



**MINUTES ORDINARY MEETING**

**GWYDIR SHIRE COUNCIL**

**THURSDAY 31 AUGUST 2017**

**COMMENCING AT 9AM**

**WARIALDA OFFICE COUNCIL CHAMBERS**

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**Present:**

**Councillors:** Cr. John Coulton (Mayor), Cr. Catherine Egan (Deputy Mayor), Cr. Stuart Dick, Cr Marilyn Dixon OAM, Cr. Geoff Smith and Cr Frances Young.

**Staff:** Richard Jane (Director Technical Services), Helen Thomas (Manager, Finance)

**Public:** Ms Laura Carroll (*Warialda Standard*)

**Visitor:** Nil

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Chairman .....

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**OFFICIAL OPENING AND WELCOME – MAYOR**

**APOLOGIES** Cr. David Coulton, Cr Tiffany Galvin, Cr. Jim Moore, Max Eastcott (General Manager) Leeah Daley (Deputy General Manager)

**COUNCIL RESOLUTION:  
MINUTE 234/17**

**THAT the apologies of Cr David Coulton, Cr Tiffany Galvin, Cr Jim Moore, Max Eastcott and Leeah Daley are accepted.**

**(Moved Cr Egan, seconded Cr Smith)**

**CONFIRMATION OF THE MINUTES**

**COUNCIL RESOLUTION:  
MINUTE 235/17**

**THAT the Minutes of the previous Council Meeting held on Thursday 27 July 2017 as circulated be taken as read and CONFIRMED.**

**(Moved Cr Young, seconded Cr Smith)**

**PRESENTATION - Nil**

**CALL FOR THE DECLARATIONS OF INTERESTS AND CONFLICTS OF INTEREST - Nil**

**COMMITTEE OF THE WHOLE – CONFIDENTIAL ITEMS**

**COUNCIL RESOLUTION:  
MINUTE 236/17**

**THAT the Council resolve into Confidential Session, Committee of the Whole and that in the public interest and in accordance with Section 10A(2)(a) of the Local Government Act, 1993, the public and press be excluded from the meeting to consider the items listed on the agenda.**

**(Moved Cr Dick, seconded Cr Egan)**

**ADOPTION OF THE RECOMMENDATIONS OF THE CONFIDENTIAL SESSION**

**COUNCIL RESOLUTION:  
MINUTE 237/17**

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**THAT the recommendations of the Confidential Session, namely:**

**THAT the Confidential Organisation and Community  
Development Report for July 2017 be received**

**FURTHER when a staff resignation is reported that the start  
date is included allowing Councillors to know the tenure of  
staff (Ref: 238/17)**

**FURTHER that a condolence card be sent to Leeah Daley and  
family from Councillors (Ref: 239/17)**

**are adopted.**

**(Moved Cr Egan, seconded Cr Smith)**

**Item 1 Councillor Activity Report**

**FILE REFERENCE**

**DELIVERY PROGRAM**

**GOAL:** 4. Proactive Regional and Local Leadership

**OUTCOME:** 4.1 WE ARE AN ENGAGED & CONNECTED COMMUNITY

**STRATEGY:** 4.1.2 Enable broad, rich and meaningful engagement to occur - GM - external

**AUTHOR** General Manager

**DATE** 22 August 2017

The Councillors' activity schedule for August and expected September commitments are outlined below:

<b>AUGUST 2017</b>		
<b>Councillor</b>	<b>Event</b>	<b>Date</b>
Cr J Coulton (Mayor)	Financial reporting workshop, Bingara	7 <sup>th</sup> August
	JO Member dinner - Sydney	9 <sup>th</sup> August
	Namoi JO Board meeting - Sydney	10 <sup>th</sup> August
	Country Mayors' meeting - Sydney	11 <sup>th</sup> August
	BROC meeting - Walgett	25 <sup>th</sup> August
Cr Catherine Egan (Deputy Mayor)	Library Reading Bingara LG Week	2 <sup>nd</sup> August
	Vision 20/30 Meeting - Bingara	3 <sup>rd</sup> August
	NSW Regional Conference Strategy Media – Tamworth	4 <sup>th</sup> August
	Financial reporting workshop	7 <sup>th</sup> August
Cr D Coulton	Financial reporting workshop	7 <sup>th</sup> August
Cr S Dick	Historical Society meeting - Wialda	3 <sup>rd</sup> August
	Local Emergency Management Committee meeting - Wialda	8 <sup>th</sup> August
	Bush Fire Management Committee meeting - Tamworth	28 <sup>th</sup> August
Cr M Dixon OAM	Financial reporting workshop	7 <sup>th</sup> August
Cr T Galvin	Preschool reading Bingara– Local Gov. Week	4 <sup>th</sup> August
	Financial reporting workshop	7 <sup>th</sup> August
	CHSP Advisory Committee meeting	15 <sup>th</sup> August

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Cr J Moore	Warialda library reading – LG week	2 <sup>nd</sup> August
	Financial reporting workshop	7 <sup>th</sup> August
Cr G Smith	Financial reporting workshop	7 <sup>th</sup> August
Cr F Young	Carbon Farm Meeting - TLC	1 <sup>st</sup> August
	Executive Certificate for Elected Members - Sydney	4 – 5 <sup>th</sup> August
	Financial reporting workshop	7 <sup>th</sup> August
	BROC meeting - Walgett	25 <sup>th</sup> August

SEPTEMBER 2017		
Councillor	Event	Date
Cr J Coulton (Mayor)	Official opening Warialda Museum	2 <sup>nd</sup> September
	Namoi JO meeting - Quirindi	7 <sup>th</sup> September
Cr Catherine Egan (Deputy Mayor)	Official Opening Warialda Museum	7 <sup>th</sup> September
	Gwydir Health Alliance meeting - Bingara	12 <sup>th</sup> September
Cr D Coulton	Nil recorded	
Cr S Dick		
Cr M Dixon OAM	Official Opening Warialda Museum	2 <sup>nd</sup> September
Cr T Galvin	Gwydir Health Alliance meeting - Bingara	12 <sup>th</sup> September
	Pink breakfast - Bingara	22 <sup>nd</sup> September
Cr J Moore	Official Opening Warialda Museum	2 <sup>nd</sup> September
Cr G Smith	Weight of Loads meeting - Moree	4 <sup>th</sup> September
Cr F Young	Gwydir Health Alliance meeting - Bingara	12 <sup>th</sup> September

#### OFFICER RECOMMENDATION

THAT the Councillor Activity report for August and September 2017 be received

#### ATTACHMENTS

There are no attachments for this report.

#### COUNCIL RESOLUTION: MINUTE 240/17

**THAT the Councillor Activity report for August and September 2017 be received**

**(Moved Cr Dixon OAM, seconded Cr Dick)**

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## Item 1      Debt Recovery Policy

## FILE REFERENCE

## DELIVERY PROGRAM

**GOAL: 5. Organisational Management**

**OUTCOME: 5.1 CORPORATE MANAGEMENT**

**STRATEGY:** 5.1.1 Financial management and accountability systems - CFO - internal

**AUTHOR** Manager, Finance

**DATE** 19 July 2017

**STAFF DISCLOSURE OF INTEREST** Nil

## IN BRIEF/ SUMMARY RECOMMENDATION

This draft Policy has been developed to establish a debt collection program for both property and non-property related debts, which ensures monies owed to Council are collected in a timely, efficient and fair manner at minimal expense to both Council and individual debtors.

This revised Policy includes a more efficient debt recovery process by streamlining outstanding notices to ratepayers. This will reduce confusion with outstanding amounts that currently occur with timing of postage.

## OFFICER RECOMMENDATION

THAT the revised Debt Recovery Policy be adopted.

## ATTACHMENTS

**AT- Draft Debt Recovery Policy**

**COUNCIL RESOLUTION:  
MINUTE 241/17**

**THAT the revised Debt Recovery Policy be adopted.**

**(Moved Cr Egan, seconded Cr Dick)**



## DEBT RECOVERY POLICY

DEPARTMENT	Finance
RESPONSIBLE MANAGER	Finance Manager
DATE ADOPTED	2017
TRIM REFERENCE	Trim 17/13849
VERSION NO.	2.0

### REVISION RECORD

Date	Version	Description
Sept 2008	1	Original Policy following amalgamation of Council in 2004
July 2017	2	Review of Policy including update on external debt recovery

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Debt Recovery Policy

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## 1. Objective

The objective of this Policy is to establish a debt collection program for both property and non-property related debts, which ensures monies owed to Gwydir Shire Council are collected in a timely, efficient and fair manner at minimal expense to both Council and individual debtors.

## 2. Policy

### 2.1 General

For debt recovery purposes, debts owed to Gwydir Shire Council are classified as:

- Rates and Annual Charges – as levied per the Rates and Charges notice
- Water Charges – as levied per Water Charges notices
- Other Property related debts – as levied per Sundry Debtor invoices
- Other debts – as levied per Sundry Debtor invoices

Definition of an overdue account:

- a) Rates accounts are deemed to be in arrears when one instalment is not paid by the due date as displayed on the rates notice
- b) Water accounts are deemed to be in arrears when the account payment date is not paid by the due date shown on the water notice
- c) Accounts receivable invoices are deemed to be in arrears when account is not paid within thirty days of the date of the invoice

### 2.2 Rates and Annual Charges

- Rates and Charges include all amounts charged by way of Rates Notice in accordance with Section 546 of the Local Government Act 1993.
- Rates Notices must be issued prior to 31 July each year in accordance with Section 546 of the Act.
- Instalment Notices must be issued one month prior to the instalment due dates (31 August, 30 November, 28 February and 31 May each year) in accordance with Section 562 of the Act.
- An Instalment Reminder Notice is sent for instalments two, three and four one month before each respective due date (unless rates/rates instalment have been paid in full)

### 2.3 Water User Charges

- A Water Notice account for water charges shall be issued to each consumer 4 times per year in June, September, December and March following the reading of water meters.
- The account shall provide all relevant details including previous reading, present reading, water consumption, consumption charge, total charge and due date.

Debt Recovery Policy

**2.4 Recovery of Overdue Accounts**

Recovery relates to all outstanding debts owed to Gwydir Shire Council as listed in Section 2.1

- A Reminder Notice will be issued by Council to each debtor, with an outstanding balance (greater than \$50 for Rates and \$20 for Water) 21 days after the due date of the account, and who has not entered into a Payment Arrangement with Council (*Attachment 1*)
- The Reminder Notice will allow debtors 14 days (from the posting date of the notice) to pay or enter a Payment Arrangement
- Where such arrears remain unpaid and no Payment Arrangement is agreed to within 14 days of the Reminder Notice, Council will commence debt recovery proceedings

**2.5 Debt Recovery Proceedings**

The recovery process will commence once the amount overdue on a property reaches:

- \$500 for rates
- \$250 for water and sundry debtor accounts

The amount overdue includes all statutory charges relating to a property being:

- Rates and Annual charges
- Water charges
- Interest charges (accrues on a daily basis in accordance with Section 566 of the Local Government Act, 1993 on rates and charges that remain unpaid after they become due and payable)

The process will commence with the issue of a Letter of Demand by council's Debt Recovery Agent. This will give 21 days to respond by either:

- Making payment of the overdue amount in full or
- Making an arrangement that is acceptable to Council.

Compliance with this demand will not incur any additional legal costs.

If no such response is made by the date provided, legal action will commence without further notice. All corresponding court and recovery agent fees (ex GST) will be payable by the debtor.

If the debtor still fails to make a payment or satisfactory arrangement, the most appropriate course of recovery action will be taken through the legal system to recover outstanding debts.

These may include, but not be limited to:

- A garnishee of income
- Writ of execution on goods and chattels
- Examinations summons
- Service or a rent order where the property is tenanted

#### Debt Recovery Policy

- Sale of land for unpaid rates in accordance with Section 713 of the Local Government Act 1993

The onus is on ratepayers to avoid any recovery action by making payments by due dates or contacting Council before due dates expire if an alternative payment arrangement is required. Council will not incur costs that cannot be recovered or threaten legal action that is not intended to be taken to pursue missed instalments.

Arrangements for payment may be accepted after legal action has commenced, subject to the continuation of legal action should the ratepayer not adhere to the approved arrangement.

### 2.6 Payment Arrangements

Arrangements may be entered into with all ratepayers in accordance with Section 564 of the Local Government Act, 1993.

Arrangements are to be negotiated with the aim of recovering all arrears and the current year's rates and charges within the current rating year, where possible. Where a ratepayer is able to demonstrate genuine financial hardship, Council may consider longer term Payment Arrangements.

An Agreement to Pay by Arrangement form must be completed by all debtors so that the arrangement is formalised. (Attachment 2) Arrangements can be set up by contacting Council's Debt Recovery Department. Payments can be made weekly, fortnightly or monthly.

Where the ratepayer fails to adhere to an agreement Council will advise in writing that the agreement has defaulted and recovery action will commence or be continued unless the outstanding balance is paid within 7 days from the date of the letter. If legal action has been suspended due to the ratepayer entering into a payment arrangement and the agreement has not been met by the ratepayer, the legal action will be reactivated at the level when the suspension took place.

### 3. Conclusion

It is not the intention of Council to cause hardship to any ratepayer through implementation of this policy. At all times, consideration shall be given to clearing the debt by way of mutually agreed arrangements of payment with a view to clearing the debt prior to the end of the current financial year. This will minimise the possibility of compounding manageable repayment programs into long term debtor problem.



# FINAL NOTICE

BINGARA OFFICE: 33 MAITLAND ST BINGARA  
(02) 67242000

WARIALDA OFFICE: 54 HOPE ST WARIALDA  
(02) 67293000

EMAIL: [mail@gwydir.nsw.gov.au](mailto:mail@gwydir.nsw.gov.au)

POSTAL ADDRESS: LOCKED BAG 5 BINGARA NSW  
2404

Name  
Address  
Address

Date: 19 July 2017

Assessment Number:

## OVERDUE AMOUNT:

PROPERTY LOCATION:

PAYABLE BY:

*If full payment or a suitable arrangement is not made by this date your account may be sent to Council's Collection Company for recovery.  
Please note that legal fees associated with debt recovery are due and payable by the ratepayer.*

Please note payments received after 19-Jul-17 may not be reflected in this notice

## YOUR PAYMENT OPTIONS



Bill Code: 58396

Reference:



**CREDIT CARD PAYMENT BY PHONE**  
Payment can be made by phoning the above offices



### PERSONAL PAYMENTS

Present notice to Councils office  
Monday to Friday between 9.00am  
& 4.00pm. Payment can be made by cash,  
cheque, credit & debit cards



### PAYMENT THROUGH MAIL

Make your cheque payable to Gwydir Shire Council. Send to Locked Bag 5 Bingara NSW 2404

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[Attachment 1 – Reminder Notice](#)

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Debt Recovery Policy

Attachment 2 – Arrangement Form

**AGREEMENT TO PAY BY ARRANGEMENT**

**ACCOUNT DETAILS:**

Assessment:	Rates / Water / Sundry Debtor / Other	
Owner Name/s:		
Postal Address:		
Property Address:		
Telephone (Home):		Mobile:

**PAYMENT DETAILS**

Arrears Amount:	Remaining Levy
Payment Frequency:	Weekly / Fortnightly / Monthly / Other
Payment Amount:	
Payment Method:	BPay / Credit Card / Cheque / Cash / Direct Deposit / Centrepay / Other
First Payment Due:	

I, \_\_\_\_\_, acknowledge that I, as the debtor, have entered into a payment arrangement with Gwydir Shire Council.

I agree to pay the minimum \$ \_\_\_\_\_ weekly / fortnightly / monthly / other instalments, commencing \_\_\_\_\_ until Council is advised of other.

I agree to notify Council should my financial circumstances or postal address change. I understand that default of the arrangement may result in legal action to recover the debt without further notice to me. I also fully understand that any rates and charges embodied in this agreement will be subject to interest charges raised under section 566 of the Local Government Act, 1993.

I understand that with each new financial year, the amount of rates levied for this assessment may vary, therefore will contact Council each twelve (12) months to review this payment arrangement.

Signature of Applicant	Date:
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Council Officer Approval:	Date:
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Comments:	
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Chairman .....

### **Councillor Reports**

THAT the following Councillor Reports are noted:

#### **Cr Jim Moore**

Development Application for 4WD and motor bike track

#### **Cr Stuart Dick**

HAZMAT incident on Killarney Gap Road

Successful North Star Trail Bike weekend

Council's landfill sites

#### **Cr Catherine Egan**

Local Government week

### **ATTACHMENTS**

There are no attachments for this report.

### **COUNCIL RESOLUTION MINUTE 242/17**

#### **Bioenergy Information Session**

**THAT the speakers be thanked for their contribution**

#### **Gravesend Hall**

**THAT the matter be deferred until a further meeting following representation from the Gravesend Community Committee. (Ref: 243/17)**

**FURTHER that the Committee be advised that a response is required by 30 October 2017. (Ref: 244/17)**

**FURTHER that Council hold off the scheduled works to the Gravesend RSL Hall until the matter of the Gravesend Hall is resolved. (Ref: 245/17)**

#### **Gwydir Health Alliance**

**THAT the minutes of the Gwydir Health Alliance Meeting on 13 June 2017 and the Workshop on 11 July 2017 be received. (Ref: 246/17)**



**Nomination of General Manager for Statewide Mutual Board of Management**

**THAT Council supports the nomination of General Manager, Max Eastcott as a Board Member for the Statewide Mutual Board of Management. (Ref: 247/17)**

**Councillor Reports**

**THAT the following Councillor Reports are noted:**

**Cr Jim Moore**

**Development Application for 4WD and motor bike track  
(Ref: 248/17)**

**Cr Stuart Dick**

**HAZMAT incident on Killarney Gap Road (Ref: 249/17)**

**Successful North Star Trail Bike weekend (Ref: 250/17)**

**Council's landfill sites (Ref: (Ref: 251/17)**

**Cr Catherine Egan**

**Local Government week (Ref: 252/17)**

**(Moved Cr Young, seconded Cr Smith)**



Aged Units – Bingara and Warialda

THAT no further action be taken at this time apart from the annual rent reviews.

Bingara Scout Hall, Gwydir Oval, Bingara

THAT any sporting group requiring access to the Bingara Scout Hall be advised that an annual rental of \$472 is now applicable.

North Star Public Hall

THAT no further action be taken at this time.

Gulf Creek Hall

THAT no further action be taken at this time.

Bradburn land and building

THAT the Council proceeds with developing subdivision options for the site with lot sizes being consistent with the surrounding area.

3 Bowen Street, Bingara

THAT the Council proceeds with the sale of this property and that the Council determines the allocation of the funds received following the successful sale.

123 High Street, Warialda

THAT the Council proceed with the sale of this property noting that 8 Olive Pyrke Terrace Warialda will become available for occupation from 18<sup>th</sup> March 2018 for medical personnel.

Low Income Housing – Warialda

THAT the Council negotiate the sale of the Council's 13% ownership back to the NSW Government.

Bingara Residential Blocks of Land

THAT the Council place the lots within the block bounded by Ridley, Heber and Dinoga Streets on the market as Stage 1 with each lot listed at \$50,000 subject to negotiation in line with the market appraisal report received.

FURTHER that the General Manager is authorised to finalise any sale that falls within the range outlined in the market appraisal report.

FURTHER that the Seal of Council be affixed to any required legal documentation.

FURTHER that a marketing and promotion plan be developed for the subsequent stages of land releases.

Gravesend Museum and Land adjacent to Bingara Saleyards

THAT the Council proceeds with the sale of these properties.

## ATTACHMENTS

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There are no attachments for this report.

**COUNCIL RESOLUTION  
MINUTE 253/17**

**Warialda Caravan Park**

**THAT the Council take no further action at this time regarding the possible sale or leasing of the Warialda Caravan Park.**

**Bingara Caravan Park**

**THAT the Council further investigate and pursue the option of selling the Bingara Caravan Park and an approach be made to the Department of Industries – Lands seeking its advice and assistance to facilitate the sale. (Ref:254/17)**

**FURTHER that the net proceeds of the sale after repayment of the outstanding loan balances be allocated towards the Council's contribution to the proposed Restart Grant relating to the improvements to the Bingara Swimming Complex. (Ref: 255/17)**

**Project Updates**

**St Mary's Learning Centre, Riddell Street, Bingara**

**THAT the Council writes to the local Catholic Diocese requesting an annual reduction in the annual rental to \$4,000 outlining the reasons for the request. (Ref: 256/17)**

**FURTHER that the rental amounts charged to the current users be reviewed. (Ref: 257/17)**

**Aged Units – Bingara and Warialda**

**THAT no further action be taken at this time apart from the annual rent reviews. (Ref: 258/17)**

**Bingara Scout Hall, Gwydir Oval, Bingara**

**THAT any sporting group requiring access to the Bingara Scout Hall be advised that an annual rental of \$472 is now applicable. (Ref: 259/17)**

**North Star Public Hall**

**THAT no further action be taken at this time. (Ref: 260/17)**

**Gulf Creek Hall**

**THAT no further action be taken at this time. (Ref: 261/17)**

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**Bradburn land and building**

**THAT the Council proceeds with developing subdivision options for the site with lot sizes being consistent with the surrounding area. (Ref: 262/17)**

**3 Bowen Street, Bingara**

**THAT the Council proceeds with the sale of this property and that the Council determines the allocation of the funds received following the successful sale. (Ref: 263/17)**

**123 High Street, Warialda**

**THAT the Council proceed with the sale of this property noting that 8 Olive Pyrke Terrace Warialda will become available for occupation from 18<sup>th</sup> March 2018 for medical personnel. (Ref: 264/17)**

**Low Income Housing – Warialda**

**THAT the Council negotiate the sale of the Council's 13% ownership back to the NSW Government. (Ref: 265/17)**

**Bingara Residential Blocks of Land**

**THAT the Council place the lots within the block bounded by Ridley, Heber and Dinoga Streets on the market as Stage 1 with each lot listed at \$50,000 subject to negotiation in line with the market appraisal report received. (Ref: 266/17)**

**FURTHER that the General Manager is authorised to finalise any sale that falls within the range outlined in the market appraisal report. (Ref: 267/17)**

**FURTHER that the Seal of Council be affixed to any required legal documentation. (Ref: 268/17)**

**FURTHER that a marketing and promotion plan be developed for the subsequent stages of land releases. (Ref: 269/17)**

**Gravesend Museum and Land adjacent to Bingara Saleyards**

**THAT the Council proceeds with the sale of these properties. (Ref: 270/17)**

**FURTHER that vegetation be planted as a DA Condition around these blocks. (Ref: 271/17)**

**Warialda Museum**

**THAT a shed be constructed at the Warialda Museum and the erection of the shed be fast-tracked (Ref: 272/17)**

**(Moved Cr Egan, seconded Cr Dick)**

## Item 4 Monthly Organisation and Community Development Report - July 2017

## FILE REFERENCE

## DELIVERY PROGRAM

**GOAL: 5. Organisational Management**

**OUTCOME: 5.1 CORPORATE MANAGEMENT**

**STRATEGY:** 5.1.3 Administrative functions - GM - internal

**AUTHOR** Organisation Development Director

**DATE** 22 August 2017

**STAFF DISCLOSURE OF INTEREST** Nil

## IN BRIEF/ SUMMARY RECOMMENDATION

The monthly Organisation and Community Development report details the activities carried out by the Department during the month of July 2017.

## BACKGROUND

The monthly Organisation and Community Development report forms part of a regular reporting regime. The purpose of the report is to inform Council of the activities carried out within the Department.

## COMMENT

## INCIDENT REPORTING

### Incidents reported in July 2017

There were 2 incidents reported for the month of July 2017:

- 1 incident occurred in Warialda and 1 in Bingara
- Both incidents were internal
- One incident was personal injury, one property damage
- One incident occurred in the Environmental department and the other in the Finance section
- One incident was cuts/grazes and the other vehicle damage

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**THE ROXY COMPLEX - July 2017**

**Theatre**

Saturday 1<sup>st</sup> July - Orange Festival Happy Days movie screenings – approximately 200

Sunday 23<sup>rd</sup> July – Tour groups visit and movie – 90 people

Sunday 30<sup>th</sup> July – NWTC Movie – 30 people

**Roxy Café**

Saturday 1<sup>st</sup> July – Orange Festival Café – Approximately 400 people

Sunday 23<sup>rd</sup> July - Tour groups visit and lunch – 90 people

Friday 28<sup>th</sup> July – CWA morning tea – 40 people

**BINGARA ORANGE FESTIVAL**

This year's Bingara Orange Festival was a resounding success with record crowds and extensive media coverage including TV, Radio, Facebook and print.

This year's theme was Rock n Roll which worked very well with the themes of nostalgia that are already being conveyed by the Orange picking tradition and the Roxy Theatre and café. For many years the feeling among the Bingara Special Events Committee was that if we were to grow the festival, we really need a theme that is going to attract special interest groups like car clubs, dance groups and nostalgia buffs; this theme did exactly that.

The committee received lots of feedback from the car clubs and the dance groups who believe the program offered at this year's Orange Festival was better than that offered at the Trundle Abba festival. Others told us that dancers and car clubs have been turned off by the big Rock n Roll festivals like Cooli Rocks because they are too big and too expensive to participate in, and a smaller festival with the same theme is more appealing.

They would all love to see Bingara's Festival grow and see it as a perfect fit with Bingara, our historic buildings like the Roxy and our beautiful and quaint traditions like the Orange picking, which are a reminder of yesteryear.

Following the Festival a poll was undertaken to gauge the community's support for keeping the same Rock n Roll theme every year. The response was overwhelmingly unanimous in keeping the theme and this decision has been adopted by the committee.

The Orange picking will remain and receive the recognition and respect it deserves, it would only be the Festival that changes.

Not only did the Orange Festival receive great coverage from external media, Council's Bingara Facebook received an overwhelming number of post Likes and Shares. In the two weeks leading up to the Festival and the week following there were 134 new page followers and 32,233 Page Engagements.

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Some examples of the media coverage received for the 2017 Bingara Orange Festival:



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**TOURISM**

Warialda Visitor Information Centre

May 2017	June 2017	July 2017
Opening hrs = 172.5	Opening hrs = 157.50	Opening hrs = 157.50
Volunteer hrs = 30.75	Volunteer hrs = 46	Volunteer hrs = 37.25

Bingara Visitor Information Centre

May 2017	June 2017	July 2017
Opening hrs = 172.5	Opening hrs = 175.4	Opening hrs = 176.5
Volunteer hrs = 32	Volunteer hrs = 38.9	Volunteer hrs = 40

Income – Warialda VIC	\$ May	\$ June	\$ July
Caravan Park	8,142.00	3,530.00	2,003.00
Plants of Gwydir Shire / Cunningham's Track	80.00	85.00	0
NSW Trainlink sales	48.55	913.30	386.04
Centre hire	25.00	20.00	30.00
Merchandise sales	1672.10	1,724.35	1,924.20
Goods on Consignment sales	43.00	9.00	112.00
2017 Warialda Honey Festival – Stall/Sponsor	-	-	40.00
<b>Subtotal</b>	<b>10,010.65</b>	<b>6,281.65</b>	<b>\$4,495.24</b>
Less Caravan Park money banked	8,142.00	3,530.00	2,003.00
Less Payment to NSW Trainlink	48.55	913.30	386.04
<b>Total Monthly Income Warialda VIC</b>	<b>\$1,820.10</b>	<b>\$1,838.35</b>	<b>\$2,106.20</b>
Income – Bingara VIC	\$ May	\$ June	\$ July
Products on consignment	0.00	15.00	39.00
Merchandise	936.00	715.00	738.55
<b>Subtotal</b>	<b>936.00</b>	<b>730.00</b>	<b>777.55</b>
Less payments to consignees	0	10.00	26.03
<b>Total Merchandise sales</b>	<b>\$936.00</b>	<b>\$720.00</b>	<b>\$751.52</b>
<b>Roxy tour income</b>	<b>\$325.00</b>	<b>\$95.00</b>	<b>\$300.00</b>

Cranky Rock Sites	May	June	July
Powered sites	68	51	53
Unpowered sites	24	19	12
Camping sites	0	0	0
<b>Total</b>	<b>92</b>	<b>70</b>	<b>65</b>

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Visitors at Bingara VIC	May	June	July
	701	431	479

Visitors at Warialda VIC	May	June	July
Visitors	625	497	489
RMS clients	310	345	297
Cafe	442	486	491
<b>Total Warialda VIC</b>	<b>1,377</b>	<b>1,328</b>	<b>1,277</b>

Facebook Stats Warialda	May	June	July
New Likes	19	6	6
Overall Reach	4,188	9,257	6021
Post Reactions/Comments/Shares	-	296	111
Post Clicks	-	766	307

Facebook Stats Bingara	May	June	July
New Likes	-	37	123
Overall Reach	-	31,447	38,954
Post Reactions/Comments/Shares	-	1,051	1,517
Post Clicks	-	3,628	4,025

Facebook Stats Gwydir	May	June	July
New Likes	-	-	28
Overall Reach	-	-	22,009
Post Reactions/Comments/Shares	-	-	537
Post Clicks	-	-	2,945

As posts are not promoted or paid for on the Gwydir Facebook page such posts will usually display lower figures compared to the Warialda and Bingara Facebook page statistics.

### GLR Automotive Trade Training Centre (ATTC)

#### June-July 2017

There has been little activity during this period due to staff illness. The staff member has subsequently undergone successful medical treatment, has recovered and has now returned to duties.

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The RTO Trainer attended the Greater Northern Skills Development meeting in Tamworth on Thursday 27 July 2017. It consisted mostly of statistical information within various skills and trades. The overall message was that there will soon be a shortage of skilled labour throughout industries. The reasons offered were the previous economic downturn and the current uncertain political climate that may or may not affect small business and industry; employers are reluctant to put on new trainees and prefer already skilled workers. The other difficulty is with the level of suitable and appropriate applicants. It was identified that many prospective trainees are not applying for trade-type employment and those that do lack the necessary learning, literacy and numeracy skills. Screening is necessary in order to select students with the right aptitude and basic skills who will continue on and complete their studies. Completion rates are currently a problem within training programs.

Two signs are required at the Warialda Automotive Trade Training Centre to identify that site. Design ideas are being considered.

### **Heavy Vehicle Training**

The new trainer/assessor received training and tuition to achieve competency in Certificate IV Training and Assessment, Certificate IV in Transport and Logistics and a Completion Certificate in Heavy Vehicle Competency Based Assessment (HVCBA) all completed in-house.

### **TAFE - Automotive Vocational Preparation Certificate II**

Classes continue to be well attended having both morning and afternoon sessions available. All students attending these classes also attend High School.

Some students are currently attending work experience at various locations with- in the district. Work experience gives students a chance to participate in real life work with an employer in a workshop situation. Many students who find it difficult in a school setting often respond well when introduced to a work atmosphere.

There are currently two students conducting school based traineeships in Certificate II and another student completing a Certificate III apprenticeship. These students are also attending classes at the Automotive Trade Training Centre.

### **Portable Appliance Testing**

The Automotive Trade Training Centre is currently being re- tested by staff. There are still many departments yet to be completed. In addition to the testing of equipment, a comprehensive asset list is also being developed for Council records.

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### The Living Classroom (TLC)

The Bingara Central School 'Civics' students' work at TLC has continued with an experiment in the Nursery looking at seeds raised in various soil mediums and with planting in the Raised Mandala Gardens.

The Work for the Dole crew continue to proceed with projects at TLC. A crew of five (5) are working under the supervision of Overseer Gary Chorley. Their focus has been on pathway construction, removal of fencing and storages at TLC.

One Word for the Dole member has been engaged with a special needs task relating to low level manual tasks. She will undertake archival and recording work under the supervision of the GLR Manager.

The Nursery at TLC has been fitted out with benches welded and painted by the Work for the Dole crew and a watering system installed by Council's horticulturist. Seed raising trays have been started and plants have been re-potted for use at TLC and elsewhere within Council.

The Bush Tucker planting has progressed at TLC with signage being designed for the site and new fencing planned.

As well as regular users Selah Yoga and the Bingara CWA, TLC building has been used for several meetings during July:

- i) Risk Management
- ii) Namoi Joint Organisation
- iii) Traffic Control training for staff – external provider
- iv) Council Meeting

Volunteers on a Monday morning have continued to work on gardening tasks.

Tree Day was celebrated at TLC by the Bingara Preschool attending and planting 25 Callistemon 'Kings Park Special' shrubs adjoining the learning circle.

The progress at TLC has been reported as a weekly segment in the Bingara 'The Local' newspaper.



*Bingara Preschoolers had a day out at The Living Classroom on Tree Day*

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*Bingara Preschoolers planting trees at The Living Classroom on Tree Day*

## **COMMUNITY HOME SUPPORT PROGRAM (CHSP)**

### **Monthly report – July 2017**

#### **BINGARA**

Clients from Bingara, Delungra and Warialda CHSP all enjoyed Christmas in July at the Sportsmans Hotel in Bingara.

Clients' regular morning teas continue to be well supported.

New staff member commenced at the Bingara CHSP Office, working Wednesday Thursday and Friday.

Six monthly Data Exchange Reports for the period January to June 2017 were submitted.

#### **DELUNGRA**

Delungra clients enjoy their monthly Bingo and luncheon sessions at the Delungra Day Centre.

#### **WARIALDA**

Clients enjoy their weekly gathering at the Warialda Day Centre for Bingo and lunch.

The bus has now been repaired after sustaining damage to the sliding door in April.

Warialda CHSP staff attended Bingara staff member's farewell luncheon.

Staff attended a Food Forum at Bingara hosted by the New England Sector Support Team and covered topics such as Meals on Wheels and Data exchange.

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JULY 2017	BINGARA	DELUNGRA	WARIALDA
<b>DAY CENTRE</b>			
Total active clients	200	25	102
Clients receiving service	46	11	31
Meals	22	21	146
Hours Clients Receive in Centre	232	89	433
<b>SOCIAL SUPPORT</b>			
No of Clients	66	12	62
Individual Hrs	100	4	38
Group Hrs	132	85	395
Total Hours Received	232	89	433
<b>FOOD SERVICE(Meals on Wheels)</b>			
Clients	9	0	6
Meals	105	0	72
<b>TRANSPORT</b>			
Number of Clients	28	6	24
Number of Trips	78	20	104
<b>TRANSPORT - YOUTH</b>			
Number of Clients	0		
Number of Trips	0		
<b>ACCESS BUS - INVERELL</b>			
Number of Clients	7	1	9
Number of Trips (per month)	2	4	18
<b>VOLUNTEERS</b>			
No. of Volunteers	39	6	55
Hours	198	16	96
<b>ACCOMMODATION UNITS FOR AGED</b>			
Occupancy	6/6	0/0	12/13

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## **CONCLUSION**

The activities carried out by the Organisation and Community Development Department are in line with the 2017/2018 Operational Plan and otherwise as directed.

## **CONSULTATION**

Consultation has occurred within the Organisation and Community Development Directorate.

## **POLICY IMPLICATIONS**

Policy implications are those relating to the 2017/2018 Operational Plan and the Policies of Gwydir Shire Council.

## **FINANCIAL, ECONOMIC and RESOURCE IMPLICATIONS (including Asset Management)**

The activities carried out by the Organisation and Community Development Department are in line with the 2017/2018 Operational Plan.

## **SUSTAINABILITY IMPLICATIONS (Social and Environment)**

The activities undertaken by the Organisation and Community Development Department regarding social and environmental factors are targeted in line with the 2017/2018 Operational Plan.

## **OFFICER RECOMMENDATION**

THAT the monthly Organisation and Community Development report for July 2017 be received

## **ATTACHMENTS**

There are no attachments for this report.

## **COUNCIL RESOLUTION MINUTE 273/17**

**THAT the monthly Organisation and Community Development report for July 2017 be received**

**FURTHER that the Orange Festival Committee be congratulated with a special mention to Georgia Standerwick for her contribution to the success of the 2017 Orange Festival (Ref: 274/17)**

**(Moved Cr Smith, seconded Cr Young)**

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## Item 5 Delegations

## FILE REFERENCE

## DELIVERY PROGRAM

**GOAL: 5. Organisational Management**

**OUTCOME: 5.1 CORPORATE MANAGEMENT**

**STRATEGY:** 5.1.3 Administrative functions - GM - internal

**AUTHOR** General Manager

**DATE** 23 August 2017

**STAFF DISCLOSURE OF INTEREST** Nil

## IN BRIEF/ SUMMARY RECOMMENDATION

This report recommends confirmation of the existing delegation structure.

TABLED ITEMS	Nil
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## BACKGROUND

The Council determines the level and extent of delegation that is exercised by the staff and other groups such as the Management Committees that control some of the Council's facilities.

It would be difficult to envision an organisation such as Gwydir, which is quite complex in the range of services it offers, without some degree of delegation.

The position of General Manager has a certain degree of legislated functions and unless the Local Government Act is amended these functions cannot be curtailed:

### *Functions of general manager – Section 335 Local Government Act*

*The general manager of a council has the following functions:*

- (a) *to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,*
- (b) *to implement, without undue delay, lawful decisions of the council,*
- (c) *to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,*

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- (d) *to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,*
- (e) *to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,*
- (f) *to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,*
- (g) *to exercise any of the functions of the council that are delegated by the council to the general manager,*
- (h) *to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,*
- (i) *to direct and dismiss staff,*
- (j) *to implement the council's workforce management strategy,*
- (k) *any other functions that are conferred or imposed on the general manager by or under this or any other Act.*

These functions are performed as a component of the relationship that exists between the organisational arm of the Council and the elected arm. The aim should be to arrive at the ideal mix that results in a maximisation of the organisations efficiency and effectiveness.

The respective roles of the Mayor and elected Councillors are also defined in the Act:

*The role of the mayor is as follows (Section 226) :*

- (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,*

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- (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.*

*(1) The role of a councillor (Section 232) is as follows:*

- (a) to be an active and contributing member of the governing body,*
- (b) to make considered and well informed decisions as a member of the governing body,*
- (c) to participate in the development of the integrated planning and reporting framework,*
- (d) to represent the collective interests of residents, ratepayers and the local community,*
- (e) to facilitate communication between the local community and the governing body,*

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- (f) *to uphold and represent accurately the policies and decisions of the governing body,*
  - (g) *to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.*
- (2) *A councillor is accountable to the local community for the performance of the council.*

It is clear that these respective roles are designed to develop the accountability mechanisms required to ensure a high degree of probity in the way things work. Indeed the system works very effectively when each component exercises their respective role with integrity and enthusiasm.

Underpinning the system is the policy regime that the Council operates within. Gwydir has an extensive policy structure and these policies, once determined by the elected Council, form the basis for most of the decisions exercised by the staff.

The specific delegations to staff (see attached list), from the General Manager, are designed to remove any unreasonable impediment to the employee being able to efficiently and effectively carry out their respective functions. Generally speaking the delegations cascade down through the organisation and each individual delegation reflects in large part the ability level of the employee to carry out the specific delegated tasks and/or decision making responsibility that they have to exercise.

The use of delegations is recorded in a great number of ways through, for example, determination of application registers, cheque voucher books, etc.

The Council does not have the power to extent any delegations beyond the General Manager. The extension of delegations to staff other than the General Manager is at the prerogative of the General Manager. From a management point of view this is quite sound because the Council holds the General Manager responsible for the overall performance of the organisation. Any bypassing of the General Manager dilutes the ability to clearly hold that position accountable.

## COMMENT

The current delegation to the position of General Manager, outlined below, is designed to be a general enabling delegation with specific exclusions detailed in the schedule. This is certainly my preferred model as it quite clearly details the limit to the extent of the delegations.

The current delegation has been in place since the formation of Gwydir Shire Council in 2004. It was last reviewed following the 2012 election.

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THAT Gwydir Shire Council by motion adopted this day, delegates to the General Manager, any and all of its powers and duties in accordance with Section 377 of the Local Government Act 1993, as amended, and all other associated legislation, that it is by law authorised or permitted to delegate save and except those powers and duties set out in Schedule 1 or that Gwydir Shire Council shall by motion from time to time passed by Council exclude from this general delegation or until this general delegation is revoked by Council motion.

## SCHEDULE 1

The following items are explicitly excluded from the delegation by legislation or resolution of Council;

### Legislated Restrictions [subject to Section 377 (1A)]

- (a) the appointment of a general manager,
- (b) the making of a rate,
- (c) a determination under section 549 as to the levying of a rate,
- (d) the making of a charge,
- (e) the fixing of a fee,
- (f) the borrowing of money,
- (g) the voting of money for expenditure on its works, services or operations,
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
- (i) the acceptance of tenders to provide services currently provided by members of staff of the council,
- (j) the adoption of an operational plan under section 405,
- (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,

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- (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.

Past Council Resolutions

- to amend the agreed merger conditions adopted by Yallaroi and Bingara Shire Councils mutually adopted during the merger discussion stage.
- to vary any expenditure or income estimate without consequently advising the elected Council and seeking its agreement.
- to determine any development application that has substantial local opposition
- any function delegated to the Council by the Director-General of Local Government where the instrument of delegation does not allow the Council to delegate the function.

*Section 377 (1A) states:*

- (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.*

**STATUTORY ENVIRONMENT**

As outlined in the report.

## OFFICER RECOMMENDATION

THAT Gwydir Shire Council by motion adopted this day, delegates to the General Manager, any and all of its powers and duties in accordance with Section 377 of the Local Government Act 1993, as amended, and all other associated legislation, that it is by law authorised or permitted to delegate save and except those powers and duties set out in Schedule 1 or that Gwydir Shire Council shall by motion from time to time passed by Council exclude from this general delegation or until this general delegation is revoked by Council motion.

### SCHEDULE 1

The following items are explicitly excluded from the delegation by legislation or resolution of Council;

#### Legislated Restrictions [subject to Section 377 (1A)]

- (a) the appointment of a general manager,
- (b) the making of a rate,
- (c) a determination under section 549 as to the levying of a rate,
- (d) the making of a charge,
- (e) the fixing of a fee,
- (f) the borrowing of money,
- (g) the voting of money for expenditure on its works, services or operations,
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
- (i) the acceptance of tenders to provide services currently provided by members of staff of the council,
- (j) the adoption of an operational plan under section 405,
- (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

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- 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.

#### Past Council Resolutions

- to amend the agreed merger conditions adopted by Yallaroi and Bingara Shire Councils mutually adopted during the merger discussion stage.
- to vary any expenditure or income estimate without consequently advising the elected Council and seeking its agreement.
- to determine any development application that has substantial local opposition
- any function delegated to the Council by the Director-General of Local Government where the instrument of delegation does not allow the Council to delegate the function.

#### ATTACHMENTS

AT- Complete delegations' listed by delegates

#### COUNCIL RESOLUTION MINUTE 275/17

**THAT Gwydir Shire Council by motion adopted this day, delegates to the General Manager, any and all of its powers and duties in accordance with Section 377 of the Local Government Act 1993, as amended, and all other associated legislation, that it is by law authorised or permitted to delegate save and except those powers and duties set out in Schedule 1 or that Gwydir Shire Council shall by motion from time to time passed by Council exclude from this general delegation or until this general delegation is revoked by Council motion.**

#### SCHEDULE 1

**The following items are explicitly excluded from the delegation by legislation or resolution of Council;**

##### **Legislated Restrictions [subject to Section 377 (1A)]**

- (a) the appointment of a general manager,**
- (b) the making of a rate,**
- (c) a determination under section 549 as to the levying of a rate,**
- (d) the making of a charge,**

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- (e) the fixing of a fee,
- (f) the borrowing of money,
- (g) the voting of money for expenditure on its works, services or operations,
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
- (i) the acceptance of tenders to provide services currently provided by members of staff of the council,
- (j) the adoption of an operational plan under section 405,
- (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.

#### Past Council Resolutions

- to amend the agreed merger conditions adopted by Yallaroi and Bingara Shire Councils mutually adopted during the merger discussion stage.
- to vary any expenditure or income estimate without consequently advising the elected Council and seeking its agreement.
- to determine any development application that has substantial local opposition

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- any function delegated to the Council by the Director-General of Local Government where the instrument of delegation does not allow the Council to delegate the function.

(Moved Cr Dixon OAM, seconded Cr Young)

## Delegations listed by delegate

Surname	Heading	Delegation
---------	---------	------------

### Adams, Nikki

#### Expenditure Control

- |     |   |
|-----|---|
| 145 | Authorise general expenditure up to \$2,000 where funds are available in the budget and subject to all relevant policies. |
|-----|---|

### Akins, Alisa

#### Emergency Situations

- |    |   |
|----|---|
| 26 | 1. To make available Council's plant equipment and personnel, in emergency situations, in response to any lawful direction given under the State Emergency and Rescue Management Act, 1989, or in response to any reasonable request made under any emergency situation. 2. To take any other action pursuant to the State Emergency and Rescue Management Act, 1989. 3. To approve any work which, in the Delegate's opinion, is urgent and in the public interest at a total cost not exceeding \$20,001. |
|----|---|

### Amer, Cherisse

#### Certificates - 603 LGA

- |    |   |
|----|---|
| 14 | To sign section 603 certificates under the Local Government Act 1993. |
|----|---|

#### Common Seal of Council

- |     |  |
|-----|--|
| 167 | To ensure the security of the Common Seal and to allow it to be affixed to documents only in accordance with Section 48 of the LOCAL GOVERNMENT (MEETINGS) REGULATION 1999 |
|-----|--|

#### Councillors

- |     |   |
|-----|---|
| 101 | To approve payment and/or reimbursement of expenses and provision of facilities for Councillors in accordance with Council's Policy adopted under section 252 of the Local Government Act 1993. |
|-----|---|

#### Expenditure Control

- |     |   |
|-----|---|
| 178 | Authorise the general expenditure to the value of \$5,000 where funds are available in the budget and subject to all relevant policies. |
|-----|---|

#### Information Access

- |    |   |
|----|---|
| 80 | Permit inspection of the documents listed in the repealed Section 12 of the LG Act free of charge and have copies of the documents available for taking away by anyone who asks for a copy.   |
| 79 | Give reasonable access to any person to inspect correspondence and reports laid on the table, or submitted to a Council meeting or a Committee meeting of which all the members are Councillors. This access may be during the meeting or at the close of the meeting or during the business day following the meeting. This access does not apply however, to correspondence or reports that relate to a matter that was received or discussed; or were laid on the table at, or submitted to the meeting when the meeting was closed to the public. |

### Baker, Sharon

#### Asset Disposal

- |    |   |
|----|---|
| 63 | Certification of the need for sale or disposal of minor assets (up to a value of \$10,000) as: surplus to requirements the asset is in a state of disrepair, unserviceable, unusable or obsolete. |
|----|---|

Surname	Heading	Delegation
<b>Conferences and Seminars</b>		
19	To RECOMMEND ONLY to the Deputy General Manager, the attendance of staff within his or her area of responsibility at conferences and seminars provided initially that the cost is within the sums voted by the Council for expenditure thereon.	
<b>Correspondence</b>		
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	
<b>Expenditure Control</b>		
178	Authorise the general expenditure to the value of \$5,000 where funds are available in the budget and subject to all relevant policies.	
155	To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.	
<b>Media Contact</b>		
168	To operate in accordance with the Council's Media Contact Policy.	
<b>Personnel</b>		
165	To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.	
159	To investigate, manage, follow-up and take corrective action on employee grievances in consultation with your Director or if a Director the Deputy General Manager	
153	To authorise the payment of the salaries and wages of the employees within your area of control within the sums voted by the Council for expenditure thereon	
151	To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.	
<b>Use of recycled products.</b>		
171	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.	
<b>Barwick, Clarissa</b>		
<b>Expenditure Control</b>		
40	Authorise the general expenditure to the value of \$1,000 where funds are available in the budget and subject to all relevant policies	
<b>Information Access</b>		
67	Authorise certification and access to employee information for processing of Council's payroll.	

Surname	Heading	Delegation
<b>Bowrey, Michele</b>		
	<b>Expenditure Control</b>	
40	Authorise the general expenditure to the value of \$1,000 where funds are available in the budget and subject to all relevant policies	
	<b>Information Access</b>	
67	Authorise certification and access to employee information for processing of Council's payroll.	
<b>Brennan, Tania</b>		
	<b>Expenditure Control</b>	
40	Authorise the general expenditure to the value of \$1,000 where funds are available in the budget and subject to all relevant policies	
<b>Brooks, Aaron</b>		
	<b>Advertising Signs</b>	
1	To demolish or remove unauthorised advertisements or advertising under the Environmental Planning and Assessment (Amendment) Act, 1997 and section 124 of the Local Government Act, 1993.	
	<b>Alcohol Consumption - Prohibition</b>	
2	To authorise and enforce the prohibition of alcohol consumption and possession of alcohol in parks, reserves and other public land in the Gwydir local government area which are under Council's care, control and management, where the need arises.	
	<b>Animals</b>	
83	To implement all the functions under the Impounding Act, 1993 in particular: (a) To make all reasonable enquiries to find the owner of impounded items in accordance with section 20; (b) To impound items; (c) To care for impounded animals; (d) To destroy animals impounded; (e) To sell items impounded; (f) To recover the cost of impounding; (g) To keep record of impounded items	
	<b>Authorisation of Action</b>	
7	1. To authorise action to be taken by the responsible officer of Council 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 his or her area of responsibility on behalf of the Council. 2. To carry on the regular services and operations affecting his or her area of responsibility on behalf of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of the Council.	
	<b>Crown Land</b>	
20	To serve notices and erect and display regulatory notices in accordance with provisions of section 156 of the Crown Lands Act 1989.	
	<b>Dog Control</b>	
25	Implement the primary functions of registration, impounding and control of dogs and all other ancillary functions pursuant to the Companion Animals Act, 1998.	
	<b>Entry and Inspection</b>	



Surname	Heading	Delegation
28	Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993, to enter upon any land or building at all reasonable hours and to make any inspections of premises	
<b>Environmental Control</b>		
30	Implement the functions of the following: 1. prevention of the emission of pollutants to the atmosphere pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 2. preventing the emission of pollutants to the stormwater system and rivers pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 3. prevention of offensive noise pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 4. enforcement of the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 5. control of declared noxious weeds on public and private property pursuant to the Noxious Weeds Act 1993 and all other ancillary functions. 6. Enforcement of the Waste Avoidance and Resource Recovery Act, 2001.	
<b>Insurances</b>		
74	To accept proof of appropriate insurance cover required in connection with Council's policies, procedures and conditions.	
<b>Legal Issues</b>		
89	Subject to the prior authorisation of the General Manager to issue or serve notices, lay information, and complaints in respect of proper proceedings, actions and prosecutions against persons who have committed an offence under a relevant Act, Regulation or Ordinance lawfully given and which may be dealt with by the Council.	
<b>Offences</b>		
84	Subject to the prior authorisation of the General Manager to issue all penalty and infringement notices pursuant to: Section 679 of the Local Government Act, 1993; Section 15 of the Road Transport General Act, 1999; Section 224 of the Protection of the Environment Operations Act, 1997; Section 127A of the Environmental Planning and Assessment Act, 1979; Section 131 of the Rural Fires Act, 1997; Section 92 of the Companion Animals Act, 1998; The Crown Lands Act 1989.	
<b>Orders</b>		
95	Subject to the prior authorisation of the General Manager to give notice of proposed orders (Section 124 LGA).	
96	Subject to the prior authorisation of the General Manager to give orders number 1 to 30 (Section 124 LGA). The delegate must also undertake the following tasks: To consider criteria before giving orders, and to modify or revoke orders. To hear and consider representations. To determine procedure after representations. To give reasons for an Order. To respond to the submission of particulars of work by an owner. To revoke an order. To order an occupier to permit an owner to carry out work. To modify an order under.	
97	To issue orders under the Swimming Pool Act.	
<b>Swimming Pools</b>		
138	To exercise or perform on behalf of the Council any or all powers, authorities, duties and functions pertinent to the Swimming Pools Act, 1992 including: 1. Appointment as inspector. 2. Form opinions required in relation to adequacy of fencing. 3. To serve any Notices on the owner or occupier. 4. Revoke any directions. 5. Affix Seal of Council to authorise officers whose position includes a requirement to enforce the provision of the Swimming Pools Act, 1992	

Cooper, Andrew

Asset Disposal

Surname	Heading	Delegation
62	Fleet Vehicle disposal by trade-in, public tender and auction only, up to a net changeover value of \$10,000.	
63	Certification of the need for sale or disposal of minor assets (up to a value of \$10,000) as: surplus to requirements the asset is in a state of disrepair, unserviceable, unusable or obsolete.	
	<b>Authority</b>	
163	To control and direct employees engaged in your area of responsibility generally and, without limiting the generality of the foregoing, as to the procedure to be followed in and about the exercise of any delegated authority conferred upon them by the General Manager	
	<b>Banking</b>	
172	To sign or counter-sign cheques and authorise Electronic Fund Transfers on behalf of Council	
	<b>Community Consultation</b>	
170	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.	
	<b>Correspondence</b>	
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	
	<b>Customer Requests</b>	
183	To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.	
	<b>Entry and Inspection</b>	
29	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 of Chapter 8 of the Local Government Act, 1993	
28	Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993, to enter upon any land or building at all reasonable hours and to make any inspections of premises	
	<b>Environmental Control</b>	
30	Implement the functions of the following: 1. prevention of the emission of pollutants to the atmosphere pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 2. preventing the emission of pollutants to the stormwater system and rivers pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 3. prevention of offensive noise pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 4. enforcement of the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 5. control of declared noxious weeds on public and private property pursuant to the Noxious Weeds Act 1993 and all other ancillary functions. 6. Enforcement of the Waste Avoidance and Resource Recovery Act, 2001.	
	<b>Expenditure Control</b>	
56	Approve the engagement of consultants and contractors to the value of \$5,000.	



Surname	Heading	Delegation
37	Authorise the general expenditure to the value of \$25,000 where funds are available in the budget and subject to all relevant policies	
155	To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.	
54	Approve extras (rise and fall, contingency allocations, etc) regarding consultants and contractors up to 10% of the original sum (maximum of \$20,000)	
50	Certify accounts vouchers	
<b>Insurances</b>		
74	To accept proof of appropriate insurance cover required in connection with Council's policies, procedures and conditions.	
<b>Media Contact</b>		
168	To operate in accordance with the Council's Media Contact Policy.	
<b>Personnel</b>		
161	To approve workbreaks	
159	To investigate, manage, follow-up and take corrective action on employee grievances in consultation with your Director or if a Director the Deputy General Manager	
181	To ensure that the Council's Standard Operating Procedures for any work related to the disposal of asbestos is carried out in accordance with the current relevant Australian Standards.	
153	To authorise the payment of the salaries and wages of the employees within your area of control within the sums voted by the Council for expenditure thereon	
165	To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.	
151	To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.	
<b>Private Works</b>		
102	Carry out, by agreement with the owner or occupier of any private land, any work that may lawfully be carried out where the cost of the work is fixed and the completion of the work is reported to Council under section 67 of the Local Government Act, 1993 and Regulations.	
<b>Public Reserves</b>		
100	The control and the use of public reserves or public land under section 48 of the Local Government Act, 1993 and regulations. (a) Film Permits (b) Reserve Bookings (c) Helicopter Landings (d) Noise Control - To grant permission for the use of amplifying equipment. (e) Temporary Storage on Councils Reserves	
<b>Roads and Drainage</b>		
109	To exercise, and perform the duties, responsibilities and functions under the Roads Act 1993, and associated regulations	
134	Erection of Structures Public Roads - Issue consents to carry out works or erect structures on or under or over a public road under the provisions of section 138.	

Surname	Heading	Delegation
113	Service Conduits; The direction of the placement of utility service conduits in, on or over a road under the provisions of sections 85 and 97 Roads Act 1993	
121	Traffic Regulation - The regulation of traffic on a public road under the provisions of section 108 and 115	
130	Temporary Regulation of Traffic - The temporary regulation of traffic under provisions of section 122.	
112	Properties Adjoining Public Roads; (1) The direction of adjoining owners of public roads to carry out drainage works or remove obstructions from a public road under the provisions of sections 95 and 96 Roads Act 1993; (2) The direction of adjoining owners of public roads to remove obstructions from a public road under the provisions of Sections 95 & 96	
129	Temporary Closure Public Roads - The closure of temporary roads under provisions of section 39.	
123	Private Service Repairs - The direction of a private body to repair and maintain services in a roadway under the provisions of sections 99 and 100.	
110	Stormwater Drainage; The granting of an approval or approval subject to conditions or the refusal to carry out an activity in connection with stormwater drainage works, community land, public roads or other activities as prescribed in section 68 of the Local Government Act, 1993 and regulations.	
125	Joint Works Public Roads - The joint construction and maintenance of roads across land controlled by a public authority under the provisions of section 176.	
124	Restoration of Public Roads - The direction of a person to restore a public road under the provisions of section 101.	
120	Encroachments or Obstructions - The removal of encroachments or obstructions to a public road under the provisions of section 107.	
111	Road Works; The carrying out of road works on a public road which is under the control of Council under the provisions of Sections 71, 78, 92, 93, 94, 98 and 103 of the Roads Act 1993.	
<b>Tendering</b>		
139	To be a 'designated person' pursuant to clause 15 and 16 of the Local Government (Tendering) Regulation, 1993.	
<b>Tenders/Quotations</b>		
185	To prepare and call for the submission of tenders, quotations and expressions of interest for the provision/ sale of Heavy Vehicles in accordance with adopted Plant Replacement Program and Policy.	
51	To prepare and call for the submission of tenders, quotations and expressions of interest for the provision/ sale of goods, works and services in accordance with Policy.	
<b>Use of recycled products.</b>		
171	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.	
<b>Cox, Patsy</b>		
<b>Advertising Signs</b>		
1	To demolish or remove unauthorised advertisements or advertising under the Environmental Planning and Assessment (Amendment) Act, 1997 and section 124 of the Local Government Act, 1993.	
<b>Alcohol Licences</b>		

Surname	Heading	Delegation
	<b>Approvals - General</b>	
3	To determine applications referred to Council for Spirit Merchants, Licences or variations to trading hours of Spirit Merchants providing the licensed premises complies with the relevant Environmental Planning instrument, and with the conditions of any consent granted for the premises noting that Council as a matter of policy not raise objection to the licence or to the variation of trading hours.	
6	The granting of an approval or approval subject to conditions or the refusal to carry out an activity under section 68 of the Local Government Act, 1993.	
	<b>Authorisation of Action</b>	
7	1. To authorise action to be taken by the responsible officer of Council 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 his or her area of responsibility on behalf of the Council. 2. To carry on the regular services and operations affecting his or her area of responsibility on behalf of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of the Council.	
	<b>Authority</b>	
163	To control and direct employees engaged in your area of responsibility generally and, without limiting the generality of the foregoing, as to the procedure to be followed in and about the exercise of any delegated authority conferred upon them by the General Manager	
	<b>Building Classifications</b>	
9	To classify or change the classification of buildings and prepare and issue statements of classification.	
	<b>Certificates - 149 EPA</b>	
12	(a) To sign certificates under section 149 of the Environmental Planning and Assessment Act, 1979, as amended. (b) To attach appropriate notations to 149(5) Certificates.	
	<b>Certificates - 150 EPA</b>	
13	To sign Section 150 Certificates under EPA Act, 1979, as amended (evidence) in relation to extracts from the LEP.	
	<b>Certificates - 603 LGA</b>	
14	To sign section 603 certificates under the Local Government Act 1993.	
	<b>Community Consultation</b>	
170	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.	
	<b>Conferences and Seminars</b>	
19	To RECOMMEND ONLY to the Deputy General Manager, the attendance of staff within his or her area of responsibility at conferences and seminars provided initially that the cost is within the sums voted by the Council for expenditure thereon.	
	<b>Correspondence</b>	



Surname	Heading	Delegation
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	
35	To give notice of proposed modification of an approval. NOTE: All communications must comply with the Council's Visual Standards Guide	
32	To give written acknowledgment of the receipt of an application for an approval. NOTE: All communications must comply with the Council's Visual Standards Guide	
34	To give notice of determination of Planning and Building Applications. NOTE: All communications must comply with the Council's Visual Standards Guide	
<b>Customer Requests</b>		
183	To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.	
<b>Development Applications</b>		
27	To give notice of determination of development applications and to give notice of proposed modification of an approval.	
23	To determine all modification, amendment, renewal, review and extension of approval applications within the terms of the Environmental Planning & Assessment Act, 1997 and the Local Government Act 1993.	
21	To determine either refuse or approve development applications and part V assessments under the Environmental Planning and Assessment Act, 1997 and the Local Government Act 1993 not being applications by Council staff, Councillors or on Council's property (except Part V assessments) where there is no substantial objection to the proposal from the surrounding area and the proposal is not contrary to the objective of a policy; not of Regional or Local significance, complexity or inimical to the public interest subject to: - adequate notification being given to property owners and others in accordance with the Council's requirements and Policies relating to consultation. - adequate consideration being given to submissions in relation to applications for consent. - notice of the determination of the application being given to any objectors.	
<b>Entry and Inspection</b>		
29	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 of Chapter 8 of the Local Government Act, 1993	
28	Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993, to enter upon any land or building at all reasonable hours and to make any inspections of premises	
<b>Environmental Control</b>		
30	Implement the functions of the following: 1. prevention of the emission of pollutants to the atmosphere pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 2. preventing the emission of pollutants to the stormwater system and rivers pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 3. prevention of offensive noise pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 4. enforcement of the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 5. control of declared noxious weeds on public and private property pursuant to the Noxious Weeds Act 1993 and all other ancillary functions. 6. Enforcement of the Waste Avoidance and Resource Recovery Act, 2001.	

Surname	Heading	Delegation
	<b>Expenditure Control</b>	
155	To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.	
56	Approve the engagement of consultants and contractors to the value of \$5,000.	
	<b>Offences</b>	
84	Subject to the prior authorisation of the General Manager to issue all penalty and infringement notices pursuant to: Section 679 of the Local Government Act, 1993; Section 15 of the Road Transport General Act, 1999; Section 224 of the Protection of the Environment Operations Act, 1997; Section 127A of the Environmental Planning and Assessment Act, 1979; Section 131 of the Rural Fires Act, 1997; Section 92 of the Companion Animals Act, 1998; The Crown Lands Act 1989.	
	<b>Personnel</b>	
151	To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.	
	<b>Subdivision</b>	
197	To sign off on approved subdivisions (Forms 2 and 6)	
17	To execute council 'linen plans', section 88B Instruments and issue 88G Certificates, (Conveyancing Act) on behalf of the Council.	
	<b>Cox, Timothy</b>	
	<b>Asset Disposal</b>	
64	Determine the method of sale or disposal of minor assets: by public tender, auction; or direct sale	
63	Certification of the need for sale or disposal of minor assets (up to a value of \$10,000) as: surplus to requirements the asset is in a state of disrepair, unserviceable, unusable or obsolete.	
	<b>Authorisation of Action</b>	
7	1. To authorise action to be taken by the responsible officer of Council 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 his or her area of responsibility on behalf of the Council. 2. To carry on the regular services and operations affecting his or her area of responsibility on behalf of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of the Council.	
	<b>Authority</b>	
163	To control and direct employees engaged in your area of responsibility generally and, without limiting the generality of the foregoing, as to the procedure to be followed in and about the exercise of any delegated authority conferred upon them by the General Manager	
	<b>Banking</b>	
172	To sign or counter-sign cheques and authorise Electronic Fund Transfers on behalf of Council	
	<b>Certificates - 149 EPA</b>	

Surname	Heading	Delegation
12	(a) To sign certificates under section 149 of the Environmental Planning and Assessment Act, 1979, as amended. (b) To attach appropriate notations to 149(5) Certificates.	
<b>Certificates - 603 LGA</b>		
14	To sign section 603 certificates under the Local Government Act 1993.	
<b>Community Consultation</b>		
170	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.	
<b>Conferences and Seminars</b>		
19	To RECOMMEND ONLY to the Deputy General Manager, the attendance of staff within his or her area of responsibility at conferences and seminars provided initially that the cost is within the sums voted by the Council for expenditure thereon.	
<b>Correspondence</b>		
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	
<b>Customer Requests</b>		
183	To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.	
<b>Entry and Inspection</b>		
29	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 of Chapter 8 of the Local Government Act, 1993	
<b>Expenditure Control</b>		
144	Certify petty cash dockets to the value of \$50.	
155	To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.	
37	Authorise the general expenditure to the value of \$25,000 where funds are available in the budget and subject to all relevant policies	
<b>Information Access</b>		
80	Permit inspection of the documents listed in the repealed Section 12 of the LG Act free of charge and have copies of the documents available for taking away by anyone who asks for a copy.	



Surname	Heading	Delegation
79	Give reasonable access to any person to inspect correspondence and reports laid on the table, or submitted to a Council meeting or a Committee meeting of which all the members are Councillors. This access may be during the meeting or at the close of the meeting or during the business day following the meeting. This access does not apply however, to correspondence or reports that relate to a matter that was received or discussed; or were laid on the table at, or submitted to the meeting when the meeting was closed to the public.	
	<b>Personnel</b>	
153	To authorise the payment of the salaries and wages of the employees within your area of control within the sums voted by the Council for expenditure thereon	
161	To approve workbreaks	
165	To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.	
151	To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.	
159	To investigate, manage, follow-up and take corrective action on employee grievances in consultation with your Director or if a Director the Deputy General Manager	
	<b>Use of recycled products.</b>	
171	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.	
	<b>Cr Coulton, John (Mayor)</b>	
	<b>Governance</b>	
188	FURTHER, that the Mayor and General Manager are authorised under delegation to approve the affixing of the Common Seal to legal documents which require execution before the next available Ordinary Meeting of Council to implement a previous Council decision whether made by Council or under delegation (Ref: 204/13).	
	<b>Namoi Joint Councils</b>	
189	Authority for the Mayor, and in the Mayor's absence the Deputy Mayor, to act as Gwydir Shire Council's Namoi Councils Joint Organisation representative. THAT, subject to compliance with the requirements of the Local Government Act 1993 and the regulations made under the Act, and with any express policy of the Council, or regulations of any public authority, the Mayor or Deputy Mayor is authorised to record a vote for or against motions submitted to duly convened meetings of the Namoi Councils Joint Organisation. Any vote recorded by the Mayor or Deputy Mayor will be binding on Gwydir Shire Council.	
	<b>Cr Egan, Catherine (Deputy Mayor)</b>	
	<b>Namoi Joint Councils</b>	
189	Authority for the Mayor, and in the Mayor's absence the Deputy Mayor, to act as Gwydir Shire Council's Namoi Councils Joint Organisation representative. THAT, subject to compliance with the requirements of the Local Government Act 1993 and the regulations made under the Act, and with any express policy of the Council, or regulations of any public authority, the Mayor or Deputy Mayor is authorised to record a vote for or against motions submitted to duly convened meetings of the Namoi Councils Joint Organisation. Any vote recorded by the Mayor or Deputy Mayor will be binding on Gwydir Shire Council.	
	<b>Cuell, Colin</b>	

Surname	Heading	Delegation
<b>Advertising Signs</b>		
1	To demolish or remove unauthorised advertisements or advertising under the Environmental Planning and Assessment (Amendment) Act, 1997 and section 124 of the Local Government Act, 1993.	
<b>Alcohol Consumption - Prohibition</b>		
2	To authorise and enforce the prohibition of alcohol consumption and possession of alcohol in parks, reserves and other public land in the Gwydir local government area which are under Council's care, control and management, where the need arises.	
<b>Approvals - General</b>		
6	The granting of an approval or approval subject to conditions or the refusal to carry out an activity under section 68 of the Local Government Act, 1993.	
<b>Asset Disposal</b>		
63	Certification of the need for sale or disposal of minor assets (up to a value of \$10,000) as: surplus to requirements the asset is in a state of disrepair, unserviceable, unusable or obsolete.	
<b>Authorisation of Action</b>		
7	1. To authorise action to be taken by the responsible officer of Council 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 his or her area of responsibility on behalf of the Council. 2. To carry on the regular services and operations affecting his or her area of responsibility on behalf of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of the Council.	
<b>Authority</b>		
163	To control and direct employees engaged in your area of responsibility generally and, without limiting the generality of the foregoing, as to the procedure to be followed in and about the exercise of any delegated authority conferred upon them by the General Manager	
<b>Building Certification</b>		
10	To determine applications for, and issue, Building Certificates.	
<b>Building Classifications</b>		
9	To classify or change the classification of buildings and prepare and issue statements of classification.	
<b>Certificates - Occupation</b>		
16	To issue Occupation Certificates	
<b>Community Consultation</b>		
170	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.	
<b>Contractors/Consultants</b>		
58	Approve extensions of time on consultant's brief and contract where there is no material disadvantage to Council's interests.	



Surname	Heading	Delegation
59	Approve the deduction of damages from contract payments.	
<b>Correspondence</b>		
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	
34	To give notice of determination of Planning and Building Applications. NOTE: All communications must comply with the Council's Visual Standards Guide	
35	To give notice of proposed modification of an approval. NOTE: All communications must comply with the Council's Visual Standards Guide	
<b>Customer Requests</b>		
183	To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.	
<b>Development Applications</b>		
23	To determine all modification, amendment, renewal, review and extension of approval applications within the terms of the Environmental Planning & Assessment Act, 1997 and the Local Government Act 1993.	
<b>Emergency Situations</b>		
26	1. To make available Council's plant equipment and personnel, in emergency situations, in response to any lawful direction given under the State Emergency and Rescue Management Act, 1989, or in response to any reasonable request made under any emergency situation. 2. To take any other action pursuant to the State Emergency and Rescue Management Act, 1989. 3. To approve any work which, in the Delegate's opinion, is urgent and in the public interest at a total cost not exceeding \$20,001.	
<b>Entry and Inspection</b>		
28	Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993, to enter upon any land or building at all reasonable hours and to make any inspections of premises	
<b>Environmental Control</b>		
30	Implement the functions of the following: 1. prevention of the emission of pollutants to the atmosphere pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 2. preventing the emission of pollutants to the stormwater system and rivers pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 3. prevention of offensive noise pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 4. enforcement of the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 5. control of declared noxious weeds on public and private property pursuant to the Noxious Weeds Act 1993 and all other ancillary functions. 6. Enforcement of the Waste Avoidance and Resource Recovery Act, 2001.	
<b>Expenditure Control</b>		
54	Approve extras (rise and fall, contingency allocations, etc) regarding consultants and contractors up to 10% of the original sum (maximum of \$20,000)	

Surname	Heading	Delegation
155		To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.
56		Approve the engagement of consultants and contractors to the value of \$5,000.
47		Certify contract progress payments to the value of \$50,000.
37		Authorise the general expenditure to the value of \$25,000 where funds are available in the budget and subject to all relevant policies
<b>Insurances</b>		
74		To accept proof of appropriate insurance cover required in connection with Council's policies, procedures and conditions.
<b>Legal Issues</b>		
90		Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993 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 of Chapter 8 of the Local Government Act, 1993.
89		Subject to the prior authorisation of the General Manager to issue or serve notices, lay information, and complaints in respect of proper proceedings, actions and prosecutions against persons who have committed an offence under a relevant Act, Regulation or Ordinance lawfully given and which may be dealt with by the Council.
<b>Orders</b>		
97		To issue orders under the Swimming Pool Act.
96		Subject to the prior authorisation of the General Manager to give orders number 1 to 30 (Section 124 LGA). The delegate must also undertake the following tasks: To consider criteria before giving orders, and to modify or revoke orders. To hear and consider representations. To determine procedure after representations. To give reasons for an Order. To respond to the submission of particulars of work by an owner. To revoke an order. To order an occupier to permit an owner to carry out work. To modify an order under.
95		Subject to the prior authorisation of the General Manager to give notice of proposed orders (Section 124 LGA).
<b>Owner's (Council's) consent</b>		
98		To sign on behalf of Council as the owner or applicant of land any application for approval under the Local Government Act, 1993, or the Environmental Planning and Assessment (Amendment) Act, 1997 subject to the Council having endorsed the project.
<b>Personnel</b>		
165		To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.
161		To approve workbreaks
153		To authorise the payment of the salaries and wages of the employees within your area of control within the sums voted by the Council for expenditure thereon
181		To ensure that the Council's Standard Operating Procedures for any work related to the disposal of asbestos is carried out in accordance with the current relevant Australian Standards.

Surname	Heading	Delegation
151		To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.
159		To investigate, manage, follow-up and take corrective action on employee grievances in consultation with your Director or if a Director the Deputy General Manager
	<b>Refunds</b>	
72		To approve the refund of fees or part fees paid in accordance with Council's adopted scale of charges in respect of rejected applications to build, to subdivide or for development consent.
	<b>Roads and Drainage</b>	
134		Erection of Structures Public Roads - Issue consents to carry out works or erect structures on or under or over a public road under the provisions of section 138.
	<b>Roads and Drainage - Town Planning</b>	
135		Plans and Construction - Approve road and drainage plans and construction associated with subdivision and building development in accordance with Council's policies and usual requirements.
	<b>Swimming Pools</b>	
138		To exercise or perform on behalf of the Council any or all powers, authorities, duties and functions pertinent to the Swimming Pools Act, 1992 including: 1. Appointment as inspector. 2. Form opinions required in relation to adequacy of fencing. 3. To serve any Notices on the owner or occupier. 4. Revoke any directions. 5. Affix Seal of Council to authorise officers whose position includes a requirement to enforce the provision of the Swimming Pools Act, 1992
	<b>Tenders/Quotations</b>	
51		To prepare and call for the submission of tenders, quotations and expressions of interest for the provision/ sale of goods, works and services in accordance with Policy.
	<b>Use of recycled products.</b>	
171		Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.
	<b>Daley, Clayton</b>	
	<b>Relieving Position</b>	
191		To assume the delegations relevant to the position of Ranger when acting in that position
	<b>Daley, Joel</b>	
	<b>Expenditure Control</b>	
176		Authorise the general expenditure to the value of \$30,000 where funds are available in the budget and subject to all relevant policies
	<b>Daley, Leah</b>	
	<b>Alcohol Licences</b>	

Surname	Heading	Delegation
	3	To determine applications referred to Council for Spirit Merchants, Licences or variations to trading hours of Spirit Merchants providing the licensed premises complies with the relevant Environmental Planning instrument, and with the conditions of any consent granted for the premises noting that Council as a matter of policy not raise objection to the licence or to the variation of trading hours.
<b>Annual Report</b>		
	4	To prepare an Annual Report in accordance with the provisions of Part 4 of Chapter 13 of the Local Government Act, 1993
<b>Approvals - General</b>		
	6	The granting of an approval or approval subject to conditions or the refusal to carry out an activity under section 68 of the Local Government Act, 1993.
<b>Asset Disposal</b>		
	60	Major Assets (\$10,000 and above) Determine the method of sale or disposal of major assets; * by public tender * auction, or * direct sale (after Council has resolved to dispose of the asset as part of the Management Plan).
	63	Certification of the need for sale or disposal of minor assets (up to a value of \$10,000) as: surplus to requirements the asset is in a state of disrepair, unserviceable, unusable or obsolete.
	64	Determine the method of sale or disposal of minor assets: by public tender, auction; or direct sale
	61	Heavy Plant disposal by public tender and auction only, up to the value of \$50,000.
	62	Fleet Vehicle disposal by trade-in, public tender and auction only, up to a net changeover value of \$10,000.
<b>Authorisation of Action</b>		
	7	1. To authorise action to be taken by the responsible officer of Council 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 his or her area of responsibility on behalf of the Council. 2. To carry on the regular services and operations affecting his or her area of responsibility on behalf of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of the Council.
<b>Authorised, Designated or Prescribed Persons</b>		
	8	To appoint any employee or other person under the delegate's control as an 'authorised, designated or prescribed person or officer' for the purposes of any Act or regulation subject to such qualifications as may be required of the individual to be authorised; within the area of responsibility of the delegate..
<b>Authority</b>		
	163	To control and direct employees engaged in your area of responsibility generally and, without limiting the generality of the foregoing, as to the procedure to be followed in and about the exercise of any delegated authority conferred upon them by the General Manager
<b>Banking</b>		
	65	To sign or counter-sign cheques, authorise Electronic Fund Transfers on behalf of Council and banking documents requiring authorisation such as loan agreements and for the investment or recall of investments.
<b>Business Papers</b>		



Surname	Heading	Delegation
11		To determine whether matters are to be included in the business papers of the Council or its Committees subject always to the inclusion of the following items when they arise, namely;1. reports on matters which cannot be determined under delegated authority;2. reports required to be submitted under any Act or regulation;3. matters requiring a determination of Policy;4. reports directed by the Council or the responsible Committee to be submitted;5. matters essential for the Council's or Committee's information;6. matters requiring voting of funds.7. Give notice to the public of the times and places of Council meetings and meeting of Council Committees of which all members are Councillors.
<b>Certificates - 149 EPA</b>		
12		(a) To sign certificates under section 149 of the Environmental Planning and Assessment Act, 1979, as amended. (b) To attach appropriate notations to 149(5) Certificates.
<b>Certificates - 150 EPA</b>		
13		To sign Section 150 Certificates under EPA Act, 1979, as amended (evidence) in relation to extracts from the LEP.
<b>Certificates - 54 LGA</b>		
15		To sign and issue Certificates of Classification for public land under section 54 of the Local Government Act, 1993.
<b>Certificates - Occupation</b>		
16		To issue Occupation Certificates
<b>Common Seal of Council</b>		
167		To ensure the security of the Common Seal and to allow it to be affixed to documents only in accordance with Section 48 of the LOCAL GOVERNMENT (MEETINGS) REGULATION 1999
<b>Community Consultation</b>		
170		Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.
<b>Consultative Committee</b>		
174		To act as a Management representative on the Consultative Committee, if required
<b>Contractors/Consultants</b>		
57		Approve deductions on consultant's brief and contractors.
59		Approve the deduction of damages from contract payments.
58		Approve extensions of time on consultant's brief and contract where there is no material disadvantage to Council's interests.
<b>Correspondence</b>		
34		To give notice of determination of Planning and Building Applications. NOTE: All communications must comply with the Council's Visual Standards Guide
147		Sign all correspondence (includes E-mails). NOTE: All communications must comply with the Council's Visual Standards Guide
35		To give notice of proposed modification of an approval. NOTE: All communications must comply with the Council's Visual Standards Guide

Surname	Heading	Delegation
<b>Councillors</b>		
101	To approve payment and/or reimbursement of expenses and provision of facilities for Councillors in accordance with Council's Policy adopted under section 252 of the Local Government Act 1993.	
<b>Crown Land</b>		
20	To serve notices and erect and display regulatory notices in accordance with provisions of section 156 of the Crown Lands Act 1989.	
<b>Customer Requests</b>		
183	To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.	
<b>Debt Recovery</b>		
69	Authority to write off debts (other than charges against property) to a maximum of \$500 in any one instance that are either not recoverable or uneconomical to recover with notation in a report to Council.	
<b>Departmental (Local Government) Requirements</b>		
85	Take all necessary action to comply with the requirements of Chapter 13, Part 5 of the Act and any regulations thereto relating to the conduct of any inquiry or review of the Council.	
<b>Development Applications</b>		
22	To determine applications relating to sites that have been previously reported to Council, where the application does not substantially alter Council's decision or relate to the issue previously determined by Council.	
33	To obtain the concurrence of persons or Authorities required under any Act or regulation before the granting of any approval. To approve the inclusion of conditions of concurrence. To accept certification by qualified persons.	
23	To determine all modification, amendment, renewal, review and extension of approval applications within the terms of the Environmental Planning & Assessment Act, 1997 and the Local Government Act 1993.	
27	To give notice of determination of development applications and to give notice of proposed modification of an approval.	
21	To determine either refuse or approve development applications and part V assessments under the Environmental Planning and Assessment Act, 1997 and the Local Government Act 1993 not being applications by Council staff, Councillors or on Council's property (except Part V assessments) where there is no substantial objection to the proposal from the surrounding area and the proposal is not contrary to the objective of a policy; not of Regional or Local significance, complexity or inimical to the public interest subject to: - adequate notification being given to property owners and others in accordance with the Council's requirements and Policies relating to consultation. - adequate consideration being given to submissions in relation to applications for consent. - notice of the determination of the application being given to any objectors.	
<b>Emergency Situations</b>		
26	1. To make available Council's plant equipment and personnel, in emergency situations, in response to any lawful direction given under the State Emergency and Rescue Management Act, 1989, or in response to any reasonable request made under any emergency situation. 2. To take any other action pursuant to the State Emergency and Rescue Management Act, 1989. 3. To approve any work which, in the Delegate's opinion, is urgent and in the public interest at a total cost not exceeding \$20,001.	

Surname	Heading	Delegation
<b>Entry and Inspection</b>		
29	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 of Chapter 8 of the Local Government Act, 1993	
<b>Expenditure Control</b>		
48	Certify final payment contract vouchers to the value of \$75,000.	
155	To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.	
41	Authorise expenditure on the following specific items included in the Council's budget as adopted by the Council in its annual Management Plan even if they exceed the general authorised limit: Payroll Deductions, Tax Installments, Superannuation, FBT Installments, Workers' Compensation Insurance Premiums, General Insurance Premiums, Payments related to the provision of waste services, Electricity and Telephone Charges, State Government Levies and authorise expenditure on loan repayments as and when payments are required in accordance with the loan repayment schedule as adopted by the Council in its annual Management Plan. See Policies F.01.04 and F.01.07	
44	Petty Cash Certify petty cash dockets to the value of \$100.	
46	Certify contract progress payments to the value of \$75,000.	
154	To incur expenditure against Gwydir Shire Council's Corporate Credit Card at your discretion but generally restricted to items within your existing expenditure delegations and subject to available budget, expenditure policies and in compliance with the Council's Credit Card Use Policy	
50	Certify accounts vouchers	
55	Approve the engagement of consultants and contractors to the value of \$50,000.	
54	Approve extras (rise and fall, contingency allocations, etc) regarding consultants and contractors up to 10% of the original sum (maximum of \$20,000)	
184	Authorise the general expenditure to the value of \$500,000 where funds are available in the budget and subject to all relevant policies.	
<b>Finance</b>		
179	To sign bank documents on behalf of Council	
42	Authorise investments on behalf of Council to approved investment bodies in accordance with Department of Local Government circulars and subject to the Council's Investment Policy. Investments to be subsequently reported to the Council via the monthly investment Balances Report.	
43	Authorise payment of expenses incurred by staff at approved conferences, seminars, meetings, courses and other Council business.	
<b>Information Access</b>		
80	Permit inspection of the documents listed in the repealed Section 12 of the LG Act free of charge and have copies of the documents available for taking away by anyone who asks for a copy.	
81	Allow inspection of versions of the documents other than current and immediately preceding versions if those other versions are reasonably accessible.	
66	Access to Tax File Number for employees within your area of responsibility and related information	
67	Authorise certification and access to employee information for processing of Council's payroll.	



Surname	Heading	Delegation
<b>Insurances</b>		
86	Make arrangement for adequate insurance against public liability and professional liability of the Council in accordance with the Act and any regulations thereto.	
74	To accept proof of appropriate insurance cover required in connection with Council's policies, procedures and conditions.	
<b>Integrated Planning and Reporting</b>		
88	Take all necessary action relating to the preparation of a draft I P & R Plan in accordance with the requirements of the Local Government Act and any regulations thereto.	
<b>Legal Issues</b>		
87	Subject to reporting to Council:- (a) The authorisation of legal proceedings in respect of any legal matter under the Local Government Act, under any regulation made thereunder or under any Act now or at any time hereafter administered by the Council. (b) Obtain legal advice from Council's Solicitors or Counsel where necessary. (c) To represent the Council in all respects in any Court or Commission proceedings. (d) Enforce and institute Legal Proceedings against persons for breaches of section 626 to 635 inclusive, 638, 650, 651, 653, to 658 inclusive, 660 to 669 inclusive, 680 681 and 684 of the Local Government Act, 1993. (e) engagement of professional consultants (f) the approving of amendments, compromise proposals and imposition of conditions of approval of applications being considered by the Land and Environment Court under Part 5, Division 1, of the Local Government Act, 1993 and Regulations.	
90	Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993 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 of Chapter 8 of the Local Government Act, 1993.	
89	Subject to the prior authorisation of the General Manager to issue or serve notices, lay information, and complaints in respect of proper proceedings, actions and prosecutions against persons who have committed an offence under a relevant Act, Regulation or Ordinance lawfully given and which may be dealt with by the Council.	
<b>Media Contact</b>		
168	To operate in accordance with the Council's Media Contact Policy.	
<b>Occupational Health and Safety Committee</b>		
175	To act as a Management representative on the Occupational Health and Safety Committee, if required	
<b>Offences</b>		
84	Subject to the prior authorisation of the General Manager to issue all penalty and infringement notices pursuant to: Section 679 of the Local Government Act, 1993; Section 15 of the Road Transport General Act, 1999; Section 224 of the Protection of the Environment Operations Act, 1997; Section 127A of the Environmental Planning and Assessment Act, 1979; Section 131 of the Rural Fires Act, 1997; Section 92 of the Companion Animals Act, 1998; The Crown Lands Act 1989.	
<b>Orders</b>		
96	Subject to the prior authorisation of the General Manager to give orders number 1 to 30 (Section 124 LGA). The delegate must also undertake the following tasks: To consider criteria before giving orders, and to modify or revoke orders. To hear and consider representations. To determine procedure after representations. To give reasons for an Order. To respond to the submission of particulars of work by an owner. To revoke an order. To order an occupier to permit an owner to carry out work. To modify an order under.	



Surname	Heading	Delegation
95	Subject to the prior authorisation of the General Manager to give notice of proposed orders (Section 124 LGA).	
<b>Owner's (Council's) consent</b>		
98	To sign on behalf of Council as the owner or applicant of land any application for approval under the Local Government Act, 1993, or the Environmental Planning and Assessment (Amendment) Act, 1997 subject to the Council having endorsed the project.	
99	To determine and sign on behalf of Council as owner, leases or licenses or agreements in relation to Council properties, including public roads.	
<b>Part V (EPA) Assessments</b>		
24	Part V (see Section 112) assessments of activities reviewed on the appropriate form not being of a prescribed kind or likely to significantly affect the environment.	
<b>Personnel</b>		
161	To approve workbreaks	
153	To authorise the payment of the salaries and wages of the employees within your area of control within the sums voted by the Council for expenditure thereon	
158	To approve corporate-wide learning programs	
157	To approve private employment applications (for second jobs) in relation to subordinate staff	
195	To suspend any employee after consultation with the General Manager	
151	To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.	
160	To formally accept a resignation	
165	To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.	
156	Implement or carry out the functions detailed in the Council's Selection Procedures Guidelines	
<b>Public Reserves</b>		
100	The control and the use of public reserves or public land under section 48 of the Local Government Act, 1993 and regulations. (a) Film Permits (b) Reserve Bookings (c) Helicopter Landings (d) Noise Control - To grant permission for the use of amplifying equipment. (e) Temporary Storage on Councils Reserves	
<b>Publicity</b>		
105	To authorise the production and release of Council's publicity material including report to ratepayers, brochures, information sheets and other printed matter by checking final proofs prior to printing.	
<b>Records Management</b>		
108	To carry out the destruction of records of the Council, following prior approval from your supervisor, in accordance with the provisions of the State Records Act 1998 and the Local Government Act 1993, and Regulations thereunder and Local Government Records Disposal Schedule.	
<b>Refunds</b>		
71	To approve refunds from Trust Fund deposits or restricted funds on the recommendation and certification of the appropriate staff member.	

Surname	Heading	Delegation
72	To approve the refund of fees or part fees paid in accordance with Council's adopted scale of charges in respect of rejected applications to build, to subdivide or for development consent.	
73	To approve the refund of fees or part fees paid in accordance with Council's adopted scale of charges in the delegates area of responsibility where the circumstances warrant the refund.	
70	To approve of refunds being made in respect of all overpayments or credit adjustments for rates, extra charges, garbage fees, water and sewage charges, road opening and footpath crossing fees and miscellaneous charges as recommended and vouched by the appropriate staff member.	
	<b>Relieving Position</b>	
194	To assume the delegations relevant to the position of General Manager when acting in that position	
	<b>Roads and Drainage</b>	
116	Recovery of Costs of Damage to Public Roads; The recovery of costs or repair of damage caused to a public road under the provisions of section 102.	
115	Private Roads - The direction of an owner of a private road to carry out work or for Council to carry out work on the private road to prevent the road from becoming unsafe or unsightly under the provisions of section 86.	
127	Lease of Public Roads - The short term lease and issuing of section 139 consents of unused public roads/road reserves under the provisions of section 139, 153 and 157 of the Roads Act.	
	<b>Subdivision</b>	
17	To execute council 'linen plans', section 88B Instruments and issue 88G Certificates, (Conveyancing Act) on behalf of the Council.	
197	To sign off on approved subdivisions (Forms 2 and 6)	
	<b>Tendering</b>	
139	To be a 'designated person' pursuant to clause 15 and 16 of the Local Government (Tendering) Regulation, 1993.	
	<b>Tenders/Quotations</b>	
51	To prepare and call for the submission of tenders, quotations and expressions of interest for the provision/ sale of goods, works and services in accordance with Policy.	
52	To accept quotations for the provision of goods, works and services for under \$75,000 (Subject to the provisions of section 55 of the Local Government Act, 1993)	
	<b>Unlawful use of land</b>	
141	1. Issue notices under the relevant provisions of the Environmental Planning and Assessment (Amendment) Act, 1997 to prevent or prohibit the unauthorised use of land and to enforce compliance with the requirements and conditions of a development consent or building approval and do all things necessary to initiate proceedings for any offences in the Act. 2. Commence legal actions and issue solicitor instructions	
	<b>Use of recycled products.</b>	
171	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.	
	<b>Workcover Authority Licences</b>	

Surname	Heading	Delegation
142		To deal with letters of notifications submitted by the WorkCover Authority for the issue of licences under the Factories, Shops and Industries Act.
<b>Dawson, Maree</b>		
<b>Expenditure Control</b>		
145		Authorise general expenditure up to \$2,000 where funds are available in the budget and subject to all relevant policies.
<b>Doney, Todd</b>		
<b>Advertising Signs</b>		
1		To demolish or remove unauthorised advertisements or advertising under the Environmental Planning and Assessment (Amendment) Act, 1997 and section 124 of the Local Government Act, 1993.
<b>Emergency Situations</b>		
26		1. To make available Council's plant equipment and personnel, in emergency situations, in response to any lawful direction given under the State Emergency and Rescue Management Act, 1989, or in response to any reasonable request made under any emergency situation. 2. To take any other action pursuant to the State Emergency and Rescue Management Act, 1989. 3. To approve any work which, in the Delegate's opinion, is urgent and in the public interest at a total cost not exceeding \$20,001.
<b>Entry and Inspection</b>		
28		Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993, to enter upon any land or building at all reasonable hours and to make any inspections of premises
<b>Expenditure Control</b>		
155		To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.
38		Authorise the general expenditure to the value of \$10,000 where funds are available in the budget and subject to all relevant policies
<b>Personnel</b>		
165		To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.
181		To ensure that the Council's Standard Operating Procedures for any work related to the disposal of asbestos is carried out in accordance with the current relevant Australian Standards.
161		To approve workbreaks
151		To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.
<b>Private Works</b>		
102		Carry out, by agreement with the owner or occupier of any private land, any work that may lawfully be carried out where the cost of the work is fixed and the completion of the work is reported to Council under section 67 of the Local Government Act, 1993 and Regulations.

Surname	Heading	Delegation
<b>Roads and Drainage</b>		
130	Temporary Regulation of Traffic - The temporary regulation of traffic under provisions of section 122.	
111	Road Works; The carrying out of road works on a public road which is under the control of Council under the provisions of Sections 71, 78, 92, 93, 94, 98 and 103 of the Roads Act 1993.	
109	To exercise, and perform the duties, responsibilities and functions under the Roads Act 1993, and associated regulations	
120	Encroachments or Obstructions - The removal of encroachments or obstructions to a public road under the provisions of section 107.	
121	Traffic Regulation - The regulation of traffic on a public road under the provisions of section 108 and 115	
<b>Use of recycled products.</b>		
171	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.	
<b>Eastcott, Max</b>		
<b>Banking</b>		
65	To sign or counter-sign cheques, authorise Electronic Fund Transfers on behalf of Council and banking documents requiring authorisation such as loan agreements and for the investment or recall of investments.	
<b>Expenditure Control</b>		
184	Authorise the general expenditure to the value of \$500,000 where funds are available in the budget and subject to all relevant policies.	
<b>Governance</b>		
188	FURTHER, that the Mayor and General Manager are authorised under delegation to approve the affixing of the Common Seal to legal documents which require execution before the next available Ordinary Meeting of Council to implement a previous Council decision whether made by Council or under delegation (Ref: 204/13).	
166	As per Council resolution 399/12 29th November 2012	
<b>Local Environment Plans</b>		
198	(Resolution 398/12) Minister for Planning delegates all his functions under Section 59 of the Environmental Planning and Assessment Act for the making of Local Environmental Plans in respect of draft LEPs for local matters where Gwydir Shire Council receives authorisation following a gateway determination	
<b>Roads and Drainage</b>		
187	That the General Manager be delegated to determine future road closure applications. (Ref: 280/06)	
<b>Eddy, Alex</b>		
<b>Asset Disposal</b>		
63	Certification of the need for sale or disposal of minor assets (up to a value of \$10,000) as: surplus to requirements the asset is in a state of disrepair, unserviceable, unusable or obsolete.	



Surname	Heading	Delegation
<b>Authority</b>		
163	To control and direct employees engaged in your area of responsibility generally and, without limiting the generality of the foregoing, as to the procedure to be followed in and about the exercise of any delegated authority conferred upon them by the General Manager	
<b>Community Consultation</b>		
170	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.	
<b>Correspondence</b>		
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	
<b>Customer Requests</b>		
183	To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.	
<b>Emergency Situations</b>		
26	1. To make available Council's plant equipment and personnel, in emergency situations, in response to any lawful direction given under the State Emergency and Rescue Management Act, 1989, or in response to any reasonable request made under any emergency situation. 2. To take any other action pursuant to the State Emergency and Rescue Management Act, 1989. 3. To approve any work which, in the Delegate's opinion, is urgent and in the public interest at a total cost not exceeding \$20,001.	
<b>Expenditure Control</b>		
37	Authorise the general expenditure to the value of \$25,000 where funds are available in the budget and subject to all relevant policies	
155	To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.	
56	Approve the engagement of consultants and contractors to the value of \$5,000.	
<b>Insurances</b>		
74	To accept proof of appropriate insurance cover required in connection with Council's policies, procedures and conditions.	
<b>Media Contact</b>		
168	To operate in accordance with the Council's Media Contact Policy.	
<b>Personnel</b>		

Surname	Heading	Delegation
159	To investigate, manage, follow-up and take corrective action on employee grievances in consultation with your Director or if a Director the Deputy General Manager	
161	To approve workbreaks	
181	To ensure that the Council's Standard Operating Procedures for any work related to the disposal of asbestos is carried out in accordance with the current relevant Australian Standards.	
153	To authorise the payment of the salaries and wages of the employees within your area of control within the sums voted by the Council for expenditure thereon	
165	To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.	
151	To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.	
<b>Relieving Position</b>		
192	To assume the delegations relevant to the position of Technical Services Director when acting in that position	
<b>Roads and Drainage</b>		
115	Private Roads - The direction of an owner of a private road to carry out work or for Council to carry out work on the private road to prevent the road from becoming unsafe or unsightly under the provisions of section 86.	
109	To exercise, and perform the duties, responsibilities and functions under the Roads Act 1993, and associated regulations	
116	Recovery of Costs of Damage to Public Roads; The recovery of costs or repair of damage caused to a public road under the provisions of section 102.	
113	Service Conduits; The direction of the placement of utility service conduits in, on or over a road under the provisions of sections 85 and 97 Roads Act 1993	
114	Contribution to Road Works; The obtaining of a contribution towards the cost incurred by Council in construction or paving any kerb, gutter or footway on a public road from an adjoining land owner under the provisions of section 217 and 218 of the Roads Act 1993.	
119	Widening of Public Roads - The widening of public roads under the provisions of section 22.	
132	Levels of Public Roads - The fixing of levels on a public road under the provisions of section 29.	
120	Encroachments or Obstructions - The removal of encroachments or obstructions to a public road under the provisions of section 107.	
121	Traffic Regulation - The regulation of traffic on a public road under the provisions of section 108 and 115	
134	Erection of Structures Public Roads - Issue consents to carry out works or erect structures on or under or over a public road under the provisions of section 138.	
130	Temporary Regulation of Traffic - The temporary regulation of traffic under provisions of section 122.	
122	Extension of Powers - The application to the RMS for additional powers in regard to roads under section 116.	
123	Private Service Repairs - The direction of a private body to repair and maintain services in a roadway under the provisions of sections 99 and 100.	
129	Temporary Closure Public Roads - The closure of temporary roads under provisions of section 39.	
124	Restoration of Public Roads - The direction of a person to restore a public road under the provisions of section 101.	
125	Joint Works Public Roads - The joint construction and maintenance of roads across land controlled by a public authority under the provisions of section 176.	

Surname	Heading	Delegation
<b>Roads and Drainage - Town Planning</b>		
135	Plans and Construction - Approve road and drainage plans and construction associated with subdivision and building development in accordance with Council's policies and usual requirements.	
<b>Tenders/Quotations</b>		
51	To prepare and call for the submission of tenders, quotations and expressions of interest for the provision/ sale of goods, works and services in accordance with Policy.	
<b>Use of recycled products.</b>		
171	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.	
<b>Fletcher, Stan</b>		
<b>Advertising Signs</b>		
1	To demolish or remove unauthorised advertisements or advertising under the Environmental Planning and Assessment (Amendment) Act, 1997 and section 124 of the Local Government Act, 1993.	
<b>Authority</b>		
163	To control and direct employees engaged in your area of responsibility generally and, without limiting the generality of the foregoing, as to the procedure to be followed in and about the exercise of any delegated authority conferred upon them by the General Manager	
<b>Entry and Inspection</b>		
28	Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993, to enter upon any land or building at all reasonable hours and to make any inspections of premises	
<b>Expenditure Control</b>		
155	To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.	
145	Authorise general expenditure up to \$2,000 where funds are available in the budget and subject to all relevant policies.	
<b>Personnel</b>		
181	To ensure that the Council's Standard Operating Procedures for any work related to the disposal of asbestos is carried out in accordance with the current relevant Australian Standards.	
161	To approve workbreaks	
<b>Private Works</b>		
102	Carry out, by agreement with the owner or occupier of any private land, any work that may lawfully be carried out where the cost of the work is fixed and the completion of the work is reported to Council under section 67 of the Local Government Act, 1993 and Regulations.	

Surname	Heading	Delegation
<b>Roads and Drainage</b>		
130	Temporary Regulation of Traffic - The temporary regulation of traffic under provisions of section 122.	
124	Restoration of Public Roads - The direction of a person to restore a public road under the provisions of section 101.	
120	Encroachments or Obstructions - The removal of encroachments or obstructions to a public road under the provisions of section 107.	
109	To exercise, and perform the duties, responsibilities and functions under the Roads Act 1993, and associated regulations	
111	Road Works; The carrying out of road works on a public road which is under the control of Council under the provisions of Sections 71, 78, 92, 93, 94, 98 and 103 of the Roads Act 1993.	
121	Traffic Regulation - The regulation of traffic on a public road under the provisions of section 108 and 115	
<b>Greensill, Timothy</b>		
<b>Asset Disposal</b>		
64	Determine the method of sale or disposal of minor assets: by public tender, auction; or direct sale	
63	Certification of the need for sale or disposal of minor assets (up to a value of \$10,000) as: surplus to requirements the asset is in a state of disrepair, unserviceable, unusable or obsolete.	
<b>Authorisation of Action</b>		
7	1. To authorise action to be taken by the responsible officer of Council 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 his or her area of responsibility on behalf of the Council. 2. To carry on the regular services and operations affecting his or her area of responsibility on behalf of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of the Council.	
<b>Authority</b>		
163	To control and direct employees engaged in your area of responsibility generally and, without limiting the generality of the foregoing, as to the procedure to be followed in and about the exercise of any delegated authority conferred upon them by the General Manager	
<b>Banking</b>		
172	To sign or counter-sign cheques and authorise Electronic Fund Transfers on behalf of Council	
<b>Conferences and Seminars</b>		
19	To RECOMMEND ONLY to the Deputy General Manager, the attendance of staff within his or her area of responsibility at conferences and seminars provided initially that the cost is within the sums voted by the Council for expenditure thereon.	
<b>Correspondence</b>		
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	
<b>Customer Requests</b>		



Surname	Heading	Delegation
183		To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.
<b>Expenditure Control</b>		
50		Certify accounts vouchers
154		To incur expenditure against Gwydir Shire Council's Corporate Credit Card at your discretion but generally restricted to items within your existing expenditure delegations and subject to available budget, expenditure policies and in compliance with the Council's Credit Card Use Policy
155		To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.
38		Authorise the general expenditure to the value of \$10,000 where funds are available in the budget and subject to all relevant policies
<b>Information Access</b>		
79		Give reasonable access to any person to inspect correspondence and reports laid on the table, or submitted to a Council meeting or a Committee meeting of which all the members are Councillors. This access may be during the meeting or at the close of the meeting or during the business day following the meeting. This access does not apply however, to correspondence or reports that relate to a matter that was received or discussed; or were laid on the table at, or submitted to the meeting when the meeting was closed to the public.
<b>Personnel</b>		
161		To approve workbreaks
165		To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.
151		To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.
159		To investigate, manage, follow-up and take corrective action on employee grievances in consultation with your Director or if a Director the Deputy General Manager
153		To authorise the payment of the salaries and wages of the employees within your area of control within the sums voted by the Council for expenditure thereon
<b>Records Management</b>		
108		To carry out the destruction of records of the Council, following prior approval from your supervisor, in accordance with the provisions of the State Records Act 1998 and the Local Government Act 1993, and Regulations thereunder and Local Government Records Disposal Schedule.
<b>Hall, Dan</b>		
<b>Expenditure Control</b>		
155		To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.

Surname	Heading	Delegation
<b>Roads and Drainage</b>		
130	Temporary Regulation of Traffic - The temporary regulation of traffic under provisions of section 122.	
<b>Hutton, Richard</b>		
<b>Media Contact</b>		
168	To operate in accordance with the Council's Media Contact Policy.	
<b>Jane, Richard</b>		
<b>Alcohol Licences</b>		
3	To determine applications referred to Council for Spirit Merchants, Licences or variations to trading hours of Spirit Merchants providing the licensed premises complies with the relevant Environmental Planning instrument, and with the conditions of any consent granted for the premises noting that Council as a matter of policy not raise objection to the licence or to the variation of trading hours.	
<b>Asset Disposal</b>		
64	Determine the method of sale or disposal of minor assets: by public tender, auction; or direct sale	
62	Fleet Vehicle disposal by trade-in, public tender and auction only, up to a net changeover value of \$10,000.	
60	Major Assets (\$10,000 and above) Determine the method of sale or disposal of major assets; * by public tender * auction, or * direct sale (after Council has resolved to dispose of the asset as part of the Management Plan).	
61	Heavy Plant disposal by public tender and auction only, up to the value of \$50,000.	
63	Certification of the need for sale or disposal of minor assets (up to a value of \$10,000) as: surplus to requirements the asset is in a state of disrepair, unserviceable, unusable or obsolete.	
<b>Authorisation of Action</b>		
7	1. To authorise action to be taken by the responsible officer of Council 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 his or her area of responsibility on behalf of the Council. 2. To carry on the regular services and operations affecting his or her area of responsibility on behalf of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of the Council.	
<b>Authority</b>		
163	To control and direct employees engaged in your area of responsibility generally and, without limiting the generality of the foregoing, as to the procedure to be followed in and about the exercise of any delegated authority conferred upon them by the General Manager	
<b>Banking</b>		
172	To sign or counter-sign cheques and authorise Electronic Fund Transfers on behalf of Council	
<b>Community Consultation</b>		
170	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.	
<b>Conferences and Seminars</b>		

Surname	Heading	Delegation
19		To RECOMMEND ONLY to the Deputy General Manager, the attendance of staff within his or her area of responsibility at conferences and seminars provided initially that the cost is within the sums voted by the Council for expenditure thereon.
<b>Consultative Committee</b>		
174		To act as a Management representative on the Consultative Committee, if required
<b>Contractors/Consultants</b>		
59		Approve the deduction of damages from contract payments.
57		Approve deductions on consultant's brief and contractors.
58		Approve extensions of time on consultant's brief and contract where there is no material disadvantage to Council's interests.
<b>Correspondence</b>		
147		Sign all correspondence (includes E-mails). NOTE: All communications must comply with the Council's Visual Standards Guide
34		To give notice of determination of Planning and Building Applications. NOTE: All communications must comply with the Council's Visual Standards Guide
35		To give notice of proposed modification of an approval. NOTE: All communications must comply with the Council's Visual Standards Guide
<b>Customer Requests</b>		
183		To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.
<b>Departmental (Local Government) Requirements</b>		
85		Take all necessary action to comply with the requirements of Chapter 13, Part 5 of the Act and any regulations thereto relating to the conduct of any inquiry or review of the Council.
<b>Emergency Situations</b>		
26		1. To make available Council's plant equipment and personnel, in emergency situations, in response to any lawful direction given under the State Emergency and Rescue Management Act, 1989, or in response to any reasonable request made under any emergency situation. 2. To take any other action pursuant to the State Emergency and Rescue Management Act, 1989. 3. To approve any work which, in the Delegate's opinion, is urgent and in the public interest at a total cost not exceeding \$20,001.
<b>Entry and Inspection</b>		
29		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 of Chapter 8 of the Local Government Act, 1993
28		Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993, to enter upon any land or building at all reasonable hours and to make any inspections of premises
<b>Expenditure Control</b>		
154		To incur expenditure against Gwydir Shire Council's Corporate Credit Card at your discretion but generally restricted to items within your existing expenditure delegations and subject to available budget, expenditure policies and in compliance with the Council's Credit Card Use Policy

Surname	Heading	Delegation
50	Certify accounts vouchers	
54	Approve extras (rise and fall, contingency allocations, etc) regarding consultants and contractors up to 10% of the original sum (maximum of \$20,000)	
41	Authorise expenditure on the following specific items included in the Council's budget as adopted by the Council in its annual Management Plan even if they exceed the general authorised limit: Payroll Deductions, Tax Installments, Superannuation, FBT Installments, Workers' Compensation Insurance Premiums, General Insurance Premiums, Payments related to the provision of waste services, Electricity and Telephone Charges, State Government Levies and authorise expenditure on loan repayments as and when payments are required in accordance with the loan repayment schedule as adopted by the Council in its annual Management Plan. See Policies F.01.04 and F.01.07	
48	Certify final payment contract vouchers to the value of \$75,000.	
155	To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.	
46	Certify contract progress payments to the value of \$75,000.	
44	Petty Cash Certify petty cash dockets to the value of \$100.	
177	Authorise the general expenditure to the value of \$75,000 where funds are available in the budget and subject to all relevant policies.	
<b>Finance</b>		
43	Authorise payment of expenses incurred by staff at approved conferences, seminars, meetings, courses and other Council business.	
<b>Insurances</b>		
74	To accept proof of appropriate insurance cover required in connection with Council's policies, procedures and conditions.	
<b>Integrated Planning and Reporting</b>		
88	Take all necessary action relating to the preparation of a draft I P & R Plan in accordance with the requirements of the Local Government Act and any regulations thereto.	
<b>Legal Issues</b>		
90	Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993 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 of Chapter 8 of the Local Government Act, 1993.	
89	Subject to the prior authorisation of the General Manager to issue or serve notices, lay information, and complaints in respect of proper proceedings, actions and prosecutions against persons who have committed an offence under a relevant Act, Regulation or Ordinance lawfully given and which may be dealt with by the Council.	



Surname	Heading	Delegation
87		Subject to reporting to Council:- (a) The authorisation of legal proceedings in respect of any legal matter under the Local Government Act, under any regulation made thereunder or under any Act now or at any time hereafter administered by the Council. (b) Obtain legal advice from Council's Solicitors or Counsel where necessary. (c) To represent the Council in all respects in any Court or Commission proceedings. (d) Enforce and institute Legal Proceedings against persons for breaches of section 626 to 635 inclusive, 638, 650, 651, 653, to 658 inclusive, 660 to 669 inclusive, 680 681 and 684 of the Local Government Act, 1993. (e) engagement of professional consultants (f) the approving of amendments, compromise proposals and imposition of conditions of approval of applications being considered by the Land and Environment Court under Part 5, Division 1, of the Local Government Act, 1993 and Regulations.
<b>Media Contact</b>		
168		To operate in accordance with the Council's Media Contact Policy.
<b>Offences</b>		
84		Subject to the prior authorisation of the General Manager to issue all penalty and infringement notices pursuant to: Section 679 of the Local Government Act, 1993; Section 15 of the Road Transport General Act, 1999; Section 224 of the Protection of the Environment Operations Act, 1997; Section 127A of the Environmental Planning and Assessment Act, 1979; Section 131 of the Rural Fires Act, 1997; Section 92 of the Companion Animals Act, 1998; The Crown Lands Act 1989.
<b>Orders</b>		
95		Subject to the prior authorisation of the General Manager to give notice of proposed orders (Section 124 LGA).
<b>Part V (EPA) Assessments</b>		
24		Part V (see Section 112) assessments of activities reviewed on the appropriate form not being of a prescribed kind or likely to significantly affect the environment.
<b>Personnel</b>		
160		To formally accept a resignation
153		To authorise the payment of the salaries and wages of the employees within your area of control within the sums voted by the Council for expenditure thereon
151		To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.
157		To approve private employment applications (for second jobs) in relation to subordinate staff
159		To investigate, manage, follow-up and take corrective action on employee grievances in consultation with your Director or if a Director the Deputy General Manager
181		To ensure that the Council's Standard Operating Procedures for any work related to the disposal of asbestos is carried out in accordance with the current relevant Australian Standards.
161		To approve workbreaks
165		To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.
164		To suspend any employee in your area of responsibility (after consultation with and the written agreement of the Deputy General Manager) other than a direct subordinate, and appoint some person to carry on the work until such time as the formal recruitment procedures can be implemented

Surname	Heading	Delegation
162	To advertise and fill vacant established positions within budget and your area of responsibility in consultation with the Deputy General Manager and in compliance with the Council's Selection Procedures Guidelines	
<b>Private Works</b>		
102	Carry out, by agreement with the owner or occupier of any private land, any work that may lawfully be carried out where the cost of the work is fixed and the completion of the work is reported to Council under section 67 of the Local Government Act, 1993 and Regulations.	
<b>Public Reserves</b>		
100	The control and the use of public reserves or public land under section 48 of the Local Government Act, 1993 and regulations. (a) Film Permits (b) Reserve Bookings (c) Helicopter Landings (d) Noise Control - To grant permission for the use of amplifying equipment. (e) Temporary Storage on Councils Reserves	
<b>Refunds</b>		
72	To approve the refund of fees or part fees paid in accordance with Council's adopted scale of charges in respect of rejected applications to build, to subdivide or for development consent.	
70	To approve of refunds being made in respect of all overpayments or credit adjustments for rates, extra charges, garbage fees, water and sewage charges, road opening and footpath crossing fees and miscellaneous charges as recommended and vouched by the appropriate staff member.	
73	To approve the refund of fees or part fees paid in accordance with Council's adopted scale of charges in the delegates area of responsibility where the circumstances warrant the refund.	
<b>Roads and Drainage</b>		
132	Levels of Public Roads - The fixing of levels on a public road under the provisions of section 29.	
120	Encroachments or Obstructions - The removal of encroachments or obstructions to a public road under the provisions of section 107.	
119	Widening of Public Roads - The widening of public roads under the provisions of section 22.	
118	Erection of Gates Public Roads - The erection of a gate across a public road under the provisions of section 128 Roads Act 1993, subject to the Council's Policy position.	
116	Recovery of Costs of Damage to Public Roads; The recovery of costs or repair of damage caused to a public road under the provisions of section 102.	
122	Extension of Powers - The application to the RMS for additional powers in regard to roads under section 116.	
123	Private Service Repairs - The direction of a private body to repair and maintain services in a roadway under the provisions of sections 99 and 100.	
109	To exercise, and perform the duties, responsibilities and functions under the Roads Act 1993, and associated regulations	
110	Stormwater Drainage; The granting of an approval or approval subject to conditions or the refusal to carry out an activity in connection with stormwater drainage works, community land, public roads or other activities as prescribed in section 68 of the Local Government Act, 1993 and regulations.	
115	Private Roads - The direction of an owner of a private road to carry out work or for Council to carry out work on the private road to prevent the road from becoming unsafe or unsightly under the provisions of section 86.	
129	Temporary Closure Public Roads - The closure of temporary roads under provisions of section 39.	
112	Properties Adjoining Public Roads; (1) The direction of adjoining owners of public roads to carry out drainage works or remove obstructions from a public road under the provisions of sections 95 and 96 Roads Act 1993; (2) The direction of adjoining owners of public roads to remove obstructions from a public road under the provisions of Sections 95 & 96	



Surname	Heading	Delegation
124	Restoration of Public Roads - The direction of a person to restore a public road under the provisions of section 101.	
131	Enforcement of Weight Limits - The enforcement of excess weight limits under the provisions of section 230.	
130	Temporary Regulation of Traffic - The temporary regulation of traffic under provisions of section 122.	
121	Traffic Regulation - The regulation of traffic on a public road under the provisions of section 108 and 115	
114	Contribution to Road Works; The obtaining of a contribution towards the cost incurred by Council in construction or paving any kerb, gutter or footway on a public road from an adjoining land owner under the provisions of section 217 and 218 of the Roads Act 1993.	
134	Erection of Structures Public Roads - Issue consents to carry out works or erect structures on or under or over a public road under the provisions of section 138.	
113	Service Conduits; The direction of the placement of utility service conduits in, on or over a road under the provisions of sections 85 and 97 Roads Act 1993	
128	Weight Restrictions Public Roads - The imposing of weight restrictions under the provisions of section 108.	
127	Lease of Public Roads - The short term lease and issuing of section 139 consents of unused public roads/road reserves under the provisions of section 139, 153 and 157 of the Roads Act.	
126	Closing of Public Roads - The application to the Minister for closing of roads under the provisions of section 33.	
125	Joint Works Public Roads - The joint construction and maintenance of roads across land controlled by a public authority under the provisions of section 176.	
111	Road Works; The carrying out of road works on a public road which is under the control of Council under the provisions of Sections 71, 78, 92, 93, 94, 98 and 103 of the Roads Act 1993.	
<b>Roads and Drainage - Town Planning</b>		
135	Plans and Construction - Approve road and drainage plans and construction associated with subdivision and building development in accordance with Council's policies and usual requirements.	
<b>Street Lighting</b>		
137	Subject to budgetary provision: (1) To authorise work to proceed and for the Council to bear the additional annual charge where Country Energy has agreed to a scheme of street lighting improvement (2) To approve replacement of street lamps or variation in wattage or type of street lamps in accordance with proposals submitted by Country Energy. (3) To approve of the installation of street lights in areas where it is considered that street lighting is required and for the Council to bear the additional annual charges.	
<b>Subdivision</b>		
197	To sign off on approved subdivisions (Forms 2 and 6)	
17	To execute council 'linen plans', section 88B Instruments and issue 88G Certificates, (Conveyancing Act) on behalf of the Council.	
<b>Tendering</b>		
139	To be a 'designated person' pursuant to clause 15 and 16 of the Local Government (Tendering) Regulation, 1993.	
<b>Tenders/Quotations</b>		
51	To prepare and call for the submission of tenders, quotations and expressions of interest for the provision/ sale of goods, works and services in accordance with Policy.	

Surname	Heading	Delegation
52	<b>Unlawful use of land</b>	To accept quotations for the provision of goods, works and services for under \$75,000 (Subject to the provisions of section 55 of the Local Government Act, 1993)
141	<b>Use of recycled products.</b>	1. Issue notices under the relevant provisions of the Environmental Planning and Assessment (Amendment) Act, 1997 to prevent or prohibit the unauthorised use of land and to enforce compliance with the requirements and conditions of a development consent or building approval and do all things necessary to initiate proceedings for any offences in the Act. 2. Commence legal actions and issue solicitor instructions
171	<b>Workcover Authority Licences</b>	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.
142	<b>Advertising Signs</b>	To deal with letters of notifications submitted by the WorkCover Authority for the issue of licences under the Factories, Shops and Industries Act.
1	<b>Emergency Situations</b>	To demolish or remove unauthorised advertisements or advertising under the Environmental Planning and Assessment (Amendment) Act, 1997 and section 124 of the Local Government Act, 1993.
26	<b>Entry and Inspection</b>	1. To make available Council's plant equipment and personnel, in emergency situations, in response to any lawful direction given under the State Emergency and Rescue Management Act, 1989, or in response to any reasonable request made under any emergency situation. 2. To take any other action pursuant to the State Emergency and Rescue Management Act, 1989. 3. To approve any work which, in the Delegate's opinion, is urgent and in the public interest at a total cost not exceeding \$20,001.
28	<b>Expenditure Control</b>	Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993, to enter upon any land or building at all reasonable hours and to make any inspections of premises
155	<b>Personnel</b>	To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.
38		Authorise the general expenditure to the value of \$10,000 where funds are available in the budget and subject to all relevant policies
181		To ensure that the Council's Standard Operating Procedures for any work related to the disposal of asbestos is carried out in accordance with the current relevant Australian Standards.

Surname	Heading	Delegation
161	To approve workbreaks	
165	To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.	
151	To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.	
<b>Private Works</b>		
102	Carry out, by agreement with the owner or occupier of any private land, any work that may lawfully be carried out where the cost of the work is fixed and the completion of the work is reported to Council under section 67 of the Local Government Act, 1993 and Regulations.	
<b>Roads and Drainage</b>		
120	Encroachments or Obstructions - The removal of encroachments or obstructions to a public road under the provisions of section 107.	
111	Road Works; The carrying out of road works on a public road which is under the control of Council under the provisions of Sections 71, 78, 92, 93, 94, 98 and 103 of the Roads Act 1993.	
130	Temporary Regulation of Traffic - The temporary regulation of traffic under provisions of section 122.	
109	To exercise, and perform the duties, responsibilities and functions under the Roads Act 1993, and associated regulations	
121	Traffic Regulation - The regulation of traffic on a public road under the provisions of section 108 and 115	
<b>Use of recycled products.</b>		
171	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.	
<b>Kneller, Stephen</b>		
<b>Authorisation of Action</b>		
7	1. To authorise action to be taken by the responsible officer of Council 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 his or her area of responsibility on behalf of the Council. 2. To carry on the regular services and operations affecting his or her area of responsibility on behalf of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of the Council.	
<b>Entry and Inspection</b>		
28	Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993, to enter upon any land or building at all reasonable hours and to make any inspections of premises	
<b>Noxious Weeds</b>		

Surname	Heading	Delegation
		<p>91 Subject to the exclusion of any delegation to authorise the use of force pursuant to section 46 of the Noxious Weeds Act, 1993: To exercise the powers of entry prescribed under Division I of Part V of the Act. To exercise the Noxious Weeds control functions of Council (section 36). To appoint inspectors for the purposes of the Noxious Weeds Act, 1993 (section 4). To carry out inspection and investigations and for this purpose to: (a) inspect the premises; (b) search the premises; (c) examine, seize, detain or remove any noxious weed material in or about those premises; (d) require the production of and inspect any records in or about those premises; (e) take copies of, or extracts or notes from, any such records; (f) require any person in or about those premises to answer questions or otherwise furnish information; (g) require the occupier of those premises to provide the inspector or authorised officer with such assistance and facilities as is or are reasonably necessary to enable the inspector or authorised officer to exercise his or her functions; (h) remove or destroy or cause to be removed or destroyed any noxious weed material found in or about those premises; (i) break open and search any box, container, package or receptacle (including any place that could be used as a receptacle) in or about those premises.</p>
		<p>94 To control noxious weeds on land where weed control notices have not been complied with (section 20).</p>
<b>Landers, Melissa</b>		
<b>Correspondence</b>		
		<p>32 To give written acknowledgment of the receipt of an application for an approval. NOTE: All communications must comply with the Council's Visual Standards Guide</p>
		<p>150 Sign acknowledgment or similar types of letters. NOTE: All communications must comply with the Council's Visual Standards Guide</p>
<b>McClymont, Casey</b>		
<b>Certificates - 603 LGA</b>		
		<p>14 To sign section 603 certificates under the Local Government Act 1993.</p>
<b>Relieving Position</b>		
		<p>193 To assume the delegations relevant to the position of Finance Manager when acting in that position</p>
<b>McLachlan, Scott</b>		
<b>Authorisation of Action</b>		
		<p>7 1. To authorise action to be taken by the responsible officer of Council 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 his or her area of responsibility on behalf of the Council. 2. To carry on the regular services and operations affecting his or her area of responsibility on behalf of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of the Council.</p>
<b>Entry and Inspection</b>		
		<p>28 Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993, to enter upon any land or building at all reasonable hours and to make any inspections of premises</p>
<b>Noxious Weeds</b>		



Surname	Heading	Delegation
91		Subject to the exclusion of any delegation to authorise the use of force pursuant to section 46 of the Noxious Weeds Act, 1993: To exercise the powers of entry prescribed under Division I of Part V of the Act. To exercise the Noxious Weeds control functions of Council (section 36). To appoint inspectors for the purposes of the Noxious Weeds Act, 1993 (section 4). To carry out inspection and investigations and for this purpose to: (a) inspect the premises; (b) search the premises; (c) examine, seize, detain or remove any noxious weed material in or about those premises; (d) require the production of and inspect any records in or about those premises; (e) take copies of, or extracts or notes from, any such records; (f) require any person in or about those premises to answer questions or otherwise furnish information; (g) require the occupier of those premises to provide the inspector or authorised officer with such assistance and facilities as is or are reasonably necessary to enable the inspector or authorised officer to exercise his or her functions; (h) remove or destroy or cause to be removed or destroyed any noxious weed material found in or about those premises; (i) break open and search any box, container, package or receptacle (including any place that could be used as a receptacle) in or about those premises.
94		To control noxious weeds on land where weed control notices have not been complied with (section 20).
<b>McManus, Darryl</b>		
<b>Expenditure Control</b>		
155		To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.
38		Authorise the general expenditure to the value of \$10,000 where funds are available in the budget and subject to all relevant policies
<b>Mead, Jenny</b>		
<b>Correspondence</b>		
148		To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide
<b>Expenditure Control</b>		
40		Authorise the general expenditure to the value of \$1,000 where funds are available in the budget and subject to all relevant policies
<b>Media Contact</b>		
168		To operate in accordance with the Council's Media Contact Policy.
<b>Newby, Tracy</b>		
<b>Debt Recovery - Rates</b>		
107		Pensioners Under Hardship Approve the suspension of recovery action and accrual of rates, charges and interest against the estate of eligible pensioners, after rebate, where such payment would cause hardship. Note: All owners of the property must be eligible pensioners.

Surname	Heading	Delegation
106	1. Arrangements; Authorise arrangements for the payment of rates and charges by rate payers under section 564. 2. Interest Charges Write Off; Approve write off or reduction of interest charges, for a rate payer who has entered into an arrangement, where the current rates are paid in full in the current year. 3. External Recovery Action; Authorise the necessary legal action or employ a debt recovery agency to take appropriate action against all rate payers who have not made payment or made satisfactory payment arrangements.	
<b>Phillips, Robyn</b>		
<b>Business Papers</b>		
11	To determine whether matters are to be included in the business papers of the Council or its Committees subject always to the inclusion of the following items when they arise, namely;1. reports on matters which cannot be determined under delegated authority;2. reports required to be submitted under any Act or regulation;3. matters requiring a determination of Policy;4. reports directed by the Council or the responsible Committee to be submitted;5. matters essential for the Council's or Committee's information;6. matters requiring voting of funds.7. Give notice to the public of the times and places of Council meetings and meeting of Council Committees of which all members are Councillors.	
<b>Common Seal of Council</b>		
167	To ensure the security of the Common Seal and to allow it to be affixed to documents only in accordance with Section 48 of the LOCAL GOVERNMENT (MEETINGS) REGULATION 1999	
<b>Correspondence</b>		
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	
<b>Councillors</b>		
101	To approve payment and/or reimbursement of expenses and provision of facilities for Councillors in accordance with Council's Policy adopted under section 252 of the Local Government Act 1993.	
<b>Expenditure Control</b>		
154	To incur expenditure against Gwydir Shire Council's Corporate Credit Card at your discretion but generally restricted to items within your existing expenditure delegations and subject to available budget, expenditure policies and in compliance with the Council's Credit Card Use Policy	
144	Certify petty cash dockets to the value of \$50.	
<b>Information Access</b>		
80	Permit inspection of the documents listed in the repealed Section 12 of the LG Act free of charge and have copies of the documents available for taking away by anyone who asks for a copy.	
79	Give reasonable access to any person to inspect correspondence and reports laid on the table, or submitted to a Council meeting or a Committee meeting of which all the members are Councillors. This access may be during the meeting or at the close of the meeting or during the business day following the meeting. This access does not apply however, to correspondence or reports that relate to a matter that was received or discussed; or were laid on the table at, or submitted to the meeting when the meeting was closed to the public.	
<b>Media Contact</b>		



Surname	Heading	Delegation
		168 To operate in accordance with the Council's Media Contact Policy.
<b>Power, Stephen</b>		
	<b>Animals</b>	
		83 To implement all the functions under the Impounding Act, 1993 in particular: (a) To make all reasonable enquiries to find the owner of impounded items in accordance with section 20; (b) To impound items; (c) To care for impounded animals; (d) To destroy animals impounded; (e) To sell items impounded; (f) To recover the cost of impounding; (g) To keep record of impounded items
	<b>Expenditure Control</b>	
		155 To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.
		178 Authorise the general expenditure to the value of \$5,000 where funds are available in the budget and subject to all relevant policies.
	<b>Personnel</b>	
		161 To approve workbreaks
		153 To authorise the payment of the salaries and wages of the employees within your area of control within the sums voted by the Council for expenditure thereon
		181 To ensure that the Council's Standard Operating Procedures for any work related to the disposal of asbestos is carried out in accordance with the current relevant Australian Standards.
<b>Pratt, Janeane</b>		
	<b>Correspondence</b>	
		148 To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide
	<b>Expenditure Control</b>	
		155 To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.
		145 Authorise general expenditure up to \$2,000 where funds are available in the budget and subject to all relevant policies.
	<b>Personnel</b>	
		165 To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.
	<b>Use of recycled products.</b>	

Surname	Heading	Delegation
171		Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.
<b>Riley, Chris</b>		
	<b>Correspondence</b>	
149		To sign previously authorised standard letters and routine correspondence (includes E-mails but does not include correspondence to The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure) NOTE: All communications must comply with the Council's Visual Standards Guide
<b>Information Access</b>		
67		Authorise certification and access to employee information for processing of Council's payroll.
<b>Small, Robert</b>		
	<b>Expenditure Control</b>	
145		Authorise general expenditure up to \$2,000 where funds are available in the budget and subject to all relevant policies.
155		To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.
<b>Smith, Timothy</b>		
	<b>Banking</b>	
172		To sign or counter-sign cheques and authorise Electronic Fund Transfers on behalf of Council
<b>Correspondence</b>		
148		To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide
	<b>Expenditure Control</b>	
50		Certify accounts vouchers
<b>Information Access</b>		
67		Authorise certification and access to employee information for processing of Council's payroll.
<b>Southwell, Carmen</b>		
	<b>Annual Report</b>	
4		To prepare an Annual Report in accordance with the provisions of Part 4 of Chapter 13 of the Local Government Act, 1993

Surname	Heading	Delegation
<b>Biodiversity</b>		
196	Act as the liaison person for the Biodiversity Conservation Act 2016 regarding Inad tenure issues.	
<b>Code of Conduct</b>		
18	Prepare and update as required a code of conduct for submission to Council in accordance with the requirements of chapter 14 part 1 of the Act and any regulations thereto.	
<b>Community Consultation</b>		
170	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.	
<b>Correspondence</b>		
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	
<b>Customer Requests</b>		
182	To supervise the Customer Requests System and ensure that every effort is made to respond to all requests in a timely manner.	
<b>Departmental (Local Government) Requirements</b>		
85	Take all necessary action to comply with the requirements of Chapter 13, Part 5 of the Act and any regulations thereto relating to the conduct of any inquiry or review of the Council.	
<b>Expenditure Control</b>		
178	Authorise the general expenditure to the value of \$5,000 where funds are available in the budget and subject to all relevant policies.	
<b>Information Access</b>		
76	To manage Council's responsibilities under the GIPA legislation.	
80	Permit inspection of the documents listed in the repealed Section 12 of the LG Act free of charge and have copies of the documents available for taking away by anyone who asks for a copy.	
81	Allow inspection of versions of the documents other than current and immediately preceding versions if those other versions are reasonably accessible.	
78	Conduct Internal Reviews of Determinations under the GIPA legislation by Council officers.	
79	Give reasonable access to any person to inspect correspondence and reports laid on the table, or submitted to a Council meeting or a Committee meeting of which all the members are Councillors. This access may be during the meeting or at the close of the meeting or during the business day following the meeting. This access does not apply however, to correspondence or reports that relate to a matter that was received or discussed; or were laid on the table at, or submitted to the meeting when the meeting was closed to the public.	
<b>Insurances</b>		
74	To accept proof of appropriate insurance cover required in connection with Council's policies, procedures and conditions.	

Surname	Heading	Delegation
	<b>Integrated Planning and Reporting</b>	
	88	Take all necessary action relating to the preparation of a draft I P & R Plan in accordance with the requirements of the Local Government Act and any regulations thereto.
	<b>Legal Issues</b>	
	89	Subject to the prior authorisation of the General Manager to issue or serve notices, lay information, and complaints in respect of proper proceedings, actions and prosecutions against persons who have committed an offence under a relevant Act, Regulation or Ordinance lawfully given and which may be dealt with by the Council.
	90	Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993 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 of Chapter 8 of the Local Government Act, 1993.
	<b>Media Contact</b>	
	168	To operate in accordance with the Council's Media Contact Policy.
	<b>Owner's (Council's) consent</b>	
	98	To sign on behalf of Council as the owner or applicant of land any application for approval under the Local Government Act, 1993, or the Environmental Planning and Assessment (Amendment) Act, 1997 subject to the Council having endorsed the project.
	<b>Privacy Management Plan</b>	
	169	To implement and oversee the Council's compliance with its Privacy Management Plan.
	<b>Public Officer</b>	
	104	To undertake the functions of the Public Officer as specified in section 343 of the Local Government Act 1993
	<b>Public Reserves</b>	
	100	The control and the use of public reserves or public land under section 48 of the Local Government Act, 1993 and regulations. (a) Film Permits (b) Reserve Bookings (c) Helicopter Landings (d) Noise Control - To grant permission for the use of amplifying equipment. (e) Temporary Storage on Councils Reserves
	<b>Tendering</b>	
	139	To be a 'designated person' pursuant to clause 15 and 16 of the Local Government (Tendering) Regulation, 1993.
	<b>Standerwick, Georgia</b>	
	<b>Community Consultation</b>	
	170	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.
	<b>Correspondence</b>	



Surname	Heading	Delegation
148		To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide
	<b>Expenditure Control</b>	
145		Authorise general expenditure up to \$2,000 where funds are available in the budget and subject to all relevant policies.
155		To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.
	<b>Insurances</b>	
74		To accept proof of appropriate insurance cover required in connection with Council's policies, procedures and conditions.
	<b>Media Contact</b>	
168		To operate in accordance with the Council's Media Contact Policy.
168		To operate in accordance with the Council's Media Contact Policy.
	<b>Refunds</b>	
73		To approve the refund of fees or part fees paid in accordance with Council's adopted scale of charges in the delegates area of responsibility where the circumstances warrant the refund.
	<b>Use of recycled products.</b>	
171		Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.
	<b>Standerwick, Saul</b>	
	<b>Advertising Signs</b>	
1		To demolish or remove unauthorised advertisements or advertising under the Environmental Planning and Assessment (Amendment) Act, 1997 and section 124 of the Local Government Act, 1993.
	<b>Alcohol Consumption - Prohibition</b>	
2		To authorise and enforce the prohibition of alcohol consumption and possession of alcohol in parks, reserves and other public land in the Gwydir local government area which are under Council's care, control and management, where the need arises.
	<b>Animals</b>	

Surname	Heading	Delegation
82	To implement all the functions under the Impounding Act, 1993 in particular: (a) To make all reasonable enquiries to find the owner of impounded items in accordance with section 20; (b) To impound items; (c) To care for impounded animals; (d) To destroy animals impounded; (e) To sell items impounded; (f) To recover the cost of impounding; (g) To keep record of impounded items; (h) To appoint impounding officers.	
<b>Annual Report - SOE</b>		
5	To prepare an Annual Report as to the State of the Environment in accordance with Section 428 (2) (c) of the Local Government Act, 1993 as amended.	
<b>Approvals - General</b>		
6	The granting of an approval or approval subject to conditions or the refusal to carry out an activity under section 68 of the Local Government Act, 1993.	
<b>Asset Disposal</b>		
63	Certification of the need for sale or disposal of minor assets (up to a value of \$10,000) as: surplus to requirements the asset is in a state of disrepair, unserviceable, unusable or obsolete.	
<b>Authorisation of Action</b>		
7	1. To authorise action to be taken by the responsible officer of Council 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 his or her area of responsibility on behalf of the Council. 2. To carry on the regular services and operations affecting his or her area of responsibility on behalf of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of the Council.	
<b>Authority</b>		
163	To control and direct employees engaged in your area of responsibility generally and, without limiting the generality of the foregoing, as to the procedure to be followed in and about the exercise of any delegated authority conferred upon them by the General Manager	
<b>Community Consultation</b>		
170	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.	
<b>Conferences and Seminars</b>		
19	To RECOMMEND ONLY to the Deputy General Manager, the attendance of staff within his or her area of responsibility at conferences and seminars provided initially that the cost is within the sums voted by the Council for expenditure thereon.	
<b>Contractors/Consultants</b>		
58	Approve extensions of time on consultant's brief and contract where there is no material disadvantage to Council's interests.	
<b>Correspondence</b>		
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	



Surname	Heading	Delegation
	<b>Crown Land</b>	
20		To serve notices and erect and display regulatory notices in accordance with provisions of section 156 of the Crown Lands Act 1989.
	<b>Customer Requests</b>	
183		To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.
	<b>Dog Control</b>	
25		Implement the primary functions of registration, impounding and control of dogs and all other ancillary functions pursuant to the Companion Animals Act, 1998.
	<b>Emergency Situations</b>	
26		1. To make available Council's plant equipment and personnel, in emergency situations, in response to any lawful direction given under the State Emergency and Rescue Management Act, 1989, or in response to any reasonable request made under any emergency situation. 2. To take any other action pursuant to the State Emergency and Rescue Management Act, 1989. 3. To approve any work which, in the Delegate's opinion, is urgent and in the public interest at a total cost not exceeding \$20,001.
	<b>Entry and Inspection</b>	
29		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 of Chapter 8 of the Local Government Act, 1993
28		Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993, to enter upon any land or building at all reasonable hours and to make any inspections of premises
	<b>Environmental Control</b>	
30		Implement the functions of the following: 1. prevention of the emission of pollutants to the atmosphere pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 2. preventing the emission of pollutants to the stormwater system and rivers pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 3. prevention of offensive noise pursuant to the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 4. enforcement of the Protection of the Environment Operations Act, 1997 and all other ancillary functions. 5. control of declared noxious weeds on public and private property pursuant to the Noxious Weeds Act 1993 and all other ancillary functions. 6. Enforcement of the Waste Avoidance and Resource Recovery Act, 2001.
	<b>Expenditure Control</b>	
37		Authorise the general expenditure to the value of \$25,000 where funds are available in the budget and subject to all relevant policies
155		To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.
56		Approve the engagement of consultants and contractors to the value of \$5,000.
	<b>Health</b>	

Surname	Heading	Delegation
75	Implement the primary functions of ensuring that food for sale meets the required standard of quality and that commercial food premises are constructed and maintained in a hygienic manner, pursuant to the Food Act, 2003 and all other ancillary functions.	
	<b>Insurances</b>	
74	To accept proof of appropriate insurance cover required in connection with Council's policies, procedures and conditions.	
	<b>Legal Issues</b>	
89	Subject to the prior authorisation of the General Manager to issue or serve notices, lay information, and complaints in respect of proper proceedings, actions and prosecutions against persons who have committed an offence under a relevant Act, Regulation or Ordinance lawfully given and which may be dealt with by the Council.	
90	Subject to the exclusion of any delegation to authorise the use of force pursuant to section 194 of the Local Government Act, 1993 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 of Chapter 8 of the Local Government Act, 1993.	
	<b>Noxious Weeds</b>	
94	To control noxious weeds on land where weed control notices have not been complied with (section 20).	
93	To issue notices requiring occupiers of land to take noxious weed control measures (section 18).	
92	To issue certificates of authority to enter premises (in a form approved by the Director General of the Department of Agriculture) to persons exercising powers of entry (section 50).	
91	Subject to the exclusion of any delegation to authorise the use of force pursuant to section 46 of the Noxious Weeds Act, 1993: To exercise the powers of entry prescribed under Division I of Part V of the Act. To exercise the Noxious Weeds control functions of Council (section 36). To appoint inspectors for the purposes of the Noxious Weeds Act, 1993 (section 4). To carry out inspection and investigations and for this purpose to: (a) inspect the premises; (b) search the premises; (c) examine, seize, detain or remove any noxious weed material in or about those premises; (d) require the production of and inspect any records in or about those premises; (e) take copies of, or extracts or notes from, any such records; (f) require any person in or about those premises to answer questions or otherwise furnish information; (g) require the occupier of those premises to provide the inspector or authorised officer with such assistance and facilities as is or are reasonably necessary to enable the inspector or authorised officer to exercise his or her functions; (h) remove or destroy or cause to be removed or destroyed any noxious weed material found in or about those premises; (i) break open and search any box, container, package or receptacle (including any place that could be used as a receptacle) in or about those premises.	
	<b>Offences</b>	
84	Subject to the prior authorisation of the General Manager to issue all penalty and infringement notices pursuant to: Section 679 of the Local Government Act, 1993; Section 15 of the Road Transport General Act, 1999; Section 224 of the Protection of the Environment Operations Act, 1997; Section 127A of the Environmental Planning and Assessment Act, 1979; Section 131 of the Rural Fires Act, 1997; Section 92 of the Companion Animals Act, 1998; The Crown Lands Act 1989.	
	<b>Orders</b>	
96	Subject to the prior authorisation of the General Manager to give orders number 1 to 30 (Section 124 LGA). The delegate must also undertake the following tasks: To consider criteria before giving orders, and to modify or revoke orders. To hear and consider representations. To determine procedure after representations. To give reasons for an Order. To respond to the submission of particulars of work by an owner. To revoke an order. To order an occupier to permit an owner to carry out work. To modify an order under.	

Surname	Heading	Delegation
95	Subject to the prior authorisation of the General Manager to give notice of proposed orders (Section 124 LGA).	
<b>Personnel</b>		
161	To approve workbreaks	
165	To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.	
159	To investigate, manage, follow-up and take corrective action on employee grievances in consultation with your Director or if a Director the Deputy General Manager	
181	To ensure that the Council's Standard Operating Procedures for any work related to the disposal of asbestos is carried out in accordance with the current relevant Australian Standards.	
153	To authorise the payment of the salaries and wages of the employees within your area of control within the sums voted by the Council for expenditure thereon	
151	To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.	
<b>Public Health</b>		
103	Implement the primary function of control of communicable disease pursuant to the Public Health Act, 1991 and the Skin Penetration Guidelines issued by the NSW Health Department and all other ancillary functions.	
140	The carrying out of functions under the Public Health Amendment (Tobacco Advertising) Act 1997 and its Regulations.	
<b>Roads and Drainage</b>		
134	Erection of Structures Public Roads - Issue consents to carry out works or erect structures on or under or over a public road under the provisions of section 138.	
<b>Swimming Pools</b>		
138	To exercise or perform on behalf of the Council any or all powers, authorities, duties and functions pertinent to the Swimming Pools Act, 1992 including: 1. Appointment as inspector. 2. Form opinions required in relation to adequacy of fencing. 3. To serve any Notices on the owner or occupier. 4. Revoke any directions. 5. Affix Seal of Council to authorise officers whose position includes a requirement to enforce the provision of the Swimming Pools Act, 1992	
<b>Tenders/Quotations</b>		
51	To prepare and call for the submission of tenders, quotations and expressions of interest for the provision/ sale of goods, works and services in accordance with Policy.	
<b>Use of recycled products.</b>		
171	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.	
<b>Thain, Duncan</b>		
<b>Community Consultation</b>		
170	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.	



Surname	Heading	Delegation
<b>Correspondence</b>		
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	
<b>Expenditure Control</b>		
155	To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.	
38	Authorise the general expenditure to the value of \$10,000 where funds are available in the budget and subject to all relevant policies	
<b>Media Contact</b>		
168	To operate in accordance with the Council's Media Contact Policy.	
<b>Use of recycled products.</b>		
171	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.	
<b>Thomas, Helen</b>		
<b>Asset Disposal</b>		
64	Determine the method of sale or disposal of minor assets: by public tender, auction; or direct sale	
63	Certification of the need for sale or disposal of minor assets (up to a value of \$10,000) as: surplus to requirements the asset is in a state of disrepair, unserviceable, unusable or obsolete.	
<b>Authorisation of Action</b>		
7	1. To authorise action to be taken by the responsible officer of Council 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 his or her area of responsibility on behalf of the Council. 2. To carry on the regular services and operations affecting his or her area of responsibility on behalf of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of the Council.	
<b>Authority</b>		
163	To control and direct employees engaged in your area of responsibility generally and, without limiting the generality of the foregoing, as to the procedure to be followed in and about the exercise of any delegated authority conferred upon them by the General Manager	
<b>Banking</b>		
65	To sign or counter-sign cheques, authorise Electronic Fund Transfers on behalf of Council and banking documents requiring authorisation such as loan agreements and for the investment or recall of investments.	

Surname	Heading	Delegation
<b>Certificates - 149 EPA</b>		
12	(a) To sign certificates under section 149 of the Environmental Planning and Assessment Act, 1979, as amended. (b) To attach appropriate notations to 149(5) Certificates.	
<b>Certificates - 150 EPA</b>		
13	To sign Section 150 Certificates under EPA Act, 1979, as amended (evidence) in relation to extracts from the LEP.	
<b>Certificates - 603 LGA</b>		
14	To sign section 603 certificates under the Local Government Act 1993.	
14	To sign section 603 certificates under the Local Government Act 1993.	
<b>Common Seal of Council</b>		
167	To ensure the security of the Common Seal and to allow it to be affixed to documents only in accordance with Section 48 of the LOCAL GOVERNMENT (MEETINGS) REGULATION 1999	
<b>Community Consultation</b>		
170	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.	
<b>Conferences and Seminars</b>		
19	To RECOMMEND ONLY to the Deputy General Manager, the attendance of staff within his or her area of responsibility at conferences and seminars provided initially that the cost is within the sums voted by the Council for expenditure thereon.	
<b>Contractors/Consultants</b>		
58	Approve extensions of time on consultant's brief and contract where there is no material disadvantage to Council's interests.	
59	Approve the deduction of damages from contract payments.	
57	Approve deductions on consultant's brief and contractors.	
<b>Correspondence</b>		
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	
<b>Councillors</b>		
101	To approve payment and/or reimbursement of expenses and provision of facilities for Councillors in accordance with Council's Policy adopted under section 252 of the Local Government Act 1993.	
<b>Customer Requests</b>		
183	To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.	

Surname	Heading	Delegation
<b>Debt Recovery</b>		
69	Authority to write off debts (other than charges against property) to a maximum of \$500 in any one instance that are either not recoverable or uneconomical to recover with notation in a report to Council.	
<b>Debt Recovery - Rates</b>		
107	Pensioners Under Hardship Approve the suspension of recovery action and accrual of rates, charges and interest against the estate of eligible pensioners, after rebate, where such payment would cause hardship. Note: All owners of the property must be eligible pensioners.	
106	1. Arrangements; Authorise arrangements for the payment of rates and charges by rate payers under section 564. 2. Interest Charges Write Off; Approve write off or reduction of interest charges, for a rate payer who has entered into an arrangement, where the current rates are paid in full in the current year. 3. External Recovery Action; Authorise the necessary legal action or employ a debt recovery agency to take appropriate action against all rate payers who have not made payment or made satisfactory payment arrangements.	
<b>Departmental (Local Government) Requirements</b>		
85	Take all necessary action to comply with the requirements of Chapter 13, Part 5 of the Act and any regulations thereto relating to the conduct of any inquiry or review of the Council.	
<b>Entry and Inspection</b>		
29	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 of Chapter 8 of the Local Government Act, 1993	
<b>Expenditure Control</b>		
54	Approve extras (rise and fall, contingency allocations, etc) regarding consultants and contractors up to 10% of the original sum (maximum of \$20,000)	
56	Approve the engagement of consultants and contractors to the value of \$5,000.	
44	Petty Cash Certify petty cash dockets to the value of \$100.	
50	Certify accounts vouchers	
36	Authorise the general expenditure to the value of \$50,000 where funds are available in the budget and subject to all relevant policies	
41	Authorise expenditure on the following specific items included in the Council's budget as adopted by the Council in its annual Management Plan even if they exceed the general authorised limit: Payroll Deductions, Tax Installments, Superannuation, FBT Installments, Workers' Compensation Insurance Premiums, General Insurance Premiums, Payments related to the provision of waste services, Electricity and Telephone Charges, State Government Levies and authorise expenditure on loan repayments as and when payments are required in accordance with the loan repayment schedule as adopted by the Council in its annual Management Plan. See Policies F.01.04 and F.01.07	
154	To incur expenditure against Gwydir Shire Council's Corporate Credit Card at your discretion but generally restricted to items within your existing expenditure delegations and subject to available budget, expenditure policies and in compliance with the Council's Credit Card Use Policy	
155	To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.	



Surname	Heading	Delegation
<b>Finance</b>		
31	To exercise and perform the duties, responsibilities and functions under Chapter 15, excepting Parts 1, 2 and 4 of the Local Government Act, 1993 relating to the making and fixing of rates and charges	
42	Authorise investments on behalf of Council to approved investment bodies in accordance with Department of Local Government circulars and subject to the Council's Investment Policy. Investments to be subsequently reported to the Council via the monthly investment Balances Report.	
43	Authorise payment of expenses incurred by staff at approved conferences, seminars, meetings, courses and other Council business.	
179	To sign bank documents on behalf of Council	
<b>Information Access</b>		
66	Access to Tax File Number for employees within your area of responsibility and related information	
67	Authorise certification and access to employee information for processing of Council's payroll.	
80	Permit inspection of the documents listed in the repealed Section 12 of the LG Act free of charge and have copies of the documents available for taking away by anyone who asks for a copy.	
79	Give reasonable access to any person to inspect correspondence and reports laid on the table, or submitted to a Council meeting or a Committee meeting of which all the members are Councillors. This access may be during the meeting or at the close of the meeting or during the business day following the meeting. This access does not apply however, to correspondence or reports that relate to a matter that was received or discussed; or were laid on the table at, or submitted to the meeting when the meeting was closed to the public.	
81	Allow inspection of versions of the documents other than current and immediately preceding versions if those other versions are reasonably accessible.	
<b>Insurances</b>		
74	To accept proof of appropriate insurance cover required in connection with Council's policies, procedures and conditions.	
<b>Integrated Planning and Reporting</b>		
88	Take all necessary action relating to the preparation of a draft I P & R Plan in accordance with the requirements of the Local Government Act and any regulations thereto.	
<b>Legal Issues</b>		
89	Subject to the prior authorisation of the General Manager to issue or serve notices, lay information, and complaints in respect of proper proceedings, actions and prosecutions against persons who have committed an offence under a relevant Act, Regulation or Ordinance lawfully given and which may be dealt with by the Council.	
87	Subject to reporting to Council:- (a) The authorisation of legal proceedings in respect of any legal matter under the Local Government Act, under any regulation made thereunder or under any Act now or at any time hereafter administered by the Council. (b) Obtain legal advice from Council's Solicitors or Counsel where necessary. (c) To represent the Council in all respects in any Court or Commission proceedings. (d) Enforce and institute Legal Proceedings against persons for breaches of section 626 to 635 inclusive, 638, 650, 651, 653, to 658 inclusive, 660 to 669 inclusive, 680 681 and 684 of the Local Government Act, 1993. (e) engagement of professional consultants (f) the approving of amendments, compromise proposals and imposition of conditions of approval of applications being considered by the Land and Environment Court under Part 5, Division 1, of the Local Government Act, 1993 and Regulations.	

Surname	Heading	Delegation
<b>Media Contact</b>		
168	To operate in accordance with the Council's Media Contact Policy.	
<b>Personnel</b>		
165	To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.	
159	To investigate, manage, follow-up and take corrective action on employee grievances in consultation with your Director or if a Director the Deputy General Manager	
162	To advertise and fill vacant established positions within budget and your area of responsibility in consultation with the Deputy General Manager and in compliance with the Council's Selection Procedures Guidelines	
151	To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.	
153	To authorise the payment of the salaries and wages of the employees within your area of control within the sums voted by the Council for expenditure thereon	
160	To formally accept a resignation	
<b>Refunds</b>		
72	To approve the refund of fees or part fees paid in accordance with Council's adopted scale of charges in respect of rejected applications to build, to subdivide or for development consent.	
70	To approve of refunds being made in respect of all overpayments or credit adjustments for rates, extra charges, garbage fees, water and sewage charges, road opening and footpath crossing fees and miscellaneous charges as recommended and vouched by the appropriate staff member.	
71	To approve refunds from Trust Fund deposits or restricted funds on the recommendation and certification of the appropriate staff member.	
73	To approve the refund of fees or part fees paid in accordance with Council's adopted scale of charges in the delegates area of responsibility where the circumstances warrant the refund.	
<b>Tendering</b>		
139	To be a 'designated person' pursuant to clause 15 and 16 of the Local Government (Tendering) Regulation, 1993.	
<b>Tenders/Quotations</b>		
51	To prepare and call for the submission of tenders, quotations and expressions of interest for the provision/ sale of goods, works and services in accordance with Policy.	
52	To accept quotations for the provision of goods, works and services for under \$75,000 (Subject to the provisions of section 55 of the Local Government Act, 1993)	
<b>Use of recycled products.</b>		
171	Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.	
<b>Tooley, Carl</b>		
<b>Consultative Committee</b>		
174	To act as a Management representative on the Consultative Committee, if required	

Surname	Heading	Delegation
<b>Correspondence</b>		
148	To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide	
<b>Customer Requests</b>		
183	To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.	
<b>Expenditure Control</b>		
41	Authorise expenditure on the following specific items included in the Council's budget as adopted by the Council in its annual Management Plan even if they exceed the general authorised limit: Payroll Deductions, Tax Installments, Superannuation, FBT Installments, Workers' Compensation Insurance Premiums, General Insurance Premiums, Payments related to the provision of waste services, Electricity and Telephone Charges, State Government Levies and authorise expenditure on loan repayments as and when payments are required in accordance with the loan repayment schedule as adopted by the Council in its annual Management Plan. See Policies F.01.04 and F.01.07	
155	To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.	
54	Approve extras (rise and fall, contingency allocations, etc) regarding consultants and contractors up to 10% of the original sum (maximum of \$20,000)	
56	Approve the engagement of consultants and contractors to the value of \$5,000.	
<b>Insurances</b>		
86	Make arrangement for adequate insurance against public liability and professional liability of the Council in accordance with the Act and any regulations thereto.	
74	To accept proof of appropriate insurance cover required in connection with Council's policies, procedures and conditions.	
<b>Occupational Health and Safety Committee</b>		
175	To act as a Management representative on the Occupational Health and Safety Committee, if required	
<b>Tendering</b>		
139	To be a 'designated person' pursuant to clause 15 and 16 of the Local Government (Tendering) Regulation, 1993.	
<b>Tenders/Quotations</b>		
51	To prepare and call for the submission of tenders, quotations and expressions of interest for the provision/ sale of goods, works and services in accordance with Policy.	
<b>Use of recycled products.</b>		

Surname	Heading	Delegation
		<p>171 Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.</p> <p><b>Townsend, Linda</b></p> <p><b>Expenditure Control</b></p> <p>40 Authorise the general expenditure to the value of \$1,000 where funds are available in the budget and subject to all relevant policies</p>
		<p><b>Wall, Rupert</b></p> <p><b>Roads and Drainage</b></p> <p>130 Temporary Regulation of Traffic - The temporary regulation of traffic under provisions of section 122.</p>
		<p><b>Webber, Suzy</b></p> <p><b>Authorisation of Action</b></p> <p>7 1. To authorise action to be taken by the responsible officer of Council 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 his or her area of responsibility on behalf of the Council. 2. To carry on the regular services and operations affecting his or her area of responsibility on behalf of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of the Council.</p>
		<p><b>Authority</b></p> <p>163 To control and direct employees engaged in your area of responsibility generally and, without limiting the generality of the foregoing, as to the procedure to be followed in and about the exercise of any delegated authority conferred upon them by the General Manager</p> <p><b>Community Consultation</b></p> <p>170 Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.</p>
		<p><b>Conferences and Seminars</b></p> <p>19 To RECOMMEND ONLY to the Deputy General Manager, the attendance of staff within his or her area of responsibility at conferences and seminars provided initially that the cost is within the sums voted by the Council for expenditure thereon.</p> <p><b>Consultative Committee</b></p> <p>174 To act as a Management representative on the Consultative Committee, if required</p>
		<p><b>Correspondence</b></p> <p>148 To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide</p> <p><b>Customer Requests</b></p>



Surname	Heading	Delegation
183		To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.
<b>Expenditure Control</b>		
56		Approve the engagement of consultants and contractors to the value of \$5,000.
155		To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.
38		Authorise the general expenditure to the value of \$10,000 where funds are available in the budget and subject to all relevant policies
154		To incur expenditure against Gwydir Shire Council's Corporate Credit Card at your discretion but generally restricted to items within your existing expenditure delegations and subject to available budget, expenditure policies and in compliance with the Council's Credit Card Use Policy
144		Certify petty cash dockets to the value of \$50.
<b>Information Access</b>		
67		Authorise certification and access to employee information for processing of Council's payroll.
<b>Integrated Planning and Reporting</b>		
88		Take all necessary action relating to the preparation of a draft I P & R Plan in accordance with the requirements of the Local Government Act and any regulations thereto.
<b>Media Contact</b>		
168		To operate in accordance with the Council's Media Contact Policy.
<b>Personnel</b>		
151		To authorise and approve a subordinate's request for Time in Lieu; Overtime (if authorised prior to the event); Annual, Long Service and Sick Leave - (after verifying the employee's sick leave record and compliance within the Award), but excluding approval of Leave Without Pay applications.
165		To conduct the performance appraisal, at least annually, for the employees in your area of responsibility.
161		To approve workbreaks
153		To authorise the payment of the salaries and wages of the employees within your area of control within the sums voted by the Council for expenditure thereon
159		To investigate, manage, follow-up and take corrective action on employee grievances in consultation with your Director or if a Director the Deputy General Manager
<b>Use of recycled products.</b>		
171		Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.
<b>Wilson, Cherylalee</b>		
<b>Correspondence</b>		

Surname	Heading	Delegation
149		To sign previously authorised standard letters and routine correspondence (includes E-mails but does not include correspondence to The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure) NOTE: All communications must comply with the Council's Visual Standards Guide
<b>Wilson, Jamie</b>		
<b>Advertising Signs</b>		
1		To demolish or remove unauthorised advertisements or advertising under the Environmental Planning and Assessment (Amendment) Act, 1997 and section 124 of the Local Government Act, 1993.
<b>Community Consultation</b>		
170		Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the notification and consultation requirements set out within Council's Policy documents, especially A.01.01.
<b>Correspondence</b>		
148		To sign all routine, standard and work related correspondence (includes E-mails) in respect of the functions that you have responsibility for except any correspondence to: The Ombudsman; Independent Commission Against Corruption (ICAC); Federal or State Government Ministers; General Managers or Mayors of other Councils; Correspondence that may commit the Council to future unbudgeted expenditure. NOTE: All communications must comply with the Council's Visual Standards Guide
<b>Customer Requests</b>		
183		To ensure that all the staff within your span of control respond to each Customer Request allocated to them for action in a timely manner and keep the Public Officer informed of the reasons for any outstanding requests beyond one month.
<b>Emergency Situations</b>		
26		1. To make available Council's plant equipment and personnel, in emergency situations, in response to any lawful direction given under the State Emergency and Rescue Management Act, 1989, or in response to any reasonable request made under any emergency situation. 2. To take any other action pursuant to the State Emergency and Rescue Management Act, 1989. 3. To approve any work which, in the Delegate's opinion, is urgent and in the public interest at a total cost not exceeding \$20,001.
<b>Expenditure Control</b>		
155		To ensure that any goods or services purchases that you authorise are: appropriately costed to a budget item in the approved estimates for which you have budgetary responsibility, and in respect of which funds have been voted by the Council; in accordance with any details of proposed expenditure on specific goods and services shown in the approved estimates or supporting documentation, and in respect of which funds have been voted by the Council; and otherwise are clearly within the scope of the approved estimates.
54		Approve extras (rise and fall, contingency allocations, etc) regarding consultants and contractors up to 10% of the original sum (maximum of \$20,000)
56		Approve the engagement of consultants and contractors to the value of \$5,000.
38		Authorise the general expenditure to the value of \$10,000 where funds are available in the budget and subject to all relevant policies
<b>Insurances</b>		



Surname	Heading	Delegation
74		To accept proof of appropriate insurance cover required in connection with Council's policies, procedures and conditions.
<b>Occupational Health and Safety Committee</b>		
175		To act as a Management representative on the Occupational Health and Safety Committee, if required
<b>Roads and Drainage</b>		
121		Traffic Regulation - The regulation of traffic on a public road under the provisions of section 108 and 115
120		Encroachments or Obstructions - The removal of encroachments or obstructions to a public road under the provisions of section 107.
<b>Tendering</b>		
139		To be a 'designated person' pursuant to clause 15 and 16 of the Local Government (Tendering) Regulation, 1993.
<b>Tenders/Quotations</b>		
51		To prepare and call for the submission of tenders, quotations and expressions of interest for the provision/ sale of goods, works and services in accordance with Policy.
<b>Use of recycled products.</b>		
171		Authority to take the action required to ensure that any activity conducted within your area of responsibility complies with the intent of Council's Policy noting that the Council's Environmental Officer has the lead responsibility for the implementation of this policy and that you must work co-operatively with the Environmental Officer.



North Star Road Super Patch

Approximately 2km of the “Cox’s Creek” section of North Star Road was stabilised on both shoulders in conjunction with the finishing of the Baroma Downs Road project, addressing shear failures in the base course. A full width seal was applied to the section, with a double/double seal applied to the stabilised shoulders.

Maintenance staff have cleaned two fully blocked pipe culverts under the “Kia Ora” causeway on RR63. Following the removal of a rock bar in the invert of the watercourse downstream of the culvert, it is expected that road closures due to water passing over this causeway will be largely eliminated.

Elcombe Road

Southern staff are carting base course material for approximately 900m of Elcombe Road, 26.9km from Gwydir Highway.



*Construction on Elcombe Road*

## 2.2 Works – Local, Regional and State Roads

### Maintenance Grading

SR30 Caroda Road, SR88 Kywarra Road, SR10 Yallaro Road, SR36 Allandale Road, SR31 Eulourie Road, SR52 Bora Link Road, SR93 Sheepstation Creek Road.

**Gravel Resheeting** - SR9 I.B Bore Road.

**Heavy Patching** - RR7705 Heavy Patching, MR63 Cobbadah Road and MR133 Killarney Gap Road.

### Bitumen Patching

SH12 Gwydir Highway, SR7 Croppa Creek Road, RR63 Warialda Road, RR7705 North Star Road.

This is page number 105 of the minutes of the Ordinary Meeting held on Thursday 31 August 2017

Chairman .....

### **Vegetation Control**

HW12 Gwydir Highway, SR38 Adams Scrub Road, SR11 Horton Road, MR462 Bruxner Way.

### **Miscellaneous Work**

Desilting of culverts on SR30 Caroda Road.

Desilting of culverts on MR133 Killarney Gap Road.

Warialda, Bingara and Gravesend - Pushing of Waste Depots.

Replace guard rail on MR133 Killarney Gap at Pallal Creek Bridge.

Council received funding from the Roads and Maritime Services (RMS) through the 2016/17 "Facilities around Schools Funding Program". This funding enabled Council to replace the Gravesend bus shelter that was blown over in a windstorm. The new bus shelter was designed and fabricated through Sapphire City Steel/Engineering.



*Gravesend Bus Shelter*

### **Slashing**

SR4 Baroma Downs Road.

RR63 Warialda Road – at Boundary Gully Crossing for construction works.

SR8 Gragin Road – Bitumen section only.

SR14 Mosquito Creek Road.

Warialda Aerodrome.

**Private Works for Councillors and Staff** - Hire of a grader by a staff member.

### **Self Help Program - Nil Report**

This is page number 106 of the minutes of the Ordinary Meeting held on Thursday 31 August 2017

Chairman .....

### **2.3 Roads Maintenance Council Contract – Works Orders issued by RMS**

All Work Orders issued by RMS are quality assurance schedule of rates projects carried out by Council staff under the Roads Maintenance Council Contract with Roads and Maritimes Services.

This financial year will see Work Orders processed for both heavy patching and resealing works. At this stage these are the only known ordered works for our State Roads but this could change as the year progresses. Currently heavy patching is being scoped out and is programmed to be completed in the upcoming month. Once heavy patching has been completed within reseal segments, seal designs will be developed and reseals will then be completed before the end of the calendar year. Resealing works will be undertaken by Fulton Hogan this year who provided a very competitive tender through LGP's Vendor Panel. These works will be a full service bitumen spray sealing contract.

### **2.4 Rural Roads 2017-2018 Capital Works Program**

Refer Attachment 2

### **2.5 Other Services**

2.5.1 Street services continued to be maintained for vehicular, pedestrian and public conveniences.

2.5.2 Stormwater drainage facilities continue to be maintained.

2.5.3 Aerodromes at Warialda and Bingara continue to be maintained and inspections are done monthly.

2.5.4 Existing quarry sources are continually being utilised and future sources are being investigated as time permits with other competing projects.

2.5.5 The radio and television towers continue to be maintained.

## **3. DESIGN AND ASSET SERVICES**

Survey, design and soil testing is continuing for the 2017-2018 works programs. Progress is as follows:

### North Star Road

Survey and design has been completed for the "Gardiners" rehabilitation project. This project consists of stabilising the existing sub-base and importing a new base course between 34.5km and 35.8km from Warialda Road.

### Elcombe Road – Lovers Lane

The section of Elcombe Road, 41.46km to 42.52km from Gwydir Highway to Bingara, has been surveyed and a design finalised.

### Boundary Gully – Culvert Design

Boundary Gully, on Warialda Road, has been surveyed and design for a pipe culvert replacement has been completed. Pending the approval of a Part 7 Fisheries Permit, this project is "shovel ready".

This is page number 107 of the minutes of the Ordinary Meeting held on Thursday 31 August 2017

Chairman .....



Warialda High Productivity Vehicle Bypass – Truck Wash

Following a meeting with RMS representatives in Grafton, a number of intersection design concepts have been drawn in order to seek RMS approval for connection to both Warialda Road and Gwydir Highway. Intersections on both these roads must have RMS consent due to the status of the roads being classified “regional road” and “state highway” respectively.

#### 4. TOWN SERVICES

##### 4.1 Water and Sewerage

Water and sewerage systems are being maintained. During August a number of larger projects were carried out. Sewer main was excavated and encased in concrete as private works to enable a property owner to build over the sewer main. A horizontal drilling contractor was used to install water main under the Gwydir highway at Warialda. RMS prefers this approach to road crossings rather than cause disruption to traffic flow.

A new sewer connection was installed in Cunningham Street in Bingara; this involved installation of an access pit and 30 meters of sewer pipe.

Water meters will be read during the first and second week of September 2017.



*Sewer Main Encasement and Horizontal Boring Unit*

##### 4.2 Plant and Workshop

Major items repaired in the workshop during August:

- Plant 1438 - Freightliner Prime mover – engine rebuild
- Plant 1140 - Grid roller – hitch replacement
- Plant 1067 - Backhoe – windscreen replacement

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Chairman .....

- Plant 1675 - truck – fit new alternator
- Plant 1780 - Ute – replace timing belt
- Plant 1464 - Grader – park brake repairs
- Plant 1789 - Backhoe – replace transmission solenoids
- Fabricate cage for booster pump



*Cage was fabricated by Workshop Staff*

#### 4.3 Parks and Gardens

Parks and gardens staff have completed several additional tasks during August above the normal routine maintenance jobs:

- Whitfield Place, Bingara Aged Units – removal of pine trees
- Stump grinding
- Warialda town entrance gardens
- Construction of memorial stones in Junction Park, Bingara



- Installation of additional commemorative pavers at Lions Park, Bingara
- Warialda Hope Street Arcade

This is page number 109 of the minutes of the Ordinary Meeting held on Thursday 31 August 2017

Chairman .....

#### 4.4 Showgrounds

##### Bingara Showground

Bingara showground is being maintained. Several events are scheduled for September with Bingara Pony Club's annual pony camp being held during the last week of September and the Pony Club Jamboree scheduled for the first week of October. Following the Jamboree the Australian Caravan Club is holding a national rally from Monday 16<sup>th</sup> to Monday 23<sup>rd</sup> October. The rally committee estimate up to 200 caravans will be in attendance.

#### **CONCLUSION**

The activities carried out by the Technical Services Department are in line with the 2017/2018 Management Plan and otherwise as directed.

#### **CONSULTATION**

Consultation is carried out within the Technical Services Department during the monthly Technical Services team meetings and other relevant persons.

**POLICY IMPLICATIONS** Policy implications are those relating to the 2017/2018 Management Plan and the Technical Services Policies of Gwydir Shire Council.

**FINANCIAL IMPLICATIONS** The activities carried out by the Technical Services Department are in line with the 2017/2018 Management Plan.

#### **OFFICER RECOMMENDATION**

THAT the monthly Technical Services report be received

#### **ATTACHMENTS**

AT- Minutes of North West Weight of Loads Meeting

AT- Capital Works Program

#### **COUNCIL RESOLUTION** **MINUTE 276/17**

**THAT the monthly Technical Services report be received**

**(Moved Cr Young, seconded Cr Smith)**

**MINUTES OF THE NORTH WEST WEIGHT OF LOADS COMMITTEE QUARTERLY ORDINARY MEETING HELD IN THE CHAMBERS, NARRABRI SHIRE COUNCIL, MAITLAND STREET, NARRABRI ON MONDAY, 3 JULY 2017 COMMENCING AT 2:00 PM**

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**PRESENT:** Mr Wayne Kerr (Gunnedah Shire Council), Cr David Coulton (Gwydir Shire Council), Mr Robert Cavanagh (Livestock & Bulk Carriers Association), Cr Michael Montgomery (Moree Plains Shire Council), Mr Ian Dinham (Moree Plains Shire Council), Mrs Kylie Kerr (Moree Plains Shire Council), Ms Georgia Cruickshank (Moree Plains Shire Council), Mr Leonard Hatenfels (WOL Officer - Inspector), Mrs Rosalie Peacey (Minute Taker - Moree Plains Shire Council), Mr Alan Lawrance (Narrabri Shire Council), Cr Denis Todd (Chair - Warrumbungle Shire Council) and Mr Kevin Tighe (Warrumbungle Shire Council)

**APOLOGIES:** Mr Steve Clayton (Dubbo Regional Council), Cr Jamie Chaffey (Gunnedah Shire Council), Cr Glenn Frendon (Glen Innes Severn Council), Mr Keith Appleby (Glen Innes Severn Council), Mr Richard Jane (Gwydir Shire Council), Mr Michael Pepper (Roads & Maritime Services), Mr Alex Eddy (Gwydir Shire Council) and Cr Steven Ritchie (Moree Plains Shire Council).

**RESOLVED: ()**

That the apologies from Mr Steve Clayton (Dubbo Regional Council), Cr Jamie Chaffey (Gunnedah Shire Council), Cr Glenn Frendon (Glen Innes Severn Council), Mr Keith Appleby (Glen Innes Severn Council), Mr Richard Jane (Gwydir Shire Council), Mr Michael Pepper (RMS), Cr Steven Ritchie and Mr Alex Eddy (Gwydir Shire Council) be accepted.

CONFIRMATION OF MINUTES OF QUARTERLY ORDINARY MEETING HELD MONDAY, 6 MARCH 2017, IN THE LIVING CLASSROOM, 1 KILLARNEY GAP ROAD, BINGARA COMMENCING AT 2:00 PM

**RESOLVED: (Coulton/Lawrance)**

That the minutes of the quarterly ordinary meeting held on Monday, 6 March 2017, at the Living Classroom, 1 Killarney Gap Road Bingara be accepted as a true record of proceedings.

**MATTERS ARISING FROM MINUTES OF QUARTERLY ORDINARY MEETING HELD MONDAY, 6 MARCH 2017.**

Cr Montgomery asked if there was any progress with the interstate transport matter with Warrumbungle Shire Roads (as other Shires) with the Fixing Country Roads funding.

No further progress with this matter.

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**REPORT 1: INSPECTORS REPORT**

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Mr Lawrance asked how were the breaches with gravel trucks?

Inspectors advised that this has improved and education has helped with this.

Cr Montgomery asked:

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Minutes North West Weight of Loads Quarterly Ordinary Committee Meeting  
Council Chambers, Narrabri Shire Council, Monday, 3 July 2017



How does the Chain of Responsibility work?

Committee advised that all have a chain of responsibility from farm to destination.

How does the fine system work?

WOL Committee sends fines to the Truck owner and it is very rare that the truck drivers is fined but can be done if required.

Do we go to Industry groups to explain the process?

Committee advised yes that is why we have a NSW Farmers and Livestock & Bulk Carriers Association member on our committee and attending our meeting. We also have an education program in place if industry groups and Shires require.

Mr Tighe thanked the committee for the new format of the inspector's report as he has found it very useful.

**RESOLVED: (Montgomery/Lawrance)**

**That the Inspectors report be received for information.**

---

**REPORT 2: FINANCIAL REPORT**

**RESOLVED: (Lawrance/W Kerr)**

**That the third quarter financial report for 2016-2017 be received for information.**

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**REPORT 3: STATISTICAL REPORT**

**RESOLVED: (Coulton/Montgomery)**

**That the third quarter 2016 - 2017 statistical report be received for information.**

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**GENERAL BUSINESS**

Mr Ian Dinham advised that a Dubbo breach went to court this morning. Currently Moree Court does not have a permanent Magistrate. We only have a relieving magistrate so the results have been a little disappointing but we are confident that this could turn around with educating a new Magistrate when elected.

Cr Montgomery asked are/how the court results reported to the public. Mr Dinham advised that it is up to each Council though in the past have put out a media release with a couple of cases with good results. Sometimes the media picks up the information and runs in the paper.

Cr Coulton advised committee that the Warialda heavy vehicle bypass has been granted. This will be a 2 year project and due to commence December 2017.

Cr Coulton advised that a DA has come in for a blue metal pit that will services works on the Newell Highway and the Inland Rail project (North Star area).

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Minutes North West Weight of Loads Quarterly Ordinary Committee Meeting  
Council Chambers, Narrabri Shire Council, Monday, 3 July 2017



Mr Lawrance advised that funding was granted from RMS for the refurbishing of intersections onto the highway in the Narrabri Shire.

With the Inland Rail project happening it was suggested that we invite a speaker to one of our meetings. This will also stress the importance of what this group is doing.

Moving forward this only emphasises the importance to keep this group going.

Mr Rob Cavanagh commented that he would be very interested in how the inland rail verses road or other infrastructure will work, he believes that this money could be better spent on other infrastructure.

Cr Todd asked why was it that we did not get Councillors' to our meetings?

Mrs Kylie Kerr advised that this was up to the individual Councils as to who they send. Discussion had and committee advised that it was a good mix attending the meetings.

#### **NEXT MEETING**

---

Discussion was had as to if committee were to hold a September meeting and to invite ARTC to talk re the inland rail project.

Cr Todd and Cr Coulton advised that if a September meeting was to go ahead they would be an apology for that meeting.

Committee decided not to have a meeting in September and to hold our AGM and Ordinary meeting in December in Moree as scheduled.

Mr Tighe asked Committee if the 2016/2017 Financials could be sent to all Councils before the December meeting. Ms Cruickshank advised that she would arrange for the financial report to be sent out once they are ready.

Committee also agreed to extend an invitation to ARTC (Inland Rail) to attend our meeting in March.

The next meeting scheduled for Monday, 4 December 2017 including AGM and Christmas Lunch hosted by Moree Plains Shire Council, venue to be advised.

**Christmas lunch commencing at 1:00pm with meeting commencing at 2:00pm.**

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There being no further business meeting closed at 2:57 p.m.

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ACTION LIST PERTINENT TO NWWOL GROUP OPERATIONS				
REF	DATE	RESPONSIBLE OFFICER	ACTION	STATUS
	01/12/14	Georgia Cruickshank	That Inspectors call in to do inspections of gravel trucks /contractors to make sure they are conformant once a year for all participating Weight of Loads Councils.	Ongoing – talk to individual Councils to arrange.
	06/07/15	Kylie Kerr and Georgia Cruickshank	To investigate with Roads & Maritime Services and National Heavy Vehicle Regulator the possibility for a more comprehensive inspection process including Agricultural, over size over mass permits and load restraints on our council and state roads.	19/02/2016 ON HOLD
Report 5 oversize / overmass	07/09/15	Inspect	That the North West Weight of Loads Committee approve commencing enforcement on oversize and overmass vehicles within all participating Shires on State and Federal roads.	26/11/2015 On hold due to MPSC permits system discussions. 07/03/2016 Matter with Scales
Report 4 – Overloading of Contractors Vehicles	07/03/2016	Kylie Kerr / Georgia Cruickshank	That the WOL team make up an education package for all to use.	
General Business	03/07/2017	Kylie Kerr	Invite ARTC (Inland Rail) to attend our meeting in March 2018.	
General Business	03/07/2017	Georgia Cruickshank/Rosalie Peacey	2016/2017 Financials send to all Councils before the December meeting.	

Minutes

North West Weight of Loads Quarterly Ordinary Committee Meeting  
Council Chambers, Narrabri Shire Council, Monday, 3 July 2017

This is page number 114 of the minutes of the Ordinary Meeting held on Thursday 31 August 2017

Chairman .....

## 2017-18 Shire Roads Capital Works Program 23rd Aug 2017

Income :	FAGS	\$1,789,591
	Internal	\$1,339,988
	R2R	\$1,774,126
	HVSP	
	FCR	
	<b>Total</b>	<b>\$ 4,903,705</b>

Target %age 17.3%

	Budget	YTD Expenditure	
Administration	139960	\$ 24,224	
Shire Roads Maintenance Budget	1572205	\$ 327,876	20.9%
Shire Roads Capital Works Budget	3331500	\$ 722,995	21.7%
	5043665	\$ 1,075,095	21.3%

Normal R2R Reference Rate  
 \$1,071,990

Work Order	Job Description		Road Name	Road Class	Length (km)	BUDGET	YTD EXPENDITURE	
5732	R2R	Resheeting	Adams Scrub Road	Collector	7	\$126,000	15874	Preliminary Works Only
5733	R2R	Resheeting	Eulourie Road	Local	4.8	\$86,400	13094	Preliminary Works Only
5734	R2R	Resheeting	Whitlow Road	Local	1.600	\$28,800		Not Started
5735	R2R	Resheeting	Trevallyn Road	Collector	4.700	\$84,600	194	Not Started
5736	R2R	Resheeting	Getta Getta Road	Arterial	2.200	\$48,400		Not Started
5737	R2R	Resheeting	Peates Road	Minor	3.000	\$79,200	47054	60% Complete
5738	R2R	Resheeting	I B Bore Road	Arterial	12.700	\$279,400	92398	40% Complete
5739	R2R	Resheeting	Kirewa Road	Minor	7.000	\$154,000		Not Started
5740	R2R	Resheeting	County Boundary Road	Arterial	5.150	\$123,600		Not Started
5741	R2R	Resheeting	Gil Gil Creek Road	Collector	5.560	\$105,600		Not Started
5742	R2R	Rehab Program	Elcombe Road	Arterial	0.9	\$248,000	149426	60% Complete
5743	R2R	Rehab Program	Elcombe Road	Arterial	1.1	\$274,126	3108	Not Started
5744	R2R	Rehab Program	Horton Road	Arterial	0.735	\$136,000	0	Not Started
						\$1,774,126	\$321,147	

Estimate (\$)								
5146	Internal	00005146 - BUDGET - Roads to Recovery BUDGET and INCOME for 2					131	Complete
5299	Internal	00005299 - Collector - SR038 - Adams Scrub Rd - 0.6					9407	
5316	Internal	00005316 - Arterial - SR004 - Baroma Downs Road - 6.8km to 9					1246	
5329	Internal	00005329 - CLOSED . . . Urban - Faithful Street & Bingara - Bo					-3480	
5354	Internal	00005354 - Urban - Laneways Bingara - URBAN 2016/20					5900	
5745	Internal	00005745 - Arterial - SR4 - Baroma Downs Road - Hea					43048	
5436	Internal	00005436 - Urban - Bingara - White Street - Realignment from					16796	
5746	Internal	Resheeting	Bundaleer Road	Minor	1.930	\$34,740		Not Started
5747	Internal	Resheeting	Killarney Road	Minor	5.100	\$91,800		Not Started
5748	Internal	Resheeting	Towarra Road	Local	5.140	\$92,520	129	Not Started
5749	Internal	Resheeting	Back Creek Road	Local	2.000	\$36,000		Not Started
5750	Internal	Resheeting	Kywarra Road	Local	1.295	\$23,310	0	Not Started
5751	Internal	Resheeting	Kellys Gully Road	Local	1.130	\$27,120		Not Started
5752	Internal	Resheeting	Munsies Road	Local	4.450	\$106,800		Not Started
5753	Internal	Resheeting	Allandale Road	Local	7.910	\$189,840	12101	Not Started
5754	Internal	Rehab Program	Baroma Downs Road	Arterial	1.9	\$340,577	267364	Complete
5755	Internal	Rural Resealing	Copeton Dam Road	Arterial	7.160	\$249,168		Not Started
5756	Internal	Urban Reseal	West Street, Bingara	Urban	0.635	\$33,147		Not Started
5757	Internal	Urban Reseal	Frazer St	Urban	0.225	\$16,639		Not Started

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Chairman .....

5758	Internal	Urban Reseal	Nicholson St, Warialda	Urban	0.210	\$5,481		Not Started
5759	Internal	Urban Reseal	Water Street, Warialda	Urban	0.235	\$8,178		Not Started
							<b>\$352,642</b>	
5011	Internal	Rehab Program	Warialda High Productivity Vehicle Route			\$250,000	49207	Preliminary Works Only
						\$100,000		Not Started
						<b>\$1,605,320</b>	<b>49207</b>	
						<b>\$3,379,446</b>	<b>722995</b>	

**Item 7 Monthly Investment and Rates Collection Report for July 2017**

## FILE REFERENCE

## DELIVERY PROGRAM

**GOAL: 5. Organisational Management**

**OUTCOME: 5.1 CORPORATE MANAGEMENT**

**STRATEGY: 5.1.1 Financial management and accountability systems - CFO - internal**

**AUTHOR** Manager, Finance

**DATE** 23 August 2017

**STAFF DISCLOSURE OF INTEREST** Nil

## IN BRIEF/ SUMMARY RECOMMENDATION

At each monthly Ordinary Meeting, the Council is presented with the schedule relating to Investments, as at the end of the previous month.

## BACKGROUND:

In accordance with Clause 19(3) of the Local Government (Financial Management) Regulation 1993, the following information provides details of Council's funds invested as at 31<sup>st</sup> July 2018.

Direct Investments							
Broker	ID	Investment		Type	Next		Current Value
		Name	Rating		Rollover	Yield	
NAB	2017.10.	NAB	AA	TD	21-08-17	2.53%	\$1,000,000.00
NAB	2017.13	NAB	AA	TD	5-10-17	2.00%	\$1,000,000.00
NAB	2017.14	NAB	AA	TD	8-01-18	2.45%	\$1,000,000.00
Grand Total							\$3,000,000.00

Managed Funds				
Fund	Investment Horizon	Type	3 Mth Avg Yield	Current Value
Regional Australia Bank	At Call	Cash	3.20%	\$232,753.50
Tcorp Cash Fund	At Call	Cash		\$3,115,412.44
Tcorp Medium Term Fund	At Call	Cash		\$1,015,543.00
Grand Total				\$4,363,708.94

Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$4,363,708.94
<b>Grand Total</b>	<b>\$7,363,708.94</b>

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Chairman .....

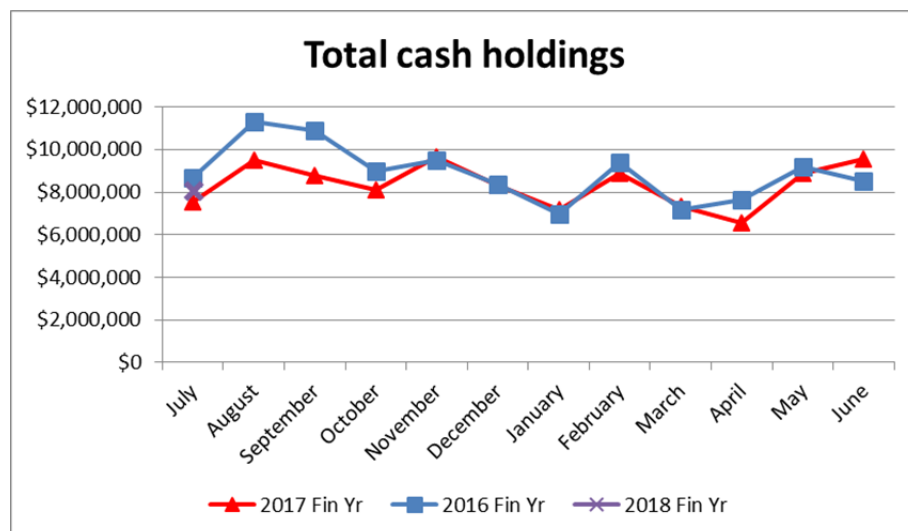


### Cash and Investments

Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$4,363,708.94
<b>Grand Total Investments</b>	<b>\$7,363,708.94</b>

Total Cash and Investments	
Investments	\$7,363,708.94
Cash at bank	\$ 739,243.04
<b>Grand Total Cash and Investments</b>	<b>\$8,102,951.98</b>

General Fund Cash	
<b>Total cash and investments</b>	<b>\$8,102,951.98</b>
<b>LESS:</b>	
Water fund*	-\$805,731.68
Sewer fund*	-\$3,108,738.36
Waste fund*	-\$2,060,398.89
<b>Other restrictions:</b>	
Employee leave entitlements*	-\$420,000.00
Carry over works in progress*	\$0.00
Asset replacement*	\$0.00
Bonds and deposits	-\$391,000.00
Unexpended grants*	-\$387,000.00
Developer contributions	-\$316,000.00
*These figures may change with end of year processing	
<b>Discretionary General Fund Cash</b>	<b>\$614,083.05</b>



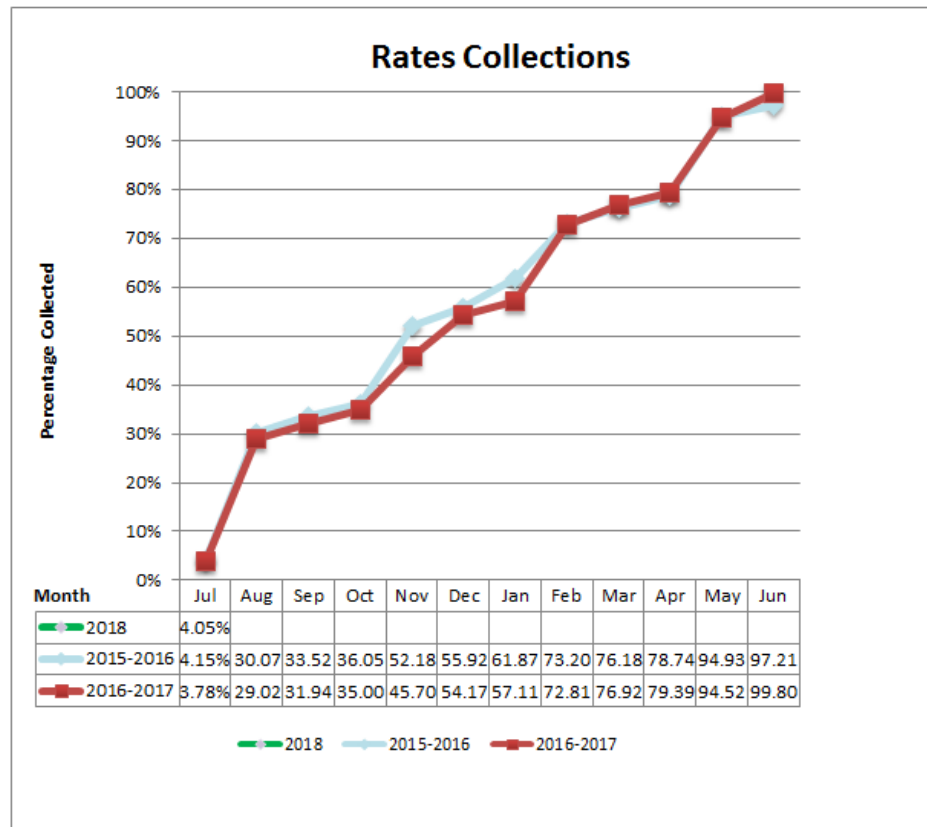
This is page number 118 of the minutes of the Ordinary Meeting held on Thursday 31 August 2017

Chairman .....

I, Helen Thomas, Finance Manager and Responsible Accounting Officer for Gwydir Shire Council, certify that the Council's investments have been made in accordance with the Local Government Act 1993, Local Government (General) Regulation 2005 and Council's Investment Policy (F.01.03), as amended.

## RATES COLLECTIONS

The graph below represents a comparative of the percentage collections for the current year against the two previous rating years. The current years collections are up to 31<sup>st</sup> July 2017.



## OFFICER RECOMMENDATION

THAT the report be received

## ATTACHMENTS

There are no attachments for this report.

## COUNCIL RESOLUTION: MINUTE 277/17

**THAT the monthly Investment and Rates Collection report for July 2017 be received**

**(Moved Cr Smith, seconded Cr Young)**

This is page number 119 of the minutes of the Ordinary Meeting held on Thursday 31 August 2017

Chairman .....

**Item 8 Stronger Country Communities' Fund**

**FILE REFERENCE**

**DELIVERY PROGRAM**

**GOAL:** 1. A healthy and cohesive community

**OUTCOME:** 1.2 OUR COMMUNITY IS AN INVITING AND VIBRANT PLACE TO LIVE

**STRATEGY:** 1.1.3 Provide the right places, spaces and activities - OCD  
- external

**AUTHOR** General Manager

**DATE** 24 August 2017

**STAFF DISCLOSURE OF INTEREST** Nil

**IN BRIEF/ SUMMARY RECOMMENDATION**

This report recommends the projects to be submitted for funding under this grant.

**TABLED ITEMS** Nil

**BACKGROUND**

Following the last Council meeting these projects were advertised for public comment:

<b>Proposed Project</b>	<b>Description</b>	<b>Estimated Cost</b>	<b>Community Partner</b>
Warialda Memorial Hall upgrade	Kitchen upgrade, air conditioning, improved amenities and other improvements to facilitate the hall's functionality	\$300,000	Warialda Tourism and Events Committee
Redevelop the Bingara Civic Centre	Develop the building as a relocated library and community access facility	\$350,000	Bingara and District Vision 2020
Bingara Central School	Construction of a shade cover over the basketball court to maximize the facility's use during wet or hot weather	#\$110,000	Bingara Central School P and C will contribute an additional \$6,000

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Chairman .....

The projects were selected on the basis that they were being promoted by various community groups as outlined.

Unfortunately the restricted timeline for the lodgement of the grant application, which closes for Gwydir Shire on 13<sup>th</sup> September 2017, has resulted in the Civic Centre Bingara proposal having to be put back for reconsideration next year as the information required cannot be put together in time to meet the required deadline.

The remaining two projects, Warialda Memorial Hall and Bingara Central School proposals, are on track with quite a bit of the 'legwork' finalised.

As a result of the advertising several other projects were put forward for the Council's consideration:

Proposed Project	Description	Estimated Cost	Community Partner
Coolatai Sports Ground	Amenities Block	\$110,000	Coolatai Sports Ground Committee
Copeton Waters Holiday Park	Upgrade facilities	##\$420,000	Copeton Waters Holiday Park
Bingara Swimming Pool	New pump and filter and other improvements	\$240,000	Bingara Amateur Swimming Pool

## Shade cover for main playground, splash park and jumping pillow \$110,000; Replacement Jaycee's park amenities block \$250,000; and; Walking and mountain bike tracks and adult exercise equipment \$60,000.

## COMMENT

The submission from the Copeton Waters Holiday Park is not being recommended because this funding is to assist in the improvement of community based facilities with strong support from community groups.

Copeton Waters Holiday Park is an agency of the State Government and does not really qualify as a Gwydir Shire community group.

In the near future there is to be some additional funding being made available across Moree Plains, Inverell and Gwydir Shires for distribution within these Shires as determined by agreement by the Shires. Possibly the request from Copeton Waters Holiday Park may be supported under this program and will certainly be put forward for discussion amongst the three Councils.

The projects now being recommended are:

Proposed Project	Description	Estimated Cost	Community Partner
Warialda Memorial Hall upgrade	Kitchen upgrade, air conditioning, improved amenities and other improvements to facilitate the hall's functionality	\$300,000	Warialda Tourism and Events Committee
Bingara Central School	Construction of a shade cover over the basketball court to maximize the facility's use during wet or hot weather	\$110,000	Bingara Central School P and C will contribute an additional \$6,000
Coolatai Sports Ground	Amenities Block	\$110,000	Coolatai Sports Ground Committee
Bingara Swimming Pool	New pump and filter and other improvements	\$240,000	Bingara Amateur Swimming Club

#### OFFICER RECOMMENDATION

THAT the Council notes the projects being submitted for funding under the Stronger Country Communities Fund:

Proposed Project	Description	Estimated Cost	Community Partner
Warialda Memorial Hall upgrade	Kitchen upgrade, air conditioning, improved amenities and other improvements to facilitate the hall's functionality	\$300,000	Warialda Tourism and Events Committee
Bingara Central School	Construction of a shade cover over the basketball court to maximize the facility's use during wet or hot weather	\$110,000	Bingara Central School P and C will contribute an additional \$6,000
Coolatai Sports Ground	Amenities Block	\$110,000	Coolatai Sports Ground Committee
Bingara Swimming Pool	New pump and filter and other improvements	\$240,000	Bingara Amateur Swimming Club

#### ATTACHMENTS

AT- Previous report

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Chairman .....



**COUNCIL RESOLUTION  
MINUTE 278/17**

**THAT the Council notes the projects being submitted for funding under the Stronger Country Communities Fund:**

<b>Proposed Project</b>	<b>Description</b>	<b>Estimated Cost</b>	<b>Community Partner</b>
<b>Warialda Memorial Hall upgrade</b>	<b>Kitchen upgrade, air conditioning, improved amenities and other improvements to facilitate the hall's functionality</b>	<b>\$300,000</b>	<b>Warialda Tourism and Events Committee</b>
<b>Bingara Central School</b>	<b>Construction of a shade cover over the basketball court to maximize the facility's use during wet or hot weather</b>	<b>\$110,000</b>	<b>Bingara Central School P and C will contribute an additional \$6,000</b>
<b>Coolatai Sports Ground</b>	<b>Amenities Block</b>	<b>\$110,000</b>	<b>Coolatai Sports Ground Committee</b>
<b>Bingara Swimming Pool</b>	<b>New pump and filter and other improvements</b>	<b>\$240,000</b>	<b>Bingara Amateur Swimming Club</b>

**(Moved Cr Dixon OAM, seconded Cr Smith)**

**FURTHER that Council staff begin preparation of a submission for the next round of Stronger Communities funding to relocate the Bingara Library to the Bingara Civic Centre (Ref: 279/17)**

**(Moved Cr Egan, seconded Cr Young)**

Ordinary Meeting - 27 July 2017

Gwydir Shire  
Council

**Item 4 Stronger Country Communities Fund**

**FILE REFERENCE**

**DELIVERY PROGRAM**

**GOAL:** 1. A healthy and cohesive community

**OUTCOME:** 1.2 OUR COMMUNITY IS AN INVITING AND VIBRANT  
PLACE TO LIVE

**STRATEGY:** 1.2.3 Celebrate our creativity and cultural expression -  
OCD - external

**AUTHOR** General Manager

**DATE** 18 July 2017

**STAFF DISCLOSURE OF INTEREST** Nil

**TABLED ITEMS** Nil

**BACKGROUND**

This Fund has recently been announced. Gwydir Shire is located in tranche B and the applications open 16 August and close on 13 September 2017.

The projects must have significant community support and be for projects exceeding \$100,000.

For each project the Council is required to provide two quotations.

The funding program is over the next two years and each local government area will receive a base amount but may apply for a greater amount but a significant co-contribution is required for projects over \$1,000,000.

The process is obviously under a degree of time restraint and it's important that as much community consultation as possible is undertaken prior to the project applications being lodged.

Gwydir Shire's allocation will possibly be around \$750,000.

The projects submitted by the Council will be subject to a community survey administered by a consulting firm employed by the NSW Government to establish that the projects do meet community amenity needs.

**COMMENT**

It is recommended that the following three projects be advertised for public input, closing on Friday 18<sup>th</sup> August 2017, together with a request for other community groups to put forward their suggestions for consideration:

Ordinary Meeting - 27 July 2017

Gwydir Shire  
Council

Proposed Project	Description	Estimated Cost	Community Partner
Warialda Memorial Hall upgrade	Kitchen upgrade, air conditioning, improved amenities and other improvements to facilitate the hall's functionality	\$300,000	Warialda Tourism and Events Committee
Redevelop the Bingara Civic Centre	Develop the building as a relocated library and community access facility	\$350,000	Bingara and District Vision 2020
Bingara Central School	Construction of a shade cover over the basketball court to maximize the facility's use during wet or hot weather	#\$110,000	Bingara Central School P and C will contribute an additional \$6,000

#The estimates are preliminary due to the limited time and may require adjustment, and if inadequate, may require a reordering of priorities.

The reserve project is a regional quality playground located adjacent to the Warialda Hospital with an estimated cost of \$250,000.

#### CONCLUSION

As mentioned above the funding program is over the next two financial years and the Council will have time to work with the broader Gwydir community about the proposed projects for the 2018/19 financial year.

#### CONSULTATION

These three projects are being suggested due to the projects being submitted from the community for consideration if and when funding could be sourced.

#### FINANCIAL IMPLICATIONS

These projects, if approved, would be solely funded from the grant

#### OFFICER RECOMMENDATION

**THAT the proposed projects be advertised for public comment until Friday 18<sup>th</sup> August 2017 together with a request from community groups to submit further projects for consideration.**

#### ATTACHMENTS

- AT- Fact Sheet
- AT- Frequently asked questions
- AT- Funding Guidelines

**Councillor Reports:**

**Cr J Coulton**

Provided an update on the Circular Economy **(Ref: 280/17)**.

Cr Coulton would like to know details of breaches and fines received from Weight of Loads. Council staff will obtain these details. **(Ref: 281/17)**

Cr Coulton would like a sign and noise sensor advising truck drivers on the Warialda bypass to not use exhaust brakes. **(Ref: 282/17)**

**Cr C Egan (Ref: 283/17)**

Cr Egan noted the submission from Copeton Waters Holiday Park for Stronger Communities funding and requested a 'Welcome to the Gwydir Shire' sign be erected at the entrance to Copeton Waters Holiday Park.

**Cr S Dick**

Requested a report on the future of Council's garbage tips. He is concerned about builders from outside the shire dumping waste in Gwydir landfill. Cr Dick is also concerned about tyres in Council's tips.

Cr Dick has requested a financial analysis be provided in the report with options presented including privatisation of the tips. **(Ref: 284/17)**

Cr Dick expressed his concerns about the free WiFi available near the Council Chambers in Warialda. Cr Dick has received comments from Police that this appears to be encouraging young people on the streets late at night and they create a noise and leave a mess. **(Ref: 285/17)**

Cr Dick advised that Warialda still does not have a second police presence and during the recent home invasion in Warialda the resident Policeman was unable to attend as he did not have backup support. Support from Bingara or Moree takes a long time to arrive. **(Ref: 286/17)**

**Cr Dixon**

Requested an upgrade to Withers Lane, Bingara. **(Ref: 287/17)**

**Cr G Smith**

Cr Smith asked what was the current status regarding Joint Organisation of Councils. Cr J Coulton provided a response. **(Ref: 288/17)**

**Cr F Young**

Cr Young requested footpaths on Keera Street and Junction Street in Bingara. **(Ref: 289/17)**

Cr Young requested information on why pine trees were removed from the front of Whitfeld Place, Cunningham Street Bingara as noise has become an issue for residents in Whitfeld Place since the removal of the pine trees. **(Ref: 290/17)**

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Cr Young advised that the public have commented on the improvement to public gardens in Bingara. **(Ref: 291/17)**

Noted the Roxy Heritage listing. **(Ref: 292/17)**

Cr Young advised that Professor Paul Martin (Director Australian Centre for Agriculture and Law at University of New England) spoke at the BROCC meeting in Walgett on 25 August. Prof Martin spoke about the review of the Murray Darling Basin Plan and invited member councils to collaborate with UNE research centre to provide input for the revised MDBP. **(Ref: 293/17)**

**Richard Jane**

Noted that the Julie Berry memorial in Junction Park, Bingara was funded by the family of Julie Berry. **(Ref: 294/17)**

**Meeting closed 12.03pm**