

Subject **DELEGATIONS OF AUTHORITY TO MAYOR AND GENERAL MANAGER**

Description: This document authorises the delegations to the Mayor in addition to the role provided in Section 226 of the Local Government Act 1993 and to the General Manager the delegations provided in order to carry out the functions as determined by Section 335 of the Local government Act

Objective: The objective of this policy is to provide sufficient delegations to the Mayor and General Manager to ensure the efficient and effective operation of the functions of Council

PART 1 - POLICY

1. Council will detail its delegations to the Mayor in Part A of the Delegation of Authority Register.
2. Council will detail its delegations to the General Manager in Part B of the Delegation of Authority Register.
3. The General Manager will detail in the sub-delegations from the General Manager to the Director Engineering Services in Part C and to the Director Administrative Services in Part D of the Delegation of Authority Register.
4. The Directors may sub-delegate to applicable staff authority to act as authorised by their sub-delegation.
5. The General Manager will maintain a “Delegation of Authority for Expenditure through Purchase Orders” Register that will contain details of the name of the staff member, position, details of expenditure authorised, signature and initial of the staff member. The authority will include approval signature of the General Manager and date of the approval.
6. The “Delegation of Authority for Expenditure through Purchase Orders” Register will be displayed on Council’s website in Council documents.

PART 2 - EXEMPTIONS

Nil

PART 3 - CRITERIA

The following criteria were considered by Council before adopting this policy:

7. The policy will enable Council staff member to use that person’s delegated authority to authorise expenditure based on Council’s budget.

PART 4 - OTHER MATTERS

Nil

Review: This policy is to be reviewed as necessary or every four years in accordance with Section 165, Local Government Act, 1993.

Resolution No: 9/99; Reviewed August 2000: 364/00; 25 October 2004: 438/04; Revised March 05: 94/05; Revised September 09; Reviewed and Revised February 2011 (45/11); Adopted without Change August 2013 (249/13).

Attachment A:

Delegations of Authority Register



**DELEGATIONS
OF
AUTHORITY
REGISTER**

- MAY 2012 -

Contents

FUNCTIONS OF THE MAYOR	2
DELEGATIONS TO THE MAYOR	2
PART B	3
FUNCTIONS OF THE GENERAL MANAGER	3
DELEGATIONS OF AUTHORITY TO GENERAL MANAGER	3
PART C	9
SUB-DELEGATED BY THE GENERAL MANAGER TO THE DIRECTOR OF ENGINEERING SERVICES	9
PART D	14
SUB-DELEGATED BY THE GENERAL MANAGER TO THE DIRECTOR OF ADMINISTRATIVE SERVICES	14
PART E	16
MANAGEMENT COMMITTEE DELEGATIONS (Group F Committees in the Committee of Council Register) (Sections 355 and 377)	16
PART F	18
ADVISORY COMMITTEE DELEGATIONS (Group C Committees in the Committee of Council Register) (Sections 355 and 377)	18
PART G	21
COUNCILLOR/STAFF UNIT/COMMITTEES DELEGATIONS (Group A Committees in the Committee of Council Register) (not Section 355)	21

PART A

FUNCTIONS OF THE MAYOR

The role of the Mayor, as defined by Section 226 of the Local Government Act, is to:

- exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council
- exercise such other functions of the Council as the council determines
- preside at meetings of the Council
- carry out the civic and ceremonial functions of the Mayoral office.

DELEGATIONS TO THE MAYOR

- (a) To, in conjunction with the General Manager, authorise any work or activity which in his/her opinion is urgent, at a cost not exceeding the voted funds of \$150,000, subject to the work being reported to the next succeeding Ordinary Meeting of the Council.
- (b) To refer to the General Manager any matter he/she considers needs investigation and report.
- (c) To authorise the extension of the Bush Fire Danger season upon the recommendation of the Fire Control Officer.
- (d) To exercise general supervision, control and direction of the General Manager.
- (e) To make a temporary appointment to the position of General Manager where the position is vacant or the holder of the position is suspended.
- (f) To act as Council's spokesperson to the media, public and State and Federal Members and Departmental Representatives concerning Council's resolutions and proposals.
- (g) To call an extraordinary meeting of Council if he/she believes that such a meeting is necessary.

PART B

FUNCTIONS OF THE GENERAL MANAGER

The function of the General Manager, as determined by Section 335 of the Local Government Act, is:

- (1) The general manager is generally responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation, without undue delay, of decisions of the council.
- (2) The general manager has the following particular functions:
 - to assist the council in connection with the development and implementation of the community strategic plan and the council's resourcing strategy, delivery program and operational plan and the preparation of its annual report and state of the environment report
 - the day-to-day management of the council
 - to exercise such of the functions of the council as are delegated by the council to the general manager
 - to appoint staff in accordance with an organisation structure and resources approved by the council
 - to direct and dismiss staff
 - to implement the council's equal employment opportunity management plan.
- (3) The general manager has such other functions as may be conferred or imposed on the general manager by or under this or any other Act.

Council confirms the roles and duties of the General Manager as set out in his current employment contract.

DELEGATIONS OF AUTHORITY TO GENERAL MANAGER

In accordance with the provisions of Sections 377, 378, 379 and 381 of the Local Government Act 1993, as amended, Council delegates to the General Manager the following functions:

1. To carry out the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with the resolutions of the Council. To authorise variations of expenditure on individual line items and jobs which make up voted project/program items in Council's adopted budget, subject to the total voted expenditure in the project/program items not being exceeded.
2. To exercise and implement the powers, authorities, duties and functions of the Council under the Local Government Act and any other Act of Parliament or any rule, regulation, ordinance or by-law under or pursuant to any such Act but subject to Section 377 of the Local Government Act.

3. To determine the matters which are to be included in the business papers, subject to the inclusion of the following items whenever they arise, namely:
 - (i) Reports on matters which cannot be determined under delegated authority.
 - (ii) Reports required to be submitted under any Act or Regulation.
 - (iii) Reference to any deputation which the Council has agreed to receive.
 - (iv) Matters requiring a determination of policy.
 - (v) Reports directed by Council to be submitted.
 - (vi) Matters essential for the Council's information.
 - (vii) Matters requiring a vote of expenditure.
 - (viii) Matters for consideration of Council to be in closed session of the meeting.

4. To sign and affix, in accordance with the requirements of the Local Government Act and in the presence of the Mayor, the Seal of Council or to otherwise sign:
 - (i) Any Mortgage, Deed, Contract of Sale or other necessary document in connection with the sale of land, purchase of land, lease of land and/or buildings, and loans, in order to give effect to a decision of Council.
 - (ii) Any legal agreement, contract, deed of indemnity or any other document, as required, to give effect to a decision of the Council.
 - (iii) Letters of introduction, where such are considered desirable and warranted.
 - (iv) Any document, in order to give effect to a decision of Council or member of staff authorised to act on behalf of the Council.
 - (v) Any statement of defence or any other document prepared in connection with any legal or other proceedings against the Council, its members or staff.

5. Where Council has resolved to purchase or sell land, to negotiate and execute the purchase or sale, within a maximum tolerance of 10% of the purchase or sale price adopted by Council and subject to any other conditions the Council may require. In the case of small areas of land involved in road realignment and similar actions, to determine and approve the purchase price for land, in accordance with Council's policy, subject to that price not exceeding \$5,000, to ensure quick resolution of these matters, yet allow for significant purchase prices to be determined by the Council.

To extend for a period of not more than four (4) weeks the date of completion set down in a contract for sale where deemed appropriate.

6. To approve the attendance of staff at any seminar, conference, meeting or training course, provided that funds are available within Council's training or seminar budgets and subject to consultation with Council's Consultative Committee when time permits.

7. To sign all outgoing correspondence on behalf of the Council, except for that specifically reserved for the Mayor, and to delegate to the Directors and Managers the authority to sign appropriate correspondence relating to their direct activities.

8. To enter upon any land or building at all reasonable hours and to make any inspections, of premises, matter or thing, in accordance with the provisions of Part 2, Chapter 8 of the Local Government Act 1993 or Section 118A of the Environmental Planning and Assessment Act or any other current relevant legislation.

To authorise any member of staff or any other person to enter upon any land or building at all reasonable hours and to make any inspections of premises, matter or thing, in accordance with the provisions of Part 2, Chapter 8 of the Local Government Act 1993 or Section 118A of the Environmental Planning and Assessment Act or any other current relevant legislation.

9. To authorise any member of staff to serve penalty notices on people who fail to comply with orders or fail to comply with Council's Conditions of Approval, as outlined in Part 3 (Orders) and Part 12 (Penalty Notices) of the Local Government (General Regulations) 2005 – Orders; but only in accordance with Council's current associated policies.
10. To declare a dog to be dangerous, under the provisions of the Companion Animals Act as amended or current relevant legislation.
11. To authorise staff under the provisions of the Impounding Act 1998 and the Companion Animals Act 1998 to act on Council's behalf.
12. To authorise staff under the provisions of relevant legislation to act on Council's behalf to implement approved programs and policies.
13. To arrange inspections and correspondence in accordance with a resolution of the Council or as otherwise deemed appropriate.
14. To sign legally binding agreements on Council's behalf in accordance with a resolution or stated policy of the Council.
15. To authorise the institution of legal proceedings, the laying of any information, summons or complaint for the recovery of any penalty or the making of any order for or in respect of any offence, nuisance or other matter or thing whatsoever under the Local Government Act 1993, or any other relevant legislation, Ordinance or Regulation.
16. To advise and respond to enquiries from the media in the absence of the Mayor and Deputy Mayor or at the request of the Mayor.
17. To deal with and settle industrial disputes provided that such action is reported to the Council at the next available meeting.
18. To authorise action to be taken to comply with any policy or code of the Council or any provision of the Local Government Act 1993, the Regulations thereunder or any other law, statutory or otherwise, rule or regulation, affecting the Council.

19. To approve subdivision applications where survey plans have been lodged substantially in conformity with a plan of subdivision previously approved.
20. To be Council's Local Emergency Management Officer, to delegate this position to the relevant Director, to appoint deputies to those positions from among its existing staff members and to commit appropriate Council resources in emergency situations.
21. To, in conjunction with the Mayor, authorise any work or activity which in his or her opinion is urgent, at a cost not exceeding \$150,000, subject to the work being reported to the next succeeding Ordinary Meeting.
22. To accept functions under Section 381 of the Local Government Act 1993 conferred or imposed on Council under other Acts (e.g., noise control, dog control, environmental clean-ups) when those functions are in accordance with Council's approved plans, programs, objectives or policies and to sub-delegate those functions to appropriate employees.
23. To concur, with the concurrence of the Director-General, in the making of a direction under Section 82(3) of the Local Government Act 1993, when determining an application for approval, where the General Manager is satisfied that an objection lodged with the Council under Section 82(1) of the Local Government Act 1993, to a Local Approvals Policy of Council is well founded.
24. To accept quotations for the supply and delivery of goods and services under \$150,000 net of GST, within funds allocated in current budgets, when referred by the relevant staff.
25. To authorise implementation of recommendations from Council's EEO Committee and Work Health and Safety Committee which don't involve expenditure outside voted amounts (*but see also Item 20 above*).
26. To accept offers of grants involving expenditure levels of Council's fund covered by approved votes.
27. Approve plant and vehicle sales and purchases in accordance with Council's adopted policies and resolutions.
28. To process all requests for a review of a decision made by the Director of Administrative Services concerning requests for information under the Government Information (Public Access) Act 2010.
29. To sign Council cheques and authorise electronic payments drawn on authorised vouchers.
30. To complete the Annual Returns for the Environment Protection Licences associated with the Uralla Landfill, Uralla and Bundarra Water and Uralla Sewer operations.

31. To approve all associated consents necessary to give effect to a decision of Council so that the general intention of the Council involved in that decision can be implemented without unnecessary delay.
32. To grant development consent in respect of Development Applications for Development Applications of value less than \$2,000,000 and Subdivisions Applications creating less than four additional lots, subject to there being no objections.
33. To waive the necessity for a development application and fee where a building alteration or addition is of a minor nature and is to provide for the proper connection of sewerage lines and in cases where no impact on adjoining neighbours is perceived in accordance with Council's Policy, subject to compliance with the Uralla Development Control Plan 2011.
34. To waive or negotiate the payment method of Cemetery fees in Special Circumstances, effectively allowing the burial to proceed
35. To grant development consent in respect of Development Applications prepared by staff involved in giving effect to a decision of Council to implement projects as part of Council's works program where such Applications involve works on land either owned by Council or under Council's care and control, subject to changes to the approved development being referred to Council.
36. To authorise overexpenditure on approved budget items within a limit of 10% of the allocated funds or \$15,000 (whichever is the greater) on occasions where it is not practical or efficient to wait to obtain such approval until the next Council meeting and subject to:
 - a. compensating savings being identified.
 - b. the matter being reported in the next budget review.
37. To implement the Council's Privacy Management Plan (Resolution 488/00) and Equal Employment Management Plan (Resolution 56/07).
38. To approve all proposals advised by Council's Advisory Committees which do not involve specific staff members with specific management responsibilities for service functions, subject to the Minutes being received to support the advice and the General Manager being satisfied that funds are available for the proposal and is a matter of urgency.

39. That in accordance with Sec. 25 Heritage Act 1977 Council delegates to the General Manager the following:

Ministerial Order

Authorisations for local councils to make Interim Heritage Orders

Section 25 of the Heritage Act 1977

I, Minister for Urban Affairs and Planning, by s.25 (1) Heritage Act 1977, make this order to authorise the local councils identified in Annexure A1 to make Interim Heritage Orders for items in the local council's area in accordance with s.25 of the Heritage Act 1977, and subject to the conditions listed in Schedule 1.

Ministerial Consent

Section 169(3) of the Heritage Act 1977

I, Minister for Urban Affairs and Planning consent to the determination of the Heritage Council of NSW, in accordance with s.169(3) and s.21 of the Heritage Act 1977, at its meeting of 7 December 2000:

1. to delegate to all local councils in NSW, the functions of the Heritage Council listed in Column 1 of Schedule A, subject to the conditions listed in Column II Schedule A, and the general conditions in Schedule B.
40. To organise and facilitate the annual Thunderbolt Festival and Christmas Lights Event within the funding provided by the annual budget and contribution provided by sponsors.
41. To carry out other functions and duties as Council may delegate from time to time.

PART C

SUB-DELEGATED BY THE GENERAL MANAGER TO THE DIRECTOR OF ENGINEERING SERVICES

1. To carry out the regular services and operations of the Engineering, Works, Planning, Environmental Projects and Health and Building roles of the Uralla Shire Council within the sums voted by the Council for expenditure thereon and in accordance with the resolutions of the Council.
2. To subdelegate to any manager or officer within the Engineering Division such part of the following delegations as may be determined to improve the efficiency and effectiveness of operation and for the saving of duplication, subject to the delegations of authority for expenditure through purchase orders as approved by the General Manager.
3. To approve any work, which in his opinion, is urgent and in the public interest and within the votes made by the Council for the year.
4. To sign appropriate outgoing correspondence on behalf of the Council for matters relating to the Division's activities
5. To sign Council purchase orders under the following circumstances:
 - (a) For goods and materials being purchased which are involved in approved works programs.
 - (b) That funds are available for the purchase within Council's approved budget.
 - (c) Council's policies concerning the purchase of materials have been complied with in terms of preferences, the inviting of tenders and the obtaining of written or verbal quotations.
 - (d) The works are in areas of operations under the control of the Director of Engineering Services.
 - (e) The expenditure involved is less than \$100,000.
6. To authorise the payment of accounts provided the payment relates to goods or services which have been duly ordered with appropriate authority, received and provided that funds are available within Council's adopted budget.
7. To sign Council cheques and authorise electronic payments drawn on authorised vouchers.
8. To approve applications to install ramps on roads under Council's control, in accordance with Council's policy.
9. To agree to carry out private works using hire rates adopted by Council and in accordance with Sections 67(1) and 67(2)(a) but not Section 67(2)(b) of the Local Government Act 1993.

10. To approve, or disapprove, applications from property owners for repairs or renewals to be effected to the vehicular crossings which serve their properties; and further to ensure expenditure thereon from the appropriate annual Vote of Funds, and to assess the contributions which may be payable by the owners pursuant to Section 217 of the Roads Act, 1993, or current relevant legislation.
11. In cases where the owners of lands, abutting Council owned drainage reserves and other lands which come within the provisions of the Dividing Fences Act, seek to replace or restore the dividing fences and where, in his opinion, such is warranted, to obtain competitive quotations for such replacement or restoration of the dividing fences and to accept the quotation which is the most competitive and which will best ensure satisfactory workmanship subject to funds being available in Council's budget and thereafter to ensure the owners of the adjoining lands contribute not less than half the cost of the replacement or restoration. Owners of the adjoining land are to be given the opportunity to quote for the work and are to be favoured if their price is satisfactory.
12. To advise and respond to enquiries from the media within the Engineering portfolio.
13. To approve, disapprove or approve with conditions, advertisements or signs on private premises other than structures over carriageways pursuant to the Environment Protection and Assessment Act 1979 or current relevant legislation, which in his opinion do not materially differ from Council's Development Control Plan.
14. To approve, disapprove or approve with conditions, applications for the construction of awnings, balconies and blinds over roadways, pursuant to the provisions of the Local Government Act, 1993 and the Roads Act, 1993.
15. To order the removal of any awning, balcony or blind over a road which in Council staff's opinion is a danger or is in such a condition as to be unsightly.
16. To issue authorities for the holding of street stalls, processions on road, carnivals, use of loudspeakers, and holding of meetings in public places.
17. To issue orders pursuant to Section 124 of the Local Government Act, 1993 and 121(B) of the Environmental Planning and Assessment Act in the circumstances outlined in that Table.
18. To issue or serve orders under Public Health Act, 2010 and regulations as amended, or Food Act, 2008 , Companion Animals Act 1998, and Protection of the Environment Operations Act, 1997 and regulations as amended, which are considered necessary in regard to repairs to premises, sanitation of premises, or for securing the wholesomeness and purity of food or drugs, or the abatement of any nuisance obstruction or interference with public convenience.

19. In regard to swimming pools and pool safety, to exercise and perform on behalf of Council all powers, authorities, duties and functions of the Council pursuant to Swimming Pools Act 1992 and regulations as amended, including and without limiting the generality of the foregoing the power to form any opinions required to be formed by the said Section may be exercised and to issue and serve any notices authorised by the said Section and to revoke any directions given by him under the said Section, and to issue, or serve, notices on the owner of the land within which is located a swimming pool, pursuant to the provisions of Swimming Pools Act 1992 and regulations as amended, directing such owner to (a) a fence or enclose the pool; or (b) a fence or enclose the land or any part thereof in respect of which the pool is located.
20. To make an order to close a public swimming pool under Public Health Regulation, Clause 17A(1).
21. To revoke an order to close a public swimming pool under Public Health Regulation, Clause 17A(5).
22. To approve applications under Section 68 of the Local Government Act, 1993 to:
 - (a) carry out water supply work
 - (b) carry out sewerage work
 - (c) carry out stormwater drainage work
 - (d) connect a private drain or sewer with a public drain or sewer under the control of council or with a drain or sewer which connects with such a public drain or sewer
 - (e) place a waste storage container in a public place
 - (f) dispose of waste into a sewer of the Council
 - (g) install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
 - (h) set up, operate or use a loudspeaker or sound amplifying device on community land
 - (i) deliver a public address or hold a religious service or public meeting
 - (j) install a domestic oil or solid fuel heating appliance
23. To represent the Council in all respects in any proceedings before the Land and Environment Court, any local Court or before any Justice.
24. To grant development consent in respect of a development application in respect of Development Applications for Development Applications of value less than \$1,500,000 and Subdivisions Applications creating less than two additional lots, subject to there being no objections.
25. To waive the necessity for a development application and fee where a building alteration or addition is of a minor nature and is to provide for the proper connection of sewerage lines and in cases where no impact on adjoining neighbours is perceived in accordance with Council's Policy, subject to compliance with Development Control Plan.
26. To be empowered to inspect regulated systems under Clauses 41 and 41 of the Public Health Act 2010.

27. To supervise exhumations under Part 4 of the Public Health Act (Disposal of Bodies) Regulation 2002.
28. To remove, in accompanied by an Environmental Health Officer, tobacco advertisements under Section 17 of the Tobacco Advertising Prohibition Act.
29. To approve the successful applicant for a Hill Street Unit , based on advice from a small sub-committee, comprised of Director of Administrative Services, a local medical practitioner and a representative from the local nursing community, with preference being given to people who have a demonstrated need for public housing.
30. To exercise powers under the Protection of the Environment Operations Act 1997, as amended, to require information to enter and inspect premises and to obtain a search warrant to enter premises. These powers complement those previously given to councils to prosecute and issue penalty notices for offences under Section 63 (unlawful dumping of waste) and Section 64 (unlawfully using land as a waste facility) of the Waste Act. Under Section 13(5B) of the Environmental Offences and Penalties Act 1989, an employee of a council may, with the consent of the council, commence Tier 2 proceedings for offences under those sections. Councils are not required to consult with or seek the consent of the EPA before bringing such proceedings and they are brought entirely at the discretion of the council. Council officers have also been authorised to issue penalty notices for offences under Sections 63 and 64. This authorisation is set out in Part 1 and 2 of Schedule 2 of the Environmental Offences and Penalties Act.
31. To form an opinion under Section 22 of the Impounding Act 1993 that an impounded animal held at Council's pound is seriously injured, diseased or starved or is otherwise in a distressed state and may be destroyed.
32. To form an opinion under Section 24 of the Impounding Act 1993, on reasonable grounds, that an impounded item has no monetary value or that the proceeds of sale would be unlikely to exceed the costs of the sale and may be disposed of otherwise than by sale.
33. To exercise the Director-General of the Department of Urban Affairs and Planning's functions in relation to the preparation of Local Environmental Plans and to ensure that the requirements of the Environmental Planning and Assessment Act are followed in relation to the exercise of this delegation.
34. To approve proposals for works at the Bundarra School of Arts Hall, the Uralla Memorial Hall and the Uralla Pre-School, subject to funds being available in approved budgets.
35. In exceptional circumstances only, to grant an Approval Permit to allow burning under the POEO (Control of Burning) Regulation 2000 in accordance with Council's Guidelines and Approval Permit.

36. To issue and serve notices, as prescribed by the Bushfires Act, 1919.
37. To use any chemical he deems necessary to use in the Shire, provided that the chemical is registered and approved under the relevant Act in New South Wales.
38. To be Council's principal nominee under Section 44 of the Rural Fires Act or current relevant legislation to be an Emergency Fire Controller.
39. To recommend to the Mid North Weight of Loads Group that prosecution proceed or not proceed in relation to vehicle overloading breaches.
40. To be Council's official delegate to and chairperson of the Uralla Local Traffic Committee and the appointed nominee to the Local Traffic Committee when it forms a Development Advisory Committee for the purpose of implementation of the requirements of the State Environmental Planning Policy.
41. To be Council's manager of quarries subject to the rules and regulations of the Mines Inspection Act, 1901 (as amended), or current relevant legislation.
42. To negotiate and ensure payment of the charge for the restoration of trenches and openings in roads and/or footpaths.
43. To close roads temporarily for repair where such, in his/her opinion, is necessary.
44. To approve road closure applications for splayed corners in accordance with Council's current Policy.
45. To approve activities associated with Australia Day, Thunderbolt Festival and ANZAC Day, based on advice provided by the Uralla Local Traffic Committee, subject to funds being available in approved budgets.
46. To issue or refuse to issue Planning Certificates under Section 149 of the Environmental Planning and Assessment Act.
47. To enter land or premises in the course of exercising Council functions pursuant to Section 118A of the Environmental Planning and Assessment Act, 1979 and Part 2 Chapter 8 of the Local Government Act 1993.
48. To carry out other functions and duties as the General Manager may delegate from time to time.

PART D

SUB-DELEGATED BY THE GENERAL MANAGER TO THE DIRECTOR OF ADMINISTRATIVE SERVICES

1. To carry out the regular services and operations of the Administration, Finance, IT, Human Resources and Community Services roles of the Uralla Shire Council within the sums voted by the Council for expenditure thereon and in accordance with the resolutions of the Council.
2. To subdelegate to any manager or officer within the Administration and community Services Division such part of the following delegations as may be determined to improve the efficiency and effectiveness of operation and for the saving of duplication, subject to the delegations of authority for expenditure through purchase orders as approved by the General Manager.
3. To authorise variations of expenditure on individual jobs and line items which make up voted Projects/Programs in Council's adopted budget, subject to the total voted expenditure in the Projects/Programs not being exceeded.
4. To keep the Council Seal.
5. To sign Council cheques and authorise electronic payments drawn on authorised vouchers.
6. To sign appropriate outgoing correspondence on behalf of the Council for matters relating to the Division's activities.
7. To authorise the investment of Council funds with accredited financial institutions.
8. To authorise the payment of accounts provided the payment relates to goods or services which have been duly ordered, received and provided that funds are available within Council's adopted budget.
9. To authorise the refund of monies held in Trust, any bond or fees on development, building and subdivision applications in accordance with Council's adopted policy.
10. To approve claims submitted for attendance at approved course of study in accordance with Council's policies.
11. To authorise reimbursement of travelling expenses for Council Members and Staff, subject to the claims for reimbursement being submitted in accordance with the provisions of the Act and in accordance with Council's policies.
12. To authorise staff under the provisions of relevant legislation to act on Council's behalf to implement approved programs and policies.

13. To authorise the institution of legal proceedings for the recovery of outstanding rates and other debts due to the Council and to take all necessary action to recover such rates or debts, subject to advice from Council's Rates Recovery Committee.
14. To sign mortgages as each debt (under existing loan arrangements) is satisfied.
15. To be Council's Public Officer and to be Council's Responsible Accounting Officer
16. To sign Council purchase orders under the following circumstances:
 - (a) For goods and materials being purchased which are involved in approved works programs.
 - (b) That funds are available for the purchase within Council's approved budget.
 - (c) Council's policies concerning the purchase of materials have been complied with in terms of preferences, the inviting of tenders and the obtaining of written or verbal quotations.
 - (d) The works are in areas of operations under the control of the Director of Administrative Services.
 - (e) The expenditure involved is less than \$100,000.
17. To process all applications for information under the Government Information (Public Access) Act (GIPA Act) and the Privacy Legislation.
18. To accept quotations for the supply and delivery of goods and services, within funds allocated in current budgets, when referred by the relevant staff within your portfolio area.
19. To accept quotations received for Council's insurances.
20. To determine land categorisation matters, for rating purposes, based on advice from Council's Rating Sub-Committee.
21. Take management decisions, through the relevant line manager, involved in the operation of the Council's aged hostels, Libraries, Tablelands Community Support Options Program, Tablelands Community Transport Program and Bubndarra Neighbour Aid Service, based on advice from the associated advisory committee (where appointed) and subject to the availability of funds in approved budgets.
22. To advise and respond to enquiries from the media within your portfolio.
23. To carry out other functions and duties as the General Manager may delegate from time to time.

PART E

MANAGEMENT COMMITTEE DELEGATIONS (Group F Committees in the Committee of Council Register) (Sections 355 and 377)

1. AUSTRALIA DAY CELEBRATIONS MANAGEMENT COMMITTEE

To plan, organise and implement the annual Australia Day activities in the Council area, subject to:

- (a) the structure of the Committee being acceptable to Council
- (b) minutes of Committee meetings being forwarded to Council
- (c) an Annual Report on the Committee's activities being sent to Council at the end of September each year
- (d) the Committee remitting and reconciling all funds it receives or organises to Council
- (e) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group F)

2. BUNDARRA TOURISM, DEVELOPMENT, SCHOOL OF ARTS HALL AND CARAVAN PARK MANAGEMENT COMMITTEE

To manage the care, and operation of the Bundarra School of Arts Hall, subject to:

- (a) a satisfactory record of all hall bookings being kept
- (b) the structure of the Committee being acceptable to Council
- (c) minutes of Committee meetings being forwarded to Council
- (d) an Annual Report on the Committee's activities being sent to Council at the end of September each year
- (e) the Committee obtaining signed purchase orders from Council before committing itself to expenditure of funds on behalf of Council
- (f) the Committee remitting and reconciling all funds it receives or organises to Council
- (g) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group F)

To manage the Bundarra Caravan Park, subject to:

- (a) a satisfactory record of all Park bookings being kept
- (b) the structure of the Committee being acceptable to Council
- (c) minutes of Committee meetings being forwarded to Council
- (d) an Annual Report on the Committee's activities being sent to Council at the end of September each year
- (e) the Committee remitting and reconciling all funds it receives or organises to Council
- (f) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group F)

2. BUNDARRA TOURISM, DEVELOPMENT, SCHOOL OF ARTS HALL AND CARAVAN PARK MANAGEMENT COMMITTEE (Continued)

To manage the Rural Transaction Centre in Bundarra , subject to:

- (a) the structure of the Committee being acceptable to Council
- (b) minutes of Committee meetings being forwarded to Council
- (c) an Annual Report on the Committee's activities being sent to Council at the end of September each year
- (d) the Committee remitting and reconciling all funds it receives or organises to Council
- (e) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group F)

3. CENTRAL NORTHERN REGIONAL LIBRARIES COMMITTEE

To provide library services to the Uralla and Bunarra branch libraries for the benefit of the Shire on a regional basis.

4. MID NORTH WEIGHT OF LOADS COMMITTEE

To protect roads in the Shire from overload, on a regional basis.

5. SAUMAREZ PONDS RECREATION RESERVE MANAGEMENT COMMITTEE

To care, control and manage the Saumarez Ponds Recreation Reserve, subject to:

- (a) the structure of the Committee being acceptable to Council
- (b) minutes of Committee meetings being forwarded to Council
- (a) an Annual Report on the Committee's activities being sent to Council at the end of September each year
- (b) the Committee remitting and reconciling all funds it receives or organises to Council
- (e) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group F)

PART F

ADVISORY COMMITTEE DELEGATIONS (Group C Committees in the Committee of Council Register) (Sections 355 and 377)

1. BUNDARRA NEIGHBOUR AID ADVISORY COMMITTEE

To advise the General Manager on the operations of the service, subject to:

- (a) the structure of the Committee being acceptable to Council
- (b) minutes of Committee meetings being forwarded to Council
- (c) an Annual Report on the Committee's activities being sent to Council at the end of September each year
- (d) the Committee remitting and reconciling all funds it receives or organises to Council
- (e) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group C)

2. INTEGRATED WATER CYCLE MANAGEMENT (IWCM) STUDY PROJECT REFERENCE GROUP

To advise the General Manager, Director Engineering Services and Council on methodologies to achieve compliance with Best Practice Management Guidelines for Water Supply and Sewage Management, subject to:

- (a) the structure of the Reference Group being acceptable to Council
- (b) minutes of Reference Group Workshops being forwarded to Council
- (c) the Reference Group working within the guidelines set by Council in its 'Delegations of Authority' policy

3. McMAUGH GARDENS AGED CARE CENTRE ADVISORY COMMITTEE

To advise the General Manager on the care, control and management of the McMaugh Gardens Aged Care Centre, subject to:

- (a) the structure of the Committee being acceptable to Council
- (b) minutes of Committee meetings being forwarded to Council
- (c) an Annual Report on the Committee's activities being sent to Council at the end of September each year
- (d) the Committee obtaining signed purchase orders from Council before committing itself to expenditure of funds on behalf of Council
- (e) the Committee remitting and reconciling all funds it receives or organises to Council
- (f) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group C)

4. TABLELANDS COMMUNITY TRANSPORT ADVISORY COMMITTEE

To advise the General Manager and Director Administrative Services on the management and operation of Tablelands Community Transport in the provision of transport facilities for the frail-aged and disabled in the Shire and the region serviced by that Committee, subject to:

- (a) the structure of the Committee being acceptable to Council
- (b) minutes of Committee meetings being forwarded to Council
- (c) an Annual Report on the Committee's activities being sent to Council at the end of September each year
- (d) the Committee obtaining signed purchase orders from Council before committing itself to expenditure of funds on behalf of Council
- (e) the Committee remitting and reconciling all funds it receives or organises to Council
- (f) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group C)

5. URALLA COMMUNITY SAFETY COMMITTEE

To advise Council on building a partnership between Police, the community and all government and non-government agencies willing to work together towards a reduction of crime and the fear of crime in Uralla, subject to:

- (a) Minutes of Committee Meetings being forwarded to Council
- (b) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group C).

6. URALLA SHIRE DEVELOPMENT ADVISORY COMMITTEE (USDAC)

As a Committee of the Whole of Council to:

- advise Council on the social, cultural and economic development of the Shire,
- be the consultative point of contact with the community,
- maintain a holistic perspective,
- research and source funding opportunities
- be active and results-oriented,

subject to:

- (a) Minutes of Committee meetings being forwarded to Council
- (b) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group C).

7. URALLA SHIRE COUNCIL INTERNAL AUDIT COMMITTEE

To provide advice to Council on internal audit arrangements, protocols and risk

subject to:

- (c) Minutes of Committee meetings being forwarded to Council
- (d) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group C).

8. URALLA PRE-SCHOOL COMMITTEE

To advise Council on the maintenance and care of its Pre-School building
subject to:

- (a) the structure of the Committee being acceptable to Council
- (b) minutes of Committee meetings being forwarded to Council
- (c) an Annual Report on the Committee's activities being sent to Council at the end of September each year
- (d) the Committee obtaining signed purchase orders from Council before committing itself to expenditure of funds on behalf of Council
- (e) the Committee remitting and reconciling all funds it receives or organises to Council
- (f) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group C)

9. URALLA-ROCKY RIVER LANDCARE GROUP

To advise Council on the restoration and maintenance of nature, flora and fauna in the Uralla and Rocky River area within public areas such as public roads, Racecourse Lagoon, Uralla Creek and the Kingstown Road cemetery,
subject to:

- (a) the structure of the Committee being acceptable to Council
- (b) minutes of Committee meetings being forwarded to Council
- (c) an Annual Report on the Committee's activities being sent to Council at the end of September each year
- (d) the Committee obtaining signed purchase orders from Council before committing itself to expenditure of funds on behalf of Council
- (e) the Committee remitting and reconciling all funds it receives or organises to Council
- (f) the Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group C)

PART G

COUNCILLOR/STAFF UNIT/COMMITTEES DELEGATIONS (Group A Committees in the Committee of Council Register) (not Section 355)

1. DEVELOPMENT DETERMINATION ADVISORY UNIT

To advise, Investigate, review and consider for recommendation to the General Manager, through the Manager of Planning, Development Applications and other matters within the Uralla Shire Council to implement the requirements of the Environmental Planning and Assessment Act, subject to:

- (a) the structure of the Unit being acceptable to Council
- (b) minutes of Unit's meetings being forwarded to Council for their determination and resolution
- (c) The Unit operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group A)

2. FINANCE COMMITTEE

To undertake a policy role in the consideration of a range of indicators of Council's finances;

To monitor Council's overall financial performance at a whole of organisation level,

To make recommendations to Council to enable Councillors to fulfil their financial responsibilities.

subject to:

- (a) the structure of the Unit being acceptable to Council
- (b) minutes of Committee meetings being forwarded to Council for their determination and resolution
- (c) The Committee operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group A)

3. WORKS PLANNING ADVISORY UNIT

To investigate, plan for and provide advice and recommendations on the replacement of Council plant and motor vehicles, future works program, works progress and costing of works, subject to:

- (a) the structure of the Unit being acceptable to Council
- (b) minutes of Unit's meetings being forwarded to Council for their determination and resolution
- (c) The Unit operating within the guidelines set by Council in its 'Delegations of Authority' policy and Committees of Council Register (Group A)