to six months when trained staff are not available.</p>	<p>MKEL</p>
26.12	<p>Child care centres - staff transfers</p> <p>To require a Children's Services staff member to be transferred from one location to another location subject to the staff member involved being given 2 weeks' verbal notice of the transfer followed by written confirmation or, in matters of emergency, to transfer staff with a half hour's verbal notice where such transfer is not to extend beyond 1 week's duration.</p>	<p>CCS</p>
26.13	<p>Leaseback vehicles</p> <p>To determine applications for leaseback vehicles to be driven by persons other than as permitted under the council's leaseback vehicle policy and to determine the conditions under which such approval will be given.</p>	<p>Directors</p>

Delegation number	Delegated matter (Powers and Functions)	Delegated to (position title) (refer to Annexure 2 for key to acronyms)
26.14	<p>Disclosure of interests To apply the criteria set out in section 441 of the Local Government Act 1993 to recommend to the CEO which members of staff should be classified as 'designated persons' in accordance with section 441 and oversee the annual receipt of disclosure of interest returns.</p>	MGCS
26.15	<p>Workplace health and safety committee To approve the appointment of replacement management representatives.</p>	CSO
26.16	<p>Pool staff - reimbursement of fees To reimburse fees paid by permanent aquatic staff members for the maintenance of qualifications essential to their role such as first aid certificates and pool lifeguard licenses.</p>	MKV
26.17	<p>Overtime - weekend overtime To approve weekend overtime for staff with good attendance records who are restricted from working on a weekend after taking sick leave in the previous week without a certificate from a qualified medical practitioner.</p>	Directors
26.18	<p>Secondary employment To determine notified secondary employment requests for members of staff in accordance with section 353 of the Local Government Act 1993.</p>	MPC

Annexure 2

Positions referred to in Annexure 1

Directorates	Section	Acronym	Position title
City Assets		DCA	Director City Assets – DCA
	Access & transport management	MATM	Manager Access & Transport Management – MATM
	Asset planning & support	MAPS	Manager Asset Planning and Support – MAPS
	Civil maintenance	MCM	Manager Civil Maintenance – MCM
		ECM	Engineer Civil Maintenance – ECM
		ICM	Inspector Civil Maintenance – ICM
		SSCM	Senior Supervisor Civil Maintenance – SSCM
	Open Space maintenance	MOSM	Manager Open Space Maintenance - MOSM
Plant & energy	MPE	Manager Plant & Energy – MPE	
Planning & Development		DPD	Director Planning & Development – DPD
	Building & engineering assessment	MBEA	Manager Building Engineering & Assessment – MBEA
		BS	Building Surveyor – BS
		CEA	Co-ordinator Engineering Approvals – CEA
		DE	Engineer dealing with development matters – DE
		TLB	Team Leader Building – TLB
	Development assessment	MDA	Manager Development Assessment – MDA
		TLPA	Team Leader Planning Approvals – TLPA

Directorates	Section	Acronym	Position title
		PUC	Planning Unit Coordinator - PUC
		CCU	Coordinator Clerical Unit - CCU
		CDA	Clerk Development Assessment
	Development policy	MDP	Manager Development Policy & Regulation – MDP
		BS	Building Surveyor – BS
		EBS	Executive Building Surveyor – EBS
		DCO	Development Control Officer – DCO
		TLRP	Team Leader Regulatory Planning – TLRP
		ATLRP	Assistant Team Leader Regulatory Planning – ATLRP
		TLPP	Team Leader Planning Policy – TLPP
	Strategic planning	MSP	Manager Strategic Planning – MSP
Corporate Services		DCS	Director Corporate Services – DCS
	Events & sister cities	MESC	Manager Events & Sister Cities – MESC
	Finance	CFO	Chief Financial Officer - CFO
		CLI	Co-ordinator Land Information – CLI
		CRO	Chief Rates Officer – CRO
		SRO	Senior Rates Officer – SRO
		RSO	Revenue Systems Officer - RSO
		SAO	Senior Accounts Officer – SAO
		SDRO	Senior Debt Recovery Officer – SDRO

Directorates	Section	Acronym	Position title
		SFA	Senior Financial Accountant – SFA
		SMA	Senior Management Accountant – SMA
	Governance & corporate services	MGCS	Manager Governance and Corporate Services – MGCS
		CGI	Coordinator Governance & Information - CGI
		GA	Governance Assistant - GA
		GIO	Governance Information Officer - GIO
	Property	MP	Manager Property – MP
		PAO	Property Acquisition Officer – PAO
		PSC	Property Services Co-ordinator – PSC
		SCPS	Senior Co-ordinator Property Services - SCPS
		SPO	Senior Property Officer - SPO
		PO	Property Officer - PO
		PMO	Property Management Officer - PMO
		CHIO	Chief Information Officer - CHIO
	Developer Contributions	MDC	Manager Developer Contributions - MDC
	People & culture	MPC	Manager People & Culture – MPC
	Safety & insurance	CSO	Chief Safety Officer – CSO
		SPA	Strategic Procurement Advisor – SPA
CEOs Unit		CEO	Chief Executive Officer – CEO
		CC	Corporate Counsel – CC

Directorates	Section	Acronym	Position title
City Living		DCL	Director City Living – DCL
	Animal holding facility	MARC	Manager Animal Rehoming Centre – MARC
		AHFC	Animal Holding Facility Co-ordinator – AHFC
	Community development	MCD	Manager Community Development – MCD
	Children services	MKEL	Manager Kids’ Early Learning – MKEL
		CCS	Children’s Services Co-ordinator – CCS
	Community law enforcement & waste	MCLEW	Manager Community Law Enforcement & Waste – MCLEW
		ASO	Animal Service Officer – ASO
		CIO	Community Investigations Officer – CIO
		CLEO	Community Law Enforcement Officer – CLEO
		CLEO(P)	Community Law Enforcement Officers (Parking) – CLEO(P)
		CRSO	Community Regulation & Strategy Officer – CRSO
		CSA	Co-ordinator Systems & Administration – CSA
		PPO(W)	Project & Policy Officer (Waste) – PPO(W)
		TLCE	Team Leader Community Enforcement – TLCE
		Environment	ME
	CSR		Co-ordinator Sustainable Resources – CSR
	DWEO		Domestic Waste Enforcement Officer – DWEO
	IDPO		Illegal Dumping Project Officer - IDPO
	EHO		Environmental Health Officer – EHO

Directorates	Section	Acronym	Position title
		SSRO	Senior Sustainable Resources Officer – SSRO
		TLEH	Team Leader Environmental Health – TLEH
		TLES	Team Leader Environmental Services – TLES
	Key venues (BVM)	MKV	Manager Key Venues & CEO Blacktown Venue Management – MKV
		CARS	Co-ordinator Aquatic & Recreation Services
		CELC	Co-ordinator Emerton Leisure Centre – CELC
		OMBLCS	Operations Manager, BLCS – OMBLCS
	Libraries	MLS	Manager Library Services – MLS
	City Architect and Director Transformational Design		CADTD
Asset design		MAD	Manager Asset Design – MAD
		WSUDCO	Water Sensitive Urban Design Compliance Officer
Recreation & planning design		MRPD	Manager Recreational Planning & Design – MRPD
		CA	City Architect – CA

Amendment History

Amendment	Date
Council reviewed and adopted these delegations under section 380 of the Local Government Act 1993 (CS370085)	30 August 2017
Part 3 – 9.1 DA’s – approval and refusal. Amendment providing Team Leaders Planning Approvals (TLPA) to determine Development Applications (DA’s) for Residential Flat Buildings (RFB’s) 6 storeys or less. Previous delegation was for RFB’s 2 storeys or less.	12 October 2017
Part 4 – 22.6 Authority to issue Section 603 Certificates – Amended title and delegated positions to allow Chief Rates Officer (CRO) to issue section 603 certificates. Previously, section 603 certificates had to be signed by or on behalf of Senior Debt Recovery Officer (SDRO) or Senior Accounts Officer (SAO).	7 November 2017
Part 4 – positions CRSO & CIO added to 1.1, positions CIO, TLCE, CLEO added to 1.2, position TLCE added to 1.3, positions CRSO, CIO, CLEO, CLEO(P), ASO added to 1.5 and position CIO added to 1.6. New delegation 1.2(E) to revoke a notice, an order or declaration made regarding the laws relating to companion animals (including, without limitation, the Companion Animals Act 1998).	17 November 2017
Council endorsed the restructure of the Civil and Park Maintenance position (MCPM) (CA370025) into 2 positions, Manager Civil Maintenance and Manager Open Space Maintenance. Delegations of MCPM updated to these positions.	28 November 2017
Part 4 – new delegation 22.8 to CRO to determine land to be exempt from rating in accordance with Part 6 of Chapter 15 of the LGA.	4 December 2017
Part 4 – amendment to 26.8 Training and professional events, allowing Managers to approve training courses that don’t require overnight accommodation, up to \$1,000 (excluding GST) for up to four participants	28 February 2018
Part 4 – amendment to 14.7 Responsible accounting officer. This function is now delegated to the Chief Financial Officer in place of Director of Corporate Services.	19 March 2018
Part 4 – 22.6 Authority to issue 603 Certificates. Positions of Senior Rates Officer (SRO) and Revenue Systems Officer (RSO) added.	19 March 2018
Part 3 – Delegations from the council to the GM. Item B of Part 3 lists the exceptions to the delegation of functions from the council to the GM. With the amendments to the EP&A Act and the introduction of the Blacktown Independent Planning Panel which	28 February 2018

<p>commenced on 1.3.18, Councillors are no longer able to determine the Development Applications in items B(3) & (3A). Items 3 & 3A are delegated to the Director Design & Development</p> <p>Part 4 – 9.1(A) DA's approval and refusal. Delegate to Director Design & Development the approval of DA's that were a function of Councillors prior to 1 March 2018.</p>	
<p>Part 4 – new delegation 11.18 Authority to issue Section 10.7 & 121ZP Certificates. Function delegated to Team Leader Planning Approvals, Planning Unit Coordinator and Coordinator Clerical Unit.</p>	22 May 2018
<p>Part 4 – new delegation 11.19 Investigation Officer. Function delegated to Building Surveyors, Coordinator Engineering Approvals, Development Control Officers, Executive Building Surveyor, Team Leader Building, Team Leader Planning Assessment and Team Leader Regulatory Planning.</p>	22 May 2018
<p>Part 4 – amend delegation 11.18 Authority to issue Section 10.7 & 121ZP Certificates to separate the issuing of the 2 certificates. Delegation 11.18 to now apply to the issuing of s.10.7 certificates only, and new delegation 11.19 to apply to issuing s. 21ZP certificates.</p> <p>Position of Clerk Development Assessment added to Delegation 11.18.</p>	21 June 2018
<p>Part 4 – 1.10 Wavier of payment of prescribed fees. Position of Manager Community Development (MCD) added.</p>	31 July 2018
<p>Part 4 – Retitled and updated all references from Manager Finance (MF) to Chief Financial Officer (CFO).</p>	1 August 2018
<p>Part 4 – amend delegation 4.2 Right to Information Officer. Outlined delegated functions under the GIPA & PPIPA Act for Manager Governance & Corporate Services (MGCS), Coordinator Governance & Information (CGI), Governance Assistant (GA), Governance Information Officer (GIO) and Corporate Counsel (CC).</p>	3 August 2018
<p>Part 4 – Position title Manager Development Policy (MDP) amended to Manager Development Policy & Regulation (MDPR).</p>	6 August 2018
<p>Part 4 - updated the following position titles:</p> <ul style="list-style-type: none"> • Director Development & Design (DDD) amended to Director Planning & Development (DPD) • Manager Safety & Insurance (MSI) amended to Chief Safety Officer (CSO) • Manager Children's Services (MCHS) amended to Manager Kids Early Learning (MKEL) • Addition of new Director – City Architect & Director Transformational Design (CADTD) • Addition of new position Chief Information Officer (CHIO) • Addition of new position Manager Developer Contributions 	4 September 2018

<ul style="list-style-type: none"> • Addition of new position Manager Animal Rehoming Centre 	
Part 4 – 1.6 Legal proceedings. Amend delegation to provide for Directors & Corporate Counsel to consent to the withdrawal and discontinuation of legal proceedings and to make or accept any compromise or settlement offer and enter into agreement.	27 September 2018
Part 4 – 3.9 Designs. Amend delegation to allow Manager Asset Design & Manager Recreation Planning & Design to landscape within road reserves.	9 October 2018
Part 4 – 14.3 Grant Applications. Amended delegation to indicate that any changes to grant funded projects after the funding agreement has been signed will need to be approved by the relevant Director.	9 October 2018
Part 4 – Amended Delegation Register – Assistant Team Leader Regulatory Planning assigned to various delegations.	3 January 2019
Part 4 – Amended Delegation Register - Added Illegal Dumping Project Officer (IDPO) to register and assigned various delegations.	13 March 2019
Parts 1 to 4 – Retitled and updated all references from General Manager (GM) to Chief Executive Officer (CEO).	5 April 2019
Part 4 – new delegation 6.4 – Authority to sign documents in the capacity of landowner. Functions delegated to Senior Property Officer, Senior Co-ordinator Property Services, Property Officer, Property Management Officer.	10 April 2019