



Delegations of Authority

4 December 2017

Adopted by Council 4 December 2017

NORTH SYDNEY COUNCIL

DELEGATIONS OF AUTHORITY

AS CURRENTLY ADOPTED

- Committees of Council

- The Mayor

- General Manager

- Staff

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AUTHORITY TO DELEGATE

1. Section 377

A. General Power of the Council to delegate

377. A Council may, by resolution, delegate to the General Manager or any other person or body (not including another employee of the Council) any of the functions of the Council, other than the following:

- the appointment of a general manager
- the making of a rate
- a determination under Section 549 as to the levying of a rate
- the making of a charge
- the fixing of a fee
- the borrowing of money
- the voting of money for expenditure on its works, services or operations
- the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)
- the acceptance of tenders which are required under this Act to be invited by the Council
- the adoption of a management plan (under Section 406)
- the adoption of a financial statement included in an annual financial report
- a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6
- the fixing of an amount or rate for the carrying out by the Council of work on private land
- 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
- 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
- the review of a determination of an application for approval
- the power of the Council to authorise the use of reasonable force for the purpose of gaining entry to premises under Section 194
- a decision under Section 356 to contribute money or otherwise grant financial assistance to persons
- the making of an application, or the giving of a notice, to the Governor or Minister

DELEGATIONS OF AUTHORITY - NORTH SYDNEY COUNCIL

- this power of delegation.
- Any function under this or any other Act that is expressly required to be exercised by resolution of the Council.

B. A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Director-General except as provided by the instrument of delegation to the council.

2. Terms of Delegation

The authorities so delegated continue and the General Manager shall continue to exercise such powers and authorities, until the Council shall otherwise direct provided such delegations shall be reviewed annually.

Delegations will remain in force until the review is completed and revised delegations are adopted by a resolution of Council.

3. Appeal against the Exercise of Authority under Delegation

It is a condition to be extended by all persons to whom the foregoing powers are delegated, that all appeals by persons and applicants against the exercise of these powers must be submitted to the Director for review and to Council for final determination if necessary.

4. Authority to Delegate

The General Manager may delegate any of the powers or authority given to the officer by the Act or Regulations or Council resolution except the power to delegate.

INTRODUCTION

In accordance with Section 377 of the Local Government Act, 1993, the Council at its meeting 21 November 2016 granted the delegations as set out in this Manual to the General Manager, the Mayor and Committees.

The General Manager has delegated those matters set out in the section headed "DELEGATIONS TO STAFF".

COMMITTEES OF COUNCIL

Committees of Council have no delegations.

THE MAYOR

1. General

To deal, in cases of emergency, with any matter not precluded by Section 377 of the Local Government Act 1993 and not being otherwise delegated or development/building applications.

2. Tenders - Security/Safety

To authorise the invitation of tenders for urgent works involving security and/or public safety which have not been provided for in the adopted budget.

3. Maintenance and/or Repair of Council's Property

To authorise urgent work by way of maintenance and/or repair to Council's property subject to expenditure less than \$100,000 for any one work and which has not been provided for in the adopted budget.

4. Urgent Works

To authorise expenditure up to \$15,000 on urgent work subject to such expenditure in any one year not exceeding \$50,000 which has not been provided for in the adopted budget.

5. Major Developments - Public Meetings

(In consultation with the General Manager or the Director of City Services.)

Call public meetings to discuss development proposals that are considered to be of a magnitude which would affect a particular part of, or the whole of the area in order that residents, ratepayers and all interested parties have the opportunity to fully discuss and express their views to Council before any decision is entered into.

6. Traffic Committee and Council's Vote

To vote on behalf of Council on the North Sydney Traffic Committee on urgent traffic issues that arise in the December/January seasonal break.

7. Delegation dealt with by Mayor to be reported to Council

All matters dealt with under delegation to the Mayor shall be reported to the next available meeting of the Council.

GENERAL MANAGER

1. Section 381 Local Government Act 1993

To exercise all functions conferred or imposed on any Council employee under other Acts, in accordance with Section 381 of the Local Government Act 1993.

2. Implementation of Adopted Program Budget

To implement any work, service or action provided for in the adopted budget without further reference to Council except for:

- (a) the acceptance of tenders which are required under the Local Government Act 1993 to be invited by the Council, and
- (b) the determination of priorities where lump sum funding only has been provided.

3. Protection of the Environment Operations Act 1997 – Section 187

To exercise the powers and functions of an authorised officer under the Protection of the Environment Operations Act 1997.

4. Procedures for the Acquisition of Land for Public Works

To deal with all administrative and procedural matters relating to the acquisition of land which has been approved by Council including negotiations following the determination by Council of the price to be paid for acquiring the land, valuations, surveys and referrals to Solicitors.

5. Legal Proceedings

To commence, negotiate and settle legal proceedings.

6. Contracts

To enter into contracts other than those to which section 55 of the Local Government Act 1993 applies.

7. Waive Hiring Fees

To waive hiring fees where satisfied that circumstances warrant it.

Note: Reason must be identified and documented.

8. Writing Off Debts

To authorise the writing off of debts to a maximum value of \$50,000.

9. Major Developments - Public Meetings

To call public meetings in respect of major proposals considered to be of a magnitude which would affect a particular part of, or the whole of the area so that residents, ratepayers and all interested parties are given an opportunity to fully discuss and express their views to Council before any decision is entered into.

DELEGATIONS OF AUTHORITY – GENERAL MANAGER

10. Correspondence

To attend to all correspondence addressed to the Council (except correspondence addressed to the Mayor personally) in any of the following ways:

- (a) deal with it administratively
- (b) to refer it to a committee
- (c) to refer it direct to Council.

11. Minuting of Council Meetings

To obtain any necessary services for the recording of minutes of Council meetings.

12. Business Papers

To determine the composition and contents of the business paper for Council and all Committees.

13. Traffic Committee and Council's Vote

In the absence of the Mayor, to vote on behalf of Council on the North Sydney Traffic Committee on urgent traffic issues that arise in the December/January seasonal break.

14. Destruction of Records – State Records Act

To authorise the destruction of records in accordance with the adopted disposal schedule.

15. Closing of Council Offices and Library

To determine the closing of Council's offices and the library on Union/Award holidays.

16. Appointment of Employees

To appoint employees of the Council for the purpose of the supervision and enforcement of all relevant Acts and Regulations.

17. Staff - Award Band

To advance by way of one or more levels in any Band any member of staff or to transfer any member of staff from one Band to a higher Band.

18. Salary and Award Variations

To approve variations including salary increases (within the adopted budget) in accordance with the Local Government Award and Council's salary administration policies (excluding "Senior Officers").

19. Staff Overtime

To approve overtime for any member of staff as considered necessary.

DELEGATIONS OF AUTHORITY – GENERAL MANAGER

20. Attendance at Conferences

To determine applications for staff attendance at conferences including conferences outside New South Wales but within Australia.

21. Functions of Council under Chapter 15 of the Local Government Act 1993

That pursuant to section 377 of the Local Government Act 1993, Council delegate to the General Manager the functions of Council under Chapter 15 of the Local Government Act 1993 other than those functions which, pursuant to sub-section (1) of that section, may not be delegated by the Council.

22. Government Information (Public Access) Act 2009 – Internal Review

To determine applications for Internal Review of GIPA determinations, in accordance with Part 5, Division 2, Section 84 — Conduct of Internal Review of the Government Information (Public Access) Act 2009.

23. Companion Animals Act 1998– Section 89 (3)

To access and deal with suppressed records in accordance with section 89 (3) of the Companion Animals Act 1998.

24. Penalty Infringement – Leniency

Penalty Notice Review Panel

- a) To determine appeals for leniency on any penalty infringement notices issued by authorised officers of the Ranger & Parking Services Department in a sitting of the Penalty Notice Review Panel.
- b) To determine to withdraw from or proceed with proceedings before the Local Court for all Ranger Services non-traffic related matters in a sitting of the Penalty Notice Review Panel following assessment of prospects.

25. Penalty Infringement – withdrawal

To withdraw Penalty Infringement Notices where those notices are technically flawed.

26. Resident Parking Permits Policy Exemption

To determine submissions for exemption under the Resident Parking Permit Policy in a sitting of the Resident Parking Permit Review Panel.

27. Staff attendance at International Conferences

To approve staff attendance at international conferences where the associated costs including travel are up to \$5,000.

DELEGATIONS OF AUTHORITY – GENERAL MANAGER

28. North Sydney Independent Planning Panel (NSIPP)

To refer development applications and section 96 applications made under the *Environmental Planning and Assessment Act 1979* for consideration and determination by the NSIPP.

29. Council Chamber Seating

To order the arrangement of seating in the Council Chamber, particularly the public gallery seating, to limit any potential risk and liability, and to enhance open government.

30. Interim Heritage Order

To make Interim Heritage Orders.

31. Submissions to Government Agencies

To make submissions on behalf of Council to Government Agencies.

DELEGATIONS TO STAFF
GENERAL MANAGER

In accordance with Section 378 of the Local Government Act, 1993, I hereby delegate the matters set out under 'Delegations to Staff' to those staff named therein, or the persons who from time to time hold, or are acting in, the positions named therein (as applicable).

Adrian Panuccio
ACTING GENERAL MANAGER

DELEGATIONS OF AUTHORITY – GENERAL MANAGER’S OFFICE

GENERAL MANAGER’S OFFICE

		DELEGATES
1.	Provision of Witnesses and Information To determine the fee to be charged for the provision of Council's staff as witnesses and/or the supplying of information for Court cases.	Chief Operating Officer Solicitor Director COS
2.	Cash Bonds and Bank Guarantees To accept suitable cash bonds and/or bank guarantees in respect of requirements attaching to Council's approvals and to release such cash bonds or bank guarantees upon completion of the work or compliance with all requirements subject to appropriate certification.	Chief Operating Officer Director COS Solicitor Responsible Accounting Officer Manager of Revenue Services
3.	Appeals and other proceedings in the Land and Environment and Local Court (a) Authority to deal with appeals relating to development applications and procedural matters concerning such appeals. (b) Authority to deal with appeals relating to an Order issued by Council.	Chief Operating Officer Solicitor Director CIS Manager Development Services Manager Strategic Planning Manager Environment & Building Compliance
4.	Briefing of lawyers/counsel /consultants To retain and brief lawyers/counsel/consultants in relation to legal proceedings.	Chief Operating Officer Solicitor
5.	Legal Proceedings To commence, negotiate and settle legal proceedings.	Chief Operating Officer Solicitor
6.	Purchasing To order all supplies, materials, plant, equipment and vehicles upon the issue of an appropriate authorised requisition as per the Procurement Policy and Purchasing Manual or in accordance with approved stock levels.	Purchasing Manager
7.	To authorise the disposal of stores, materials, plant and equipment that have deteriorated or, been damaged so as to be unusable or have become obsolete, subject to: (a) a list and certification being provided to the Manager of Financial Planning for adjustment of accounting records; (b) disposal being either by tender or public auction, or destruction after having determined the most cost beneficial process in each instance.	Purchasing Manager

DELEGATIONS OF AUTHORITY – GENERAL MANAGER’S OFFICE

8.	Disposal of Council Plant and Equipment by Auction To determine the disposal price and time of disposal for Council's plant and equipment	Purchasing Manager
9.	Determination of Reserve Price and Disposal of Plant, Equipment and Vehicles by Public Auction, Tender or Trade-in Prior to determining the reserve, the delegate must consider advice available from valuers, auctioneers, information contained within professional journals (eg Red Book) and past results from auctions. If the best offer received from the sale is more than 10% below the reserve, then approval to proceed to settlement must be sought from the Director of Corporate Services.	Purchasing Manager
10.	The Settlement of Insurance Claims Authorised to determine and settle claims that fall below the policy excess.	Chief Operating Officer Risk Manager Risk Officer
11.	To Affix the Council Seal To affix the Council Seal in accordance with Local Government (General) Regulations 2005 & Council Policy.	Chief Operating Officer
12.	Superintendent of a Construction and Service Contract To be appointed to the role of Superintendent under NSC standard form of contract.	Manager Corporate Contracts

DELEGATIONS OF AUTHORITY – CORPORATE SERVICES

CORPORATE SERVICES

		DELEGATES
1.	<p>Implementation of Adopted Budget To implement any work, service or action provided for in the adopted Corporate Services Program Budget without further reference to Council - except for:</p> <p>(a) the acceptance of tenders which are required under the Local Government Act 1993 to be invited by the Council, and</p> <p>(b) the determination of priorities where lump sum funding only has been provided.</p>	Director COS
2.	<p>Signing of Correspondence and Other Forms etc To sign all correspondence emanating from the Division under her/his own name and title - except to Ministers of the Governments and to sign "on behalf of the General Manager" all forms/documents, submissions etc where appropriate and to authorise other nominated staff of the Division to similarly sign their own correspondence (such authorisation to be given in writing and placed on file).</p>	Director COS
3.	<p>Sundry Debtors - Payment by Instalment To make arrangements with any ratepayer or debtor for payment to be made by reasonable and satisfactory instalments.</p>	Director COS Manager of Revenue Services, Responsible Accounting Officer
4.	<p>Non Payment of Penalties To authorise as required any approved officer to lay information before the Court on the Council's behalf and to take all action necessary to bring the matter before the Court.</p>	Director COS Responsible Accounting Officer
5.	<p>Cash Bonds and Bank Guarantees To accept suitable cash bonds and/or bank guarantees in respect of requirements attaching to Council's approvals and to release such cash bonds or bank guarantees upon completion of the work or compliance with all requirements subject to appropriate certification.</p>	Director COS Responsible Accounting Officer Chief Operating Officer Solicitor Management Accountant Senior Accounting Officer.

DELEGATIONS OF AUTHORITY – CORPORATE SERVICES

		DELEGATES
6.	Investments To approve all investments and to accept all forms of security in accordance with the Local Government Act and/or Regulations.	Director COS Responsible Accounting Officer Manager of Accounting Services
7.	Refund of Over-payments To authorise the refund of all over-payments subject to appropriate certification.	Director COS Responsible Accounting Officer Manager of Accounting Services
8.	Refund of Trust Fund Deposits To refund trust fund deposits upon appropriate certification and recommendation.	Director COS Responsible Accounting Officer Manager of Accounting Services
9.	Certification To complete all financial certifications required by the Act and Regulations.	Director COS Responsible Accounting Officer Manager of Accounting Services
10.	Funding Application Authority to sign funding applications on behalf of the General Manager (except where the Seal has been affixed).	Director COS Responsible Accounting Officer Manager of Accounting Services
11.	Salary and Award Variation To approve variations including salary increases (within the adopted budget) in accordance with the Local Government Award and Council's Salary System Policy (excluding "Senior Officers").	Director COS

DELEGATIONS OF AUTHORITY – CORPORATE SERVICES

		DELEGATES
12.	<p>Staff Overtime To approve overtime for Corporate Services staff as considered necessary and to authorise other nominated managers of the Division to similarly approve overtime (such authorisation to be given in writing and placed on file).</p>	Director COS
13.	<p>Attendance at Conferences To determine applications for staff attendance at conferences within New South Wales.</p>	Director COS
14.	<p>Rebate of Rates To grant rebates of rates to qualified rateable persons in accordance with the provisions of the Local Government Act and Council's policy.</p>	Manager of Revenue Services Senior Rating Officer
15.	<p>Rate Books Authority to:</p> <ul style="list-style-type: none"> (a) amend the rate and valuation books where such amendment is necessary by reason of change of ownership, occupancy or address; (b) insert in the rate book the name of a rate or person whose land has not been valued because of an omission by the Valuer General in terms of the provisions of the Local Government Act; (c) insert the name of any person who ought to have been rated or who since the making of the rate has become liable to be rated; (d) strike out the name of any person who ought not to have been rated; (e) raise or reduce the sum rates owing due to error; (f) include any land which ought to have been rated. (g) To write off accrued interest to a maximum of \$50. (h) Transfer property from rateable to non-rateable in accordance with change of use. 	Manager of Revenue Services Responsible Accounting Officer Director COS
16.	<p>Recovery of Rates & General Debtors Legal Action To take all necessary legal action at any time for the recovery of unpaid rates and charges.</p>	Manager of Revenue Services
17.	<p>To Require the Payment of Rent in lieu of Rates To issue notices under the Local Government Act for the recovery of outstanding rates by requiring the payment of rent to Council in lieu of rates.</p>	Manager of Revenue Services

DELEGATIONS OF AUTHORITY – CORPORATE SERVICES

		DELEGATES
18.	<p>Numbering of Buildings To require owners or occupiers of land on which buildings are erected and which have frontages/entrances from roads, to mark the building, fence or road frontage with such numbers and in the manner and form that may from time to time be required.</p>	IT Manager GIS Mapping Officer
19.	<p>Destruction of Corporate Documentation Authority to approve destruction of corporate documentation in accordance with Council's Records Disposal Schedule and State Records Act 1998.</p>	Document Services Manager
20.	<p>“How are Councils Financed” Local Government Act 1993 The functions of Council under Chapter 15 of the Local Government Act 1993, other than those functions under section 377 (1) of the Act.</p>	Manager of Revenue Services Manager of Accounting Services Responsible Accounting Officer
21.	<p>Government Information (Public Access) Act 2009 – Formal Applications To determine formal applications for access to Council information under Government Information (Public Access) Act 2009 applications, in accordance with Part 2, Division 1, Section 9 — Access Applications of the Government Information (Public Access) Act 2009.</p>	Document Services Manager Document Services Team Leader Document Services Officers
22.	<p>Government Information (Public Access) Act 2009 – Reduction of Fees To determine the reduction of fees for formal Government Information (Public Access) Act 2009 applications, in accordance with Part 7, Section 127 - Waiver, Reduction or Refund of Fees and Charges of the Government Information (Public Access) Act 2009.</p>	Document Services Manager

DELEGATIONS OF AUTHORITY – CORPORATE SERVICES

		DELEGATES
23.	<p>Government Information (Public Access) Act 2009 – Internal Review</p> <p>To determine applications for Internal Review of GIPA determinations, in accordance with Part 5, Division 2, Section 84 — Conduct of Internal Review of the Government Information (Public Access) Act 2009.</p>	<p>Director COS Document Services Manager Document Services Team Leader</p>
24.	<p>Tenders submitted to council to receive or deal with tenders submitted to the council Clause 164 of the Local Government (General) Regulation 2005 -</p> <p>" (1) At the time specified for the close of tenders, the appropriate person must open the tenders in the presence of: (a) at least 2 persons designated by the general manager for the purpose..."</p> <p>The Manager Document Management Services is to:</p> <ol style="list-style-type: none"> 1. Act as the Appropriate Person; 2. Designate another Council officer to act as the Appropriate Person, in lieu of the Manager, Document Management Services; and 3. Designate at least two other Council officers for the purpose of clause 175(1)(a) of the Local Government (General) Regulation 2005. 	<p>Manager Document Services Document Services Team Leader</p>
25.	<p>Provision of Witnesses and Information</p> <p>To determine the fee to be charged for the provision of Council's staff as witnesses and/or the supplying of information for Court cases.</p>	<p>Director COS Chief Operating Officer Solicitor</p>
26.	<p>Replacement of Personal Property – Staff</p> <p>To approve claims for the loss of personal property provided that such property was required for the normal performance of the staff member's duties in terms of Council's policy and practice.</p>	<p>Director COS Chief Operating Officer Risk Manager</p>

DELEGATIONS OF AUTHORITY – CORPORATE SERVICES

		DELEGATES
27.	<p>Resident Parking Permits Policy Exemption To determine submissions for exemption under the Resident Parking Permit Policy in a sitting of the Resident Parking Permit Review Panel. The Panel quorum shall be two of the listed delegates.</p>	<p>Director COS Customer Service Manager Traffic Manager (or their nominees)</p> <p>[It is noted that the General Manager is also a member of the Panel who can make determinations]</p>
28.	<p>Temporary Resident Parking Permit To issue temporary Resident Parking Permits in cases relating to carers' responsibilities or temporary medical restrictions, to a maximum of 3 months, provided appropriate evidence is sighted.</p>	<p>Customer Service Manager Director COS</p>
29.	<p>Discount – Fees and Charges To determine requests for fee reduction or the waiving of fees to the value of \$1,000 for the hire of Council facilities in the terms of Council's adopted Fees and Charges and Policies.</p> <p>Note: Reason must be identified and documented.</p>	<p>Customer Service Manager Director COS</p>
30.	<p>Events – Waive Permit Fee To amend or waive the event permit fee as identified in the 'Fees & Charges' for public events that have particular benefit for the local community.</p> <p>Note: Reason must be identified and documented.</p>	<p>Director COS Manager Communications and Events</p>

DELEGATIONS OF AUTHORITY – CORPORATE SERVICES

		DELEGATES
31.	<p>Street Stalls To approve applications for street stalls within the area in accordance with Council's policy and practice provided that:</p> <ul style="list-style-type: none"> (i) no more than three days are allotted to any one public charity; (ii) approval not be given to organisations which are purely local in character to some other district and/or have no bearing directly with this area; (iii) no lucky number competitions are permitted; (iv) that in regard to chocolate wheels, no more than twenty-six days annually be allotted to any one site. 	Customer Service Manager
32.	<p>Waiving /Discounting fees for Filming Authority to determine all requests for fee reduction or the waiving of fees to the value of \$1,000.00 for the hire of Council facilities in the terms of the Council's adopted Fees and Charges and policies.</p> <p>Note: Reason must be identified and documented.</p>	Director COS Customer Service Manager
33.	<p>Filming/Photographing in Parks, Reserves and Public Places To approve applications to film/photograph in Council's parks, reserves and public places subject to the conditions and fees determined by Council.</p>	Customer Service Manager Team Leader Bookings
34.	<p>Casual Use of Parks To approve or refuse applications for the casual use of parks in accordance with policies and subject to approved fees.</p>	Customer Service Manager Team Leader Bookings
35.	<p>Casual Use of Council Properties To approve or refuse applications for the casual use of Council properties in accordance with Council policies and subject to fees as determined by Council.</p>	Customer Service Manager Team Leader Bookings
36.	<p>Charitable Organisations To approve applications for charity collections in the North Sydney, Crows Nest, Neutral Bay, and St Leonards business districts</p> <p>Note: Maximum of two charities on any one day.</p>	Customer Service Manager Team Leader Counter Services

DELEGATIONS OF AUTHORITY – CORPORATE SERVICES

		DELEGATES
37.	Event use of public land To approve or refuse the use of public land for public events in accordance with the Event Guidelines.	Director COS Manager Communication and Events
38.	Authorise Operational and Capital Expenditure To determine the authorised level of expenditure for council officers and ensure expenditure is undertaken in accordance with budgets, policies and agreed financial delegations.	Director COS
39.	Corporate Sponsorship Agreements To seek and negotiate corporate sponsorship agreements in accordance with the Council's "Corporate Sponsorship Policy" and pursuant clause 5.1.	Director COS Director CLS Director OSE Manager of Communications and Events

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
1.	Implementation of Adopted Budget To implement any work, service or action provided for in the adopted Engineering and Property Services Program Budget without further reference to Council, including undertaking a review of environmental factors in accordance with Part v of the Environmental Planning and Assessment Act 1979 except for: (a) the acceptance of tenders which are required under the Local Government Act 1993 to be invited by the Council, and (b) the determination of priorities where lump sum funding only has been provided. (c) Expenditure of funds in accordance with financial Delegations approved by North Sydney Council General Manager.	Director EPS
2.	Commit and Authorise Operational Expenditure Ensure that those positions in EPS which are responsible for committing and authorising operational expenditure do so in accordance with the agreed financial delegations approved by the North Sydney Council General Manager.	Director EPS
3.	Commit and Authorise Capital Expenditure (Works, Plant and Assets) Ensure that those positions in EPS which are responsible for committing and authorising capital expenditure do so in accordance with the agreed financial delegations approved by the North Sydney Council General Manager.	Director EPS

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
4.	<p>Management of Contracts To manage contracts and or agreements on behalf of Council – provided that the contract or agreement is in a standard NSC form.</p> <p>Note: See Council’s Contract Manual for standard Council forms.</p>	<p>Positions in EPS that have delegation to manage contracts and or agreements on behalf of Council.</p> <p>EPS Property Manager EPS Property Officers EPS Facilities and Building Coordinator EPS Project Managers EPS Infrastructure Manager EPS Works Engineer EPS Senior Design Engineers EPS Senior Design Investigation Engineer EPS Asset Manager EPS Asset Engineering Officer EPS Road Safety and Sustainability Coordinator EPS Traffic and Transport Operations Manager EPS Parking Meter Manager EPS Fleet and Parking Manager EPS Sustainable Transport -Project Coordinator EPS Traffic Engineer EPS Works Overseer EPS Property Maintenance Supervisor EPS Contracts Managers (Works Depot)</p>

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
5.	<p>Principal’s Representative Design and Consultancy Contracts To be appointed to the role of Principal’s Representative under NSC standard form of consultancy contract.</p>	<p>EPS Property Manager EPS Property Officers EPS Facilities and Building Coordinator EPS Project Managers EPS Infrastructure Manager EPS Works Engineer EPS Senior Design Engineers EPS Senior Design Investigation Engineer EPS Asset Manager EPS Asset Engineering Officer EPS Road Safety and Sustainability Coordinator EPS Traffic and Transport Operations Manager EPS Parking Meter Manager EPS Fleet and Parking Manager EPS Sustainable Transport -Project Coordinator EPS Traffic Engineer EPS Works Overseer EPS Property Maintenance Supervisor EPS Contracts Managers (Works Depot)</p>

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
<p>6.</p>	<p>Superintendent’s Representative – Construction Contracts To be appointed to the role of Superintendent’s Representative under NSC standard form of construction contract.</p> <p>Note: This does not apply to dispute resolution.</p>	<p>EPS Property Manager EPS Facilities and Building Coordinator EPS Project Managers EPS Infrastructure Manager EPS Works Engineer EPS Senior Design Engineers EPS Senior Design Investigation Engineer EPS Team Leader Property Repairs Traffic and Transport Operations Manager Fleet and Parking Stations Manager EPS Assistant Engineer EPS Works Overseer EPS Property Maintenance Supervisor EPS Works Administration Officer</p>
<p>7.</p>	<p>Superintendent’s Representative – Service Contracts To be appointed to the role of Principal’s Representative under NSC standard form of Service Contract.</p>	<p>EPS Property Manager EPS Facilities and Building Coordinator EPS Team Leader Property Repairs EPS Traffic and Transport Operations Manager EPS Parking Meter Manager EPS Fleet and Parking Stations Manager EPS Works Administration Officer EPS Works Engineer EPS Works Overseer EPS Property Maintenance Supervisor</p>

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
8.	<p>Superintendent's/Principal's Representative – Non Standard Contracts To be appointed to the role of Principal's Representative for Non Standard Contracts.</p>	EPS Works Engineer EPS Property Manager EPS Infrastructure Manager EPS Asset Manager EPS Traffic Planning and Operations Manager
9.	<p>Settlement of Non Monetary Claims and Disputes To authorise the settlement of non monetary claims and disputes in which Council is a party that relate to Engineering and Property, in consultation with Council's Solicitor.</p>	Director EPS In consultation with Council's Chief Operating Officer or Solicitor.
10.	<p>Settlement of Monetary Claims and Disputes To authorise the settlement of monetary claims and disputes in construction and consultancy contracts managed by the EPS Division up to the value of \$75,000. In consultation with Council's Solicitor and Director of Corporate Services and the General Manager.</p>	Director EPS In consultation with Council's Chief Operating Officer, Solicitor and Director of Corporate Services.
11.	<p>Signing of Correspondence and Other Forms To sign all correspondence emanating from the Division under her/his own name and title - except to Ministers of the Crown/Government and to sign "on behalf of the General Manager" all forms/documents, submissions and the like where appropriate and to authorise other nominated staff of the Division to similarly sign their own correspondence (such authorisation to be given in writing and placed on file).</p>	Director EPS EPS Infrastructure Manager EPS Property Manager EPS Works Engineer EPS Traffic and Transport Operations Manager EPS Asset Manager EPS Project Manager

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
12.	<p>Protection of the Environment Operations Act 1997 – Section 187. To exercise the powers and functions of an authorised officer under the Protection of the Environment Operations Act 1997, subject to any conditions advised by the General Manager of relevant Director.</p>	Director EPS
13.	<p>Funding Application Authority to sign funding applications on behalf of the General Manager (except where the Seal has been affixed).</p>	Director EPS
14.	<p>Subdivisions - Stormwater Drainage Works Where the Council has approved a subdivision/ development subject to the construction of stormwater drainage works that revert to the care, control and management of Council by the applicant, to approve such works upon submission of all necessary plans and documentation.</p>	Director EPS
15.	<p>Street Lighting Authority to submit to the electricity authority all requests for additions to or improvements to normal street lighting and to authorise additions or improvements as recommended.</p> <p>Authority to accept Ausgrid’s new default street lighting technology.</p> <p>Authority to alter lights shining into resident’s property.</p>	Director EPS Traffic and Transport Operations Manager Traffic Operations Officer
16.	<p>Vehicular Crossings and Footpath Restorations To approve the construction of vehicular crossings and/or restoration works</p>	Director EPS
17.	<p>Removal of Vehicular Crossings To approve or refuse applications for the removal of vehicular crossings.</p>	Director EPS
18.	<p>Lease Assignments and Exercise of Option To approve requests for variations to tenancies, deeds of release, exercise of options of Council’s Commercial Properties. Prepare Report to Council - Property Assets Manager.</p>	Director EPS. Property Assets Manager.

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
19.	<p>Retail Lease Disclosure Statements Sign Disclosure Statements in accordance with the Retail Leases Act 1994.</p>	Director EPS.
20.	<p>Lease and licence commitments as tenant To approve leases, licences and other tenancies on land not owned by Council with a rental value less than \$150K per annum, together with any assignment, variation, release or exercise of option relating to that property.</p> <p>Prepare Report to Council - Property Assets Manager.</p>	<p>Director EPS.</p> <p>Property Assets Manager.</p>
21.	<p>Rent Abatements To approve Rent abatements.</p>	<p>Director EPS.</p> <p>Property Assets Manager.</p>
22.	<p>Council Property - Notices to Quit To authorise and sign notices to quit to tenants whose rent arrears exceeds four weeks and or the amount the tenant has submitted to Council in the form of a Bank Guarantee. Includes all leases and licences including Footpath Dining Licences.</p>	Director EPS
23.	<p>Council Owned Properties To sign as owner for all applications for development/building consent for Council owned properties.</p>	Director EPS
24.	<p>Casual Use of Council Properties To approve or refuse applications for the casual use of Council properties in accordance with Council policies and subject to fees as determined by Council</p>	Director EPS
25.	<p>Maintenance and Repair of Council Properties To authorise repairs/maintenance of Council's buildings, equipment and plant within the limits approved in the annual budget. Expenditure of funds in accordance with financial delegations approved by North Sydney Council General Manager.</p>	<p>Property Assets Manager</p> <p>Works Engineer</p>

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
26.	<p>Authority to Occupy and Use To authorise the use and occupation of Property and land owned or controlled by Council - In accordance with the Roads Act 1993 and Crown Lands Act - Director EPS and Engineering Infrastructure Manager and Works Engineering Manager.</p> <p>- Temporary Use of Roads and footways (Up to 40 days) – Traffic Planning Manager & Traffic Engineer</p> <p>- Temporary Use of Parks and Open Spaces (Up to 40 days) – Director OSE</p> <p>- Casual Use of Council owned Properties - Property Assets Manager.</p>	<p>Director EPS</p> <p>Engineering Infrastructure Manager</p> <p>EPS Works Engineer</p> <p>Traffic and Transport Operations Manager</p> <p>Traffic Engineer</p> <p>Property Assets Manager</p>
27.	<p>Development Application as Applicant Lodge Development applications on behalf of Council - All Directors.</p>	<p>Director EPS (All Directors)</p>
28.	<p>Dividing Fences Authority to contribute on behalf of Council half the cost of fencing a boundary common to land owned by Council or under the Council's care, control and management subject to two quotations being obtained.</p>	<p>Property Assets Manager</p>
29.	<p>Maintenance of Council's Motor Vehicles and Plant To requisition and authorise the expenditure of funds for the repair, maintenance and replacement of Council's plant, equipment and vehicles. Expenditure of funds in accordance with financial delegations approved by North Sydney Council General Manager.</p>	<p>Director EPS</p> <p>EPS Works Engineer EPS Works Overseer EPS Motor Mechanics Fleet and Parking Stations Manager</p>
30.	<p>Hire of Council Plant To let or hire any of the Council's public works plant, machinery and equipment in accordance with rates determined by Council. Expenditure of funds in accordance with financial delegations approved by North Sydney Council General Manager.</p>	<p>Director EPS</p> <p>EPS Works Engineer</p>

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
31.	<p>Plant Hire Rates To determine internal hire rates (in consultation with the Director of CS) for Council's plant and equipment.</p>	Director EPS Fleet and Parking Stations Manager
32.	<p>Permits, Notices To approve as appropriate, sign and issue, all permits or notices required by the Local Government Act 1993, Regulations or Council policy.</p>	Director EPS Works Engineer Works Overseer Property Maintenance Manager Contract Manager
33.	<p>Footway / Outdoor dining Licences Revoke or Suspend approval/licence – where a tenant whose rent arrears exceeds four weeks and/or the amount the tenant has submitted to Council in the form of a Bank Guarantee.</p>	Director EPS Director CIS
34.	<p>Directions, Approvals, Orders - Roads Act 1993 To issue approvals, orders and/or directions under the Roads Act 1993 and associated regulations.</p>	Director EPS
35.	<p>Notice of Intention To issue Notices of Intention in accordance with the requirements of the Local Government Act 1993 and/ or Roads Act 1993.</p>	Director EPS
36.	<p>Disposal of Council Plant and Equipment by Auction To determine the disposal date of Council's plant and equipment and request the Purchasing Manager to dispose of items.</p> <p>Plant and Equipment with a value over \$75,000 – Delegation only to the Director of EPS.</p>	Director EPS EPS Works Engineer Fleet and Parking Stations Manager
37.	<p>Salary and Award Variation To approve variations including salary increases (within the adopted budget) in accordance with the Local Government Award and Council's Salary System Policy (excluding "Senior Officers").</p>	Director EPS

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
38.	<p>Staff Overtime To approve overtime for Engineering and Property Services staff as considered necessary and to authorise other nominated managers of the Division to similarly approve overtime (such authorisation to be given in writing and placed on file).</p>	<p>Director EPS Works Engineer Engineering Infrastructure Manager Property Asset Manager Traffic and Transport Operations Manager</p>
39.	<p>Voting on “Owners Corporation” for Council owned strata properties. To determine Council’s position and vote on behalf of Council on strata related issues.</p>	<p>Property Asset Manager</p>
40.	<p>Traffic Committee To act as an alternate chair person to NSC Council Traffic Committee in the absence of an elected Councillor.</p>	<p>Director EPS Traffic and Transport Operations Manager</p> <p>Traffic Engineer</p>
41.	<p>Activities on Roads and Footways To approve the carrying out on roads of any of the activities under s138 of the Road Act 1993 – including the erection of structures.</p> <p>To approve activities outside of Council’s standard construction hours where the works are not related to an approved Development Application and where reasonable justification is provided.</p>	<p>Traffic and Transport Operations Manager</p> <p>Traffic and Transport Engineer</p> <p>EPS Infrastructure Manager Works Engineer Works Overseer</p>

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
<p>42.</p>	<p>Resident Parking To change the amount and/or location of resident parking, up to a total of ten parking spaces, where:</p> <ul style="list-style-type: none"> • There are existing resident parking restrictions in the street • The number of resident parking spaces provided in the street does not adversely impact on the number of resident parking permits issued to properties in the street. • A resident survey is undertaken, and the majority of respondents in the street and/or area support alterations/additions to resident parking restrictions in the street. • The proposed changes have support from the North Sydney Traffic Committee <p>To refuse an application for additional resident parking where the number of resident parking permits issued in the street is less than the number of resident parking spaces.</p> <p>Approval requires concurrence of the NSW Police, RMS and local state Member of Parliament.</p>	<p>Traffic and Transport Operations Manager</p> <p>Traffic Engineer</p>
<p>43.</p>	<p>Temporary Road Closure – Construction and Events To approve temporary road closures where:</p> <ul style="list-style-type: none"> • The RMS approves the Traffic Management Plan and grants a road occupancy licence (as required) • The NSW Police approve the closure • The application complies with Council’s Conditions of Closure. <p>Approval requires concurrence of the NSW Police, RMS and local state Member of Parliament.</p> <p>To approve Road Closures out of Council’s standard construction hours where the works is not related to an approved DA and where reasonable justification is provided.</p>	<p>Traffic and Transport Operations Manager</p> <p>Traffic Engineer</p>

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
<p>44.</p>	<p>Sign Adjustment To undertake the following sign adjustments:</p> <ul style="list-style-type: none"> • Change old “No Standing” signs to “No Parking” signs as per the Australian Road Rules • Change existing parking restriction times to Council’s standard times, that is “8.30am to 6.00pm Monday to Friday” <p>[Approval requires majority support NSW Police, RMS and Local State Member of Parliament and there is no appeal to the Regional Traffic Committee].</p> <ul style="list-style-type: none"> • Move existing signs to a more visible location (eg. Move a sign hidden behind a tree trunk) • Modify existing signs so they are more visible (eg. Increasing the size of a sign) • Install “repeater”/additional signs (eg. Where there are existing parking restriction signs, install an additional sign in the middle to emphasise the restrictions). 	<p>Traffic and Transport Operations Manager</p> <p>Traffic Engineer</p>
<p>45.</p>	<p>Special Use Zones To install and refuse an application for the following Special Use Zones:</p> <ul style="list-style-type: none"> • Works Zones • Loading Zones • Mail Zones • Motorcycle Parking • Bus Zone • Taxi Zone • Car Share • Police Vehicles Zone • Disabled Parking • Temporary Bus Zones (eg. For Railway Buses). <p>[Approval requires majority support NSW Police, RMS and Local State Member of Parliament and there is no appeal to the Regional Traffic Committee].</p>	<p>Traffic and Transport Operations Manager</p> <p>Traffic Engineer EPS Works Engineer Contract Engineer EPS Works Overseer</p>

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
<p>46.</p>	<p>Refunds for withdrawn applications for A) Road closures – under the Road Act 1993 B) Applications in accordance with the provisions of S88(3) of the Local Government Act 1993.</p> <p>Note: Refunds in excess of \$25,000 can only be approved by the Director of EPS</p> <p>Note: Refunds between \$25,000 -\$150,000 can only be approved by the General Manager.</p> <p>Note: Refunds between greater than \$150,000 can only be approved by Council.</p> <p>Note: Reason must be identified and documented.</p>	<p>General Manager</p> <p>Director EPS</p> <p>Traffic and Transport Operations Manager</p>
<p>47.</p>	<p>Construction Traffic Management Plans To issue interim approval for Construction Traffic Management Plans (CTMP) that require Traffic Committee approval.</p> <p>Interim approval requires concurrence of the NSW Police, RMS and local state Member of Parliament and must include the standard approval conditions imposed by the Traffic Committee.</p>	<p>Traffic -and Transport Operations Manager</p> <p>Traffic Engineer</p>
<p>48.</p>	<p>Traffic Facilities To approve the installation of individual Traffic Facilities projects, where:</p> <ul style="list-style-type: none"> • The individual Traffic Facility project forms part of the financial year’s Traffic Facilities Program which has previously been approved or a traffic facility project which is supported for installation, by resolution of Council. • After conducting a survey of local residents, the majority of respondents favours the proposed traffic facility design. <p>[Approval requires majority support NSW Police, RMS and Local State Member of Parliament and there is no appeal to the Regional Traffic Committee].</p>	<p>Traffic and Transport Operations Manager</p> <p>Traffic Engineer</p>

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
49.	<p>Warning Signs To approve the installation of Warning Signs, where:</p> <ul style="list-style-type: none"> • The definition of Warning Sign is as defined in the Australian Standard (AS1742.1-1991) <p>[Approval requires majority support NSW Police, RMS and Local State Member of Parliament and there is no appeal to the Regional Traffic Committee].</p>	<p>Traffic and Transport Operations Manager</p> <p>Traffic Engineer</p>
50.	<p>Convex Mirrors To approve or refuse an application for a convex mirror.</p> <p>Approval requires concurrence of the NSW Police, RMS and local state Member of Parliament.</p>	<p>Traffic and Transport Operations Manager</p> <p>Traffic Engineer</p>
51.	<p>Signs Across Driveways To approve or refuse an application for signs or linemarking across a driveway, where the proposal has majority support from the RMS, Police and Local State Member and there is no appeal to the Regional Traffic Committee.</p>	<p>Traffic and Transport Operations Manager</p> <p>Traffic Engineer</p>
52.	<p>Traffic Bollards To approve or refuse an application for traffic bollards.</p> <p>[Approval requires majority support NSW Police, RMS and Local State Member of Parliament and there is no appeal to the Regional Traffic Committee].</p>	<p>Traffic and Transport Operations Manager</p> <p>Traffic Engineer</p>
53.	<p>NSW Road Rules Compliance Signs To approve or refuse an application for Australian Road Rules compliance signs (eg. 10m “No Stopping” restrictions at intersections and crossings).</p> <p>[Approval requires majority support NSW Police, RMS and Local State Member of Parliament and there is no appeal to the Regional Traffic Committee].</p>	<p>Traffic and Transport Operations Manager</p> <p>Traffic Engineer</p>

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
54.	<p>Parking Infringements that relate to the operation of parking meters Withdrawal of penalty notices where a meter defect is proven or could reasonably be anticipated as having occurred.</p>	<p>Traffic and Transport Operations Manager</p> <p>Parking Meter Manager</p>
55.	<p>Removal of parking spaces adjacent or opposite driveways</p> <p>To approve or refuse an application to remove parking spaces adjacent or opposite a driveway under the following circumstances:</p> <ul style="list-style-type: none"> • Where the development application indicated no change to on-street parking, the applicant be responded to indicating that Council does not support the request. • Where the applicant has an opportunity to undertake unimpeded left or right out only manoeuvres, the applicant be responded to, indicating that Council does not support the request. • Where the application of AS 2890.1:2004 indicates no impediment using a B85 vehicle, the applicant be responded to, indicating that Council does not support the request. • Where the application of AS 2890.1:2004 indicates an impediment using a B85 vehicle, Council officers install a temporary advisory sign at the location of parking and/or notify surrounding properties for a minimum period of 14 days indicating that the parking restrictions are being reviewed. <p>[Approval requires majority support NSW Police, RMS and Local State Member of Parliament and there is no appeal to the Regional Traffic Committee].</p>	<p>Traffic and Transport Operations Manager</p> <p>Traffic Engineer</p>
56.	<p>Temporary closure of metered parking spaces and ticketed parking spaces.</p> <p>To reserve metered parking spaces and ticketed parking spaces.</p>	<p>Traffic and Transport Operations Manager</p> <p>Parking Meter Manager</p>

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
57.	<p>Authorise refunds of customers’ payments at faulty parking meters To authorise the refund to a customer when the parking meter was determined faulty.</p> <p>An investigation is required initially to validate customer’s claim.</p>	<p>Director EPS</p> <p>Traffic and Transport Operations Manager</p> <p>Parking Meter Manager</p>
58.	<p>Temporary closure of footpaths, roads, metered parking spaces, ticketed parking spaces, ticket operated loading zones.</p> <p>Parking Meter Manager in consultation with Manager Rangers.</p> <p>This includes maintenance to roads and footpaths where temporary closure is required with “work zone” signs installed as required.</p>	<p>Traffic and Transport Operations Manager</p> <p>Parking Meter Manager In consultation with Manager Rangers EPS Works Engineer EPS Works Overseer Manager Corporate Contracts</p>
59.	<p>Parking Infringements Parking Meters Leniency To determine appeals for leniency to parking infringements relating to parking meters when there is evidence that transaction was credited to the wrong bay.</p>	<p>Traffic and Transport Operations Manager</p> <p>Parking Meter Manager</p>
60.	<p>Resident Parking Permits Policy Exemption To determine submissions for exemption under the Resident Parking Permit Policy in a sitting of the Resident Parking Permit Review Panel. The Panel quorum shall be two of the listed delegates.</p>	<p>General Manager In consultation with Directors of CS Customer Services Traffic and Transport Operations Manager (or their nominees)</p>
61.	<p>Waive and Reduce Fees and Charges To waive or reduce fees or charges relating to internal hire rates property, plant / equipment and or other operational areas within the Engineering and Property Division including fee charges for Parking Stations.</p>	<p>Director of Engineering and Property in consultation with the General Manager, Director of Corporate Services and Director of Community and Library Services Fleet and Parking Stations Manager</p>

DELEGATIONS OF AUTHORITY – ENGINEERING & PROPERTY SERVICES (EPS)

		DELEGATES
62.	<p>Banner Poles To approve the use of Banner poles in accordance with Council “Banner Hire Policy” and subject to the fees and charges for Hiring Council’s Banner Poles.</p>	All Directors
63.	<p>Management of Contracts – Government Funding and Civil Works Agreements To manage any government funding contract or Civil Works Agreements which have been approved by Council and Council’s Solicitor in consultation with the relevant director.</p>	Director EPS EPS Works Engineer EPS Property Assets Manager Asset Manager EPS Infrastructure Manager
64.	<p>Removal of Graffiti To authorise graffiti removal with or without the agreement of the owner or occupier of the land.</p>	EPS Works Engineer EPS Works Administration Officer
65.	<p>National Heavy Vehicle Regulator Permit Approval To approve NHVR permit applications pursuant to Division 3 of Part 4.5, Division 4 of Part 4.6 and Division 2 of Part 4.7 of the Heavy Vehicle Law. Approval requires concurrence of the NSW Police, RMS and local state Member of Parliament.</p>	Traffic and Transport Operations Manager Traffic Engineer
66.	<p>Authorise Operational and Capital Expenditure To determine the authorised level of expenditure for council officers and ensure expenditure is undertaken in accordance with budgets, policies and agreed financial delegations.</p>	Director EPS

OPEN SPACE & ENVIRONMENTAL SERVICES (OSE)

		DELEGATES
1.	<p>Implementation of Adopted Budget To implement any work, service or action provided for in the adopted Open Space & Environmental Service Program Budget without further reference to Council - except for:</p> <p>(a) the acceptance of tenders which are required under the Local Government Act 1993 to be invited by the Council, and</p> <p>(b) the determination of priorities where lump sum funding only has been provided.</p>	Director OSE
2.	<p>Signing of Correspondence and Other Forms etc To sign all correspondence emanating from the Division under her/his own name and title - except to Ministers of the Governments and to sign "on behalf of the General Manager" all forms/documents, submissions etc where appropriate and to authorise other nominated staff of the Division to similarly sign their own correspondence (such authorisation to be given in writing and placed on file).</p>	Director OSE
3.	<p>Funding Application Authority to sign funding applications on behalf of the General Manager (except where here the Seal has been affixed).</p>	Director OSE
4.	<p>Permits, Notices To approve as appropriate, sign and issue, all permits or notices required by the Local Government Act, Regulations or Council policy.</p>	Director OSE
5.	<p>Notice of Intention – Local Government Act 1993 To issue Notices of Intention and Orders in accordance with the requirements of the Local Government Act 1993.</p>	Director OSE
6.	<p>Protection of the Environment Operations Act 1997 – Section 187. To exercise the powers and functions of an authorised officer under the Protection of the Environment Operations Act 1997, subject to any conditions advised by the General Manager or relevant Director.</p>	Director OSE

DELEGATIONS OF AUTHORITY – OPEN SPACE AND ENVIRONMENTAL SERVICES (OSE)

		DELEGATES
7.	Pruning or Removal of Trees In accordance with Council's Tree Preservation Order to approve or refuse applications from residents to prune, top, lop or remove trees either on the applicant's property or Council's property subject to the payment of any required fee.	Director OSE
8.	Noxious Weeds To administer the provisions of the Noxious Weeds Act 1993 including the service of notices and authorisation of prosecutions in respect to private property.	Director of OSE
9.	Council Owned Properties To sign as owner for all applications for development/building consent for Council owned properties.	Director OSE
10.	Salary and Award Variation To approve variations including salary increases (within the adopted budget) in accordance with the Local Government Award and Council's Salary System Policy (excluding "Senior Officers").	Director OSE
11.	Attendance at Conferences To determine applications for staff attendance at conferences within New South Wales.	Director OSE
12.	Staff Overtime To approve overtime for Open Space and Environmental Services staff as considered necessary and to authorise other nominated managers of the Division to similarly approve overtime (such authorisation to be given in writing and placed on file).	Director OSE
13.	Staff Overtime To approve overtime for staff in their respective Department as considered necessary.	Manager Olympic Pool Manager Environmental Services Manager Parks and Reserves

DELEGATIONS OF AUTHORITY – OPEN SPACE AND ENVIRONMENTAL SERVICES (OSE)

		DELEGATES
14.	Waiving/Discounting fees for the hire of the Council’s Coal Loader Facility To determine all requests for fee reduction or the waiving of fees, including Bonds, to the value of \$1,000.00 for the hire of Council Coal Loader Facility in the terms of the Council’s adopted Fees and Charges and Policies. Note: Reason must be identified and documented.	Director OSE Environmental Services Manager

DELEGATIONS OF AUTHORITY – OPEN SPACE AND ENVIRONMENTAL SERVICES (OSE)

		DELEGATES
15.	<p>Management of Contracts Positions in OSE which are responsible for the management of contracts and or agreements on behalf of Council – provided that the contract or agreement is a standard NSC form.</p>	<p>Positions in OSE that have delegation in accordance with the financial delegations approved by the North Sydney Council General Manager Chief Operating Officer Manager Corporate Contracts</p> <p>Director OSE Manager Environmental Services Manager North Sydney Olympic Pool Parks & Reserves Manager Bushland Manager Coordinator Landscape Architect/Project Manager Waste Management Coordinator Streets Alive Coordinator Sustainability Programs Coordinator Street Cleaning Supervisor Landscape Technical officer North Sydney Oval Manager Parks & Gardens Supervisor Manager Grounds Tree Management Supervisor Tree Management Officer</p>

DELEGATIONS OF AUTHORITY – OPEN SPACE AND ENVIRONMENTAL SERVICES (OSE)

		DELEGATES
16.	<p>Principal’s Representative Design and Consultancy Contracts To be appointed to the role of Principal’s Representative under NSC standard form of consultancy contract.</p>	<p>Positions in OSE that have delegation in accordance with the financial delegations approved by the North Sydney Council General Manager Chief Operating Officer Manager Corporate Contracts</p> <p>Director OSE Manager Environmental Services Manager North Sydney Olympic Pool Parks & Reserves Manager Bushland Manager Coordinator Landscape Architect/Project Manager Waste Management Coordinator Streets Alive Coordinator Sustainability Programs Coordinator Street Cleaning Supervisor Landscape Technical officer North Sydney Oval Manager Parks & Gardens Supervisor Manager Grounds Tree Management Supervisor Tree Management Officer</p>

DELEGATIONS OF AUTHORITY – OPEN SPACE AND ENVIRONMENTAL SERVICES (OSE)

		DELEGATES
17.	<p>Superintendent’s Representative – Construction Contracts To be appointed to the role of Superintendent’s Representative under NSC standard form of construction contract.</p> <p>Note: This does not apply to dispute resolution.</p>	<p>Positions in OSE that have delegation in accordance with the financial delegations approved by the North Sydney Council General Manager Chief Operating Officer Manager Corporate Contracts</p> <p>Director OSE Manager Environmental Services Manager North Sydney Olympic Pool Parks & Reserves Manager Bushland Manager Coordinator Landscape Architect/Project Manager Waste Management Coordinator Streets Alive Coordinator Sustainability Programs Coordinator Street Cleaning Supervisor Landscape Technical officer North Sydney Oval Manager Parks & Gardens Supervisor Manager Grounds Tree Management Supervisor Tree Management Officer</p>

DELEGATIONS OF AUTHORITY – OPEN SPACE AND ENVIRONMENTAL SERVICES (OSE)

		DELEGATES
18.	<p>Superintendent’s Representative – Service Contracts To be appointed to the role of Principal’s Representative under NSC standard form of Service Contract.</p>	<p>Positions in OSE that have delegation in accordance with the financial delegations approved by the North Sydney Council General Manager Chief Operating Officer Manager Corporate Contracts</p> <p>Director OSE Manager Environmental Services Manager North Sydney Olympic Pool Parks & Reserves Manager Bushland Manager Coordinator Landscape Architect/Project Manager Waste Management Coordinator Streets Alive Coordinator Sustainability Programs Coordinator Street Cleaning Supervisor Landscape Technical officer North Sydney Oval Manager Parks & Gardens Supervisor Manager Grounds Tree Management Supervisor Tree Management Officer</p>

DELEGATIONS OF AUTHORITY – OPEN SPACE AND ENVIRONMENTAL SERVICES (OSE)

		DELEGATES
<p>19.</p>	<p>Superintendent’s/Principal’s Representative – Non Standard Contracts To be appointed to the role of Principal’s Representative for Non Standard Contracts.</p>	<p>Positions in OSE that have delegation in accordance with the financial delegations approved by the North Sydney Council General Manager Chief Operating Officer Manager Corporate Contracts</p> <p>Director OSE Manager Environmental Services Manager North Sydney Olympic Pool Parks & Reserves Manager Bushland Manager Coordinator Landscape Architect/Project Manager Waste Management Coordinator Streets Alive Coordinator Sustainability Programs Coordinator Street Cleaning Supervisor Landscape Technical officer North Sydney Oval Manager Parks & Gardens Supervisor Manager Grounds Tree Management Supervisor Tree Management Officer</p>
<p>20.</p>	<p>Authorise Operational and Capital Expenditure To determine the authorised level of expenditure for council officers and ensure expenditure is undertaken in accordance with budgets, policies and agreed financial delegations.</p>	<p>Director OSE</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

CITY SERVICES DIVISION (CIS)

	ACTION	DELEGATES
1.	Implementation of Adopted Budget To implement any work, service or action provided for in the Division's adopted Program Budget without further reference to Council - except for: (a) the acceptance of tenders which are required under the Local Government Act 1993 to be invited by the Council, and (b) the determination of priorities where lump sum funding only has been provided.	Director CIS
2.	Funding Application Authority to sign funding applications on behalf of the General Manager (except where the Seal has been affixed). Authority to sign Acquittal Certificates relating to funding received for CIS related projects.	Director CIS

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
3.	<p>Signing of Correspondence and Other Forms To sign all correspondence emanating from the Division under her/his own name and title - except to Ministers of the Governments and to sign "on behalf of the General Manager all forms/documents, submissions and the like where appropriate and to authorise other nominated staff of the Division to similarly sign their own correspondence (such authorisation to be given in writing and placed on file).</p>	<p>Director CIS</p> <p>Manager Development Services Team Leader Assessments Executive Assessment Planner Senior Assessment Officer Development Engineer Assessments Executive Planning Development Advisor Planning & Development Advisor</p> <p>Manager Strategic Planning Senior Strategic Planner Team Leader Policy Team Leader Urban Design Senior Strategic Transport Planner Executive Planner Metro Project</p> <p>Administration Services Team Leader</p> <p>Manager Environment & Building Compliance Team Leader Building Compliance Senior Building Compliance Officer Senior Building Surveyor Building Surveyor Team Leader Environmental Health Senior Environmental Health Officer</p> <p>Manager Ranger & Parking Services Team Leader Ranger Services Team Leader Parking Services Team Leader Administration R&PS</p> <p>Manager Workforce Planning Workforce Planning Advisor Workforce Planning Officer</p> <p>Manager Integrated Planning and Special Projects Economic Development Coordinator Community Engagement Coordinator Corporate Planning Coordinator</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
4.	<p>Section 59 of the Environmental Planning And Assessment Act 1979 – Making of Environmental Planning Instruments</p> <p>To exercise the powers granted to Council by the Minister for Planning and Infrastructure under Sections 59(2), 59(3), 59(4) and of the Environmental Planning and Assessment Act, 1979 of the Environmental Planning and Assessment Act 1979 with respect to making an environmental planning instrument post Gateway Determination.</p>	<p>Director CIS Manager Strategic Planning</p>
5.	<p>Section 73A of the Environmental Planning And Assessment Act 1979 – Making of Environmental Planning Instruments</p> <p>To lodge and manage applications to the Department of Planning and Infrastructure under Section 73A of the Environmental Planning and Assessment Act, 1979 to enable minor and inconsequential amendments to an environmental planning instrument.</p>	<p>Director CIS Manager Strategic Planning</p>
6.	<p>Planning Certificates made under Section 149 of the Environmental Planning and Assessment Act 1979</p> <p>To sign and/or electronically verify Planning Certificates made under Section 149 under Environmental Planning and Assessment Act 1979 and related correspondence.</p>	<p>Director CIS Manager Strategic Planning Team Leader Policy Team Leader Design Executive Strategic Planner Senior Strategic Planner Strategic Planner Senior Strategic Transport Planner Urban Designer Strategic Planner Student Strategic Planner</p>
7.	<p>Building Certificates made under Section 149A of the Environmental Planning and Assessment Act 1979</p> <p>To sign Building Certificates made under Section 149 under Environmental Planning and Assessment Act 1979 and related correspondence.</p>	<p>Director CIS Manager Development Services Manager Environment & Building Compliance Team Leader Building Compliance Senior Building Compliance Officer Senior Building Surveyor</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
8.	<p>Development Applications (including Section 96) and Complying Development Applications made under the Environmental Planning and Assessment Act 1979 and relevant Regulations</p> <p>(a) To determine development applications (including applications made pursuant to Section 96 and Section 96AA of the Environmental Planning and Assessment Act 1979, Complying Development Applications and Subdivision applications) that comply with relevant Acts and Regulations together with the NSLEP, the NSDCP, any other relevant DCP and Council policies and no material objections have been received.</p>	<p>Director CIS Manager Development Services Team Leader Assessment Executive Assessment Planners Manager Environment & Building Compliance Team Leader Building Compliance Senior Building Surveyor</p>
	<p>(b) To determine development applications (including applications made pursuant to Section 96 and Section 96AA of the Environmental Planning and Assessment Act 1979 and Subdivision applications as (a) above except where a written objection has been received and would result in a material adverse impact.</p>	<p>Director CIS Manager Development Services Team Leader Assessment (co-signature required) Executive Assessment Planners (co-signature required)</p>
	<p>(c) Further to determine applications made pursuant to Section 96 and S96AA of the Environmental Planning and Assessment Act 1979, and relevant Regulations, where objections have been received but those objections do not raise any new issues when compared with the original assessment.</p>	<p>Director CIS Manager Development Services Team Leader Assessment (co-signature required) Executive Assessment Planners (co-signature required)</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
	<p><i>Note:</i></p> <p>(1) <i>Notwithstanding subclauses (a) and (b) above, any development application or application to modify a consent must be referred to the North Sydney Independent Planning Panel (NSIPP) for determination, following a written request from at least two (2) Councillors to the General Manager.</i></p> <p>(2) <i>Notwithstanding subclauses (a) and (b) above, any development application, or application to modify a consent, that, in the opinion of the Director or Manager Development Services, is of significant public interest or where any determination may result in major policy implications, may be referred to NSIPP for determination.</i></p> <p>(3) <i>Notwithstanding subclauses (b) and (c) above, all development application reports that are assessed by either a Team Leader Assessment and/or Executive Planner must be co-signed by a delegate of equivalent level or above.</i></p>	
9.	<p>Development Applications with Non-compliances</p> <p>(a) To determine development applications (including applications made pursuant to section 96 of the Environmental Planning & Assessment Act 1979 and Subdivision applications which have non-compliances with the development standards of the North Sydney Local Environmental Plans (NSLEP) or the provisions of the North Sydney Development Control Plan (NSDCP) where no objections have been received.</p> <p><i>Note: Practice limitations apply as imposed by the Director General of Planning, NSW.</i></p>	<p>Director CIS Manager Development Services Team Leader Assessment (co-signature required) Executive Assessment Planners (co-signature required)</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
	<p>(b) To determine development applications (including applications made pursuant to section 96 of the Environmental Planning & Assessment Act 1979, and Subdivision applications) which have non-compliances with the development standards and heritage conservation provisions of the North Sydney Local Environmental Plans (NSLEP) or the provisions of the North Sydney Development Control Plan (NSDCP) except where approval of the application would result in a material adverse impact on a person who made a written objection to the application due to non-compliance with a development standard in Council’s Local Environmental Plan.</p>	<p>Director CIS Manager Development Services Team Leader Assessment (co-signature required) Executive Assessment Planners (co-signature required)</p>
	<p><i>Note:</i></p> <p>(1) <i>Notwithstanding subclauses (a) and (b) above, any development application or application to modify a consent must be referred to NSIPP for determination, following a written request from at least two (2) Councillors to the General Manager.</i></p> <p>(2) <i>Notwithstanding subclauses (a) and (b) above, any development application, or application to modify a consent, that, in the opinion of the Director or Manager Development Services, is of significant public interest or where any determination may result in major policy implications, may be referred to NSIPP for determination.</i></p> <p>(3) <i>Notwithstanding subclauses (b) and (c) above, all development application reports that are assessed by either a Team Leader Assessment and/or Executive Planner must be co-signed by a delegate of equivalent level or above.</i></p>	

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
10.	<p>Modifications under Section 96 of the Environmental Planning and Assessment Act 1979 To determine modifications to development consents pursuant to Section 96 and Section 96AA of the Environmental Planning and Assessment Act 1979, without advertising (in accordance with Council’s DCP), where such applications relate to technical conditions which correct a minor error, miscalculation or misrepresentation and were not the result of public objection or specific Council resolution.</p>	<p>Director CIS Manager Development Services Team Leader Assessment Executive Assessment Planners</p>
	<p><i>Note:</i> <i>All applications that are assessed by either a Team Leader Assessment and/or Executive Planner must be co-signed by a delegate of equivalent level or above.</i></p>	
11.	<p>Determination of Development Applications and Section 96 and Section 96AA of the Environmental Planning and Assessment Act 1979 and Associated Regulations To determine development applications including Section 96 and Section 96AA applications of the Environmental Planning and Assessment Act 1979 which do not comply with the relevant Acts and Regulations or Council’s Statutory and non statutory Controls or where additional information/details have been formally requested and a minimum period of seven (7) days has elapsed without such information/details being provided.</p>	<p>Director CIS Manager Development Services Team Leader Assessment (co-signature required) Executive Assessment Planners (co-signature required)</p>
	<p><i>Note: Notice of Intention to refuse application should be provided to applicant.</i></p>	

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
	<p><i>Note:</i></p> <p>(1) All applications that are assessed by either a Team Leader Assessment and/or Executive Planner must be co-signed by a delegate of equivalent level or above.</p> <p>(2) Any determination report must be signed off by two officers, the author and a person with the appropriate delegation.</p> <p>(1) Any development application or application to modify a consent must be referred to NSIPP for determination, following a written request from at least two (2) Councillors to the General Manager.</p> <p>(2) Any development application, or application to modify a consent, that, in the opinion of the Director CIS or Manager Development Services, is of significant public interest or where any determination may result in major policy implications, must be referred to Council for determination.</p>	
	<p>12. Notices of Determination Approval to sign and issue all notices of determination of development consent (including applications under section 96 and section 96AA of the Environmental Planning & Assessments Act, Subdivision applications and Complying Development Certificates) or related matters. Assessment reports and final determinations must be completed prior to any sign off.</p>	<p>Director CIS Manager Development Services Executive Assessment Planners Team Leader Assessments Manager Environment & Building Compliance Team Leader Building Compliance Senior Building Surveyor Senior Assessment Officers</p>
	<p>13. Extension of Consent To determine applications for extensions of time in regard to use or development consent in accordance with the provisions of the Environmental Planning & Assessment Act where the proposal generally complies with current planning controls.</p>	<p>Director CIS Manager Development Services</p>
	<p>14. Authority under the Roads Act 1993 in connection with the assessment of DAs and CC's to:</p> <p>1. Fix the levels of the public roads.</p>	<p>Manager Development Services Team Leader Assessments Assessment Development Engineer</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
	2. Determine levels of public roads after considering public submissions.	Manager Development Services Team Leader Assessments Assessment Development Engineer
	3. Direct restoration of road works	Manager Development Services Team Leader Assessments Assessment Development Engineer Manager Environment & Building Compliance Team Leader Building Compliance Landscape Development Officer
	4. Regulate traffic by means of barriers or notices.	Manager Development Services Team Leader Assessments Manager Environment & Building Compliance Team Leader Building Compliance Assessment Development Engineer Landscape Development Officer Building Compliance Officers
	5. Enter upon any land subject to the requirements of the Roads Act 1993.	Manager Development Services Assessment Development Engineer Landscape Development Officer
	6. Carry out inspections and investigations upon any land subject to the requirements of the Roads Act 1993.	Manager Development Services Assessment Development Engineer Landscape Development Officer
	7. Remove, place guard around any matter or thing within a road which in his/her opinion may be a danger to the public.	Manager Development Services Assessment Development Engineer Landscape Development Officer Manager Environment & Building Compliance Team Leader Building Compliance Building and Compliance Officers

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
	<p>8. Direct any person causing an obstruction or danger in a road to remove such obstruction or danger (including the removal of redundant gutter crossing, kerbs and footpaths.</p>	<p>Manager Development Services Assessment Development Engineer Landscape Development Officer Manager Environment & Building Compliance Team Leader Building Compliance Building and Compliance Officers</p>
	<p>9. To approve or refuse the construction of vehicular crossings and/or restoration works and upgrading of or connection into Councils stormwater system or gutter.</p> <p><i>Note: Any determinations are to be subject to concurrence by a delegate other than the assessing officer.</i></p>	<p>Manager Development Services Assessment Development Engineer Landscape Development Officer</p>
	<p>10. Prevent the damage of or interference with any public road.</p>	<p>Manager Development Services Assessment Development Engineer Landscape Development Officer Team Leader Building Compliance</p>
	<p>11. Determine applications for hoarding permits</p> <p><i>Note: Any determinations are to be subject to concurrence by a delegate other than the assessing officer.</i></p>	<p>Manager Development Services Assessment Development Engineer Landscape Development Officer</p>
	<p>15. Stormwater Drainage Works To determine all connections from private property to Council’s stormwater system where those works are for the sole benefit of the development and do not revert to the care, control and management of the Council.</p>	<p>Manager Development Services Assessment Development Engineer</p>
	<p>16. Determination of Construction Certificates To determine applications for Construction Certificates having regard to the requirements of the Building Code of Australia, the Local Government Act 1993, by the Environmental Planning and Assessment Act 1979 (as amended) and Regulations, Council's Planning Controls and Policies and are consistent with the development consent.</p>	<p>Manager Environment & Building Compliance Team Leader Building Compliance Building Professionals Board Accredited Officers</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
17.	<p>To determine applications under Section 138 of the Roads Act To determine applications under Section 138 of the Roads Act.</p>	<p>Manager Development Services Manager Environment & Building Compliance Development Assessment Engineer Team Leader Building Compliance</p>
18.	<p>Variation of Working Hours To authorise a one-off variation to the restricted working hours stipulated in the site’s conditions of consent where:</p> <ul style="list-style-type: none"> (a) urgent building works to be carried out; (b) large cranes have to stand on streets; (c) the loading/unloading of materials and pouring of the concrete which would otherwise cause interference to traffic, and (d) the erection or removal of hoarding tower cranes, awnings and the like. <p><i>Note: Delegation is only to be exercised where the matter is one of public safety and/or convenience, and subject to Item (b) being authorised by EPS. Work on Sunday and Public Holidays to be authorised by Director, Manager Environment & Building Compliance or Manager Development Services.</i></p>	<p>Director CIS Manager Development Services Senior Building Surveyor Manager Environment & Building Compliance Team Leader Building Compliance Senior Building Compliance Officer</p>
19.	<p>Issue of Permits (section 68 Approvals) To determine applications for permits or certificates for activities that are required to be regulated under the provisions of the Local Government Act 1993 the Environmental Planning and Assessment Act 1979 and Regulations, and any related legislation administered by Council or other properties which Council has determined by resolution shall be licensed.</p>	<p>Director CIS Manager Development Services Executive Assessment Planners Team Leader Assessment Manager Environment & Building Compliance Team Leader Building Compliance Senior Building Surveyor Team Leader Environmental Health Senior Environmental Health Officer</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
20.	<p>Issue of Certificates (Building, Classification/ Occupancy) To determine and sign all building certificates and certificates of classifications and certificates of occupancies required under the Local Government Act, 1993 the Environmental Planning and Assessment Act 1979 and Regulations and Approvals Regulations and/or the Building Code of Australia.</p>	<p>Manager Environment & Building Compliance Team Leader Building Compliance Building Professionals Board Accredited Officers</p>
21.	<p>Structural & Mechanical Ventilation Drawings To accept structural drawings, mechanical ventilation and other detailed drawings which comply with the requirements of the Building Code of Australia, Local Government Act, 1993, the Environmental Planning and Assessment Act 1979 and Regulations and related Australian Standards where an Engineers certification has been submitted (by a practising Engineer or accredited certifier) certifying the design criteria used, and compliance with the relevant statutory codes.</p>	<p>Manager Environment & Building Compliance Team Leader Building Compliance Building and Compliance Officers</p>
22.	<p>Strata Plans To approve applications for strata/subdivision or to amend or extinguish existing strata plans that comply with the Local Government Act, 1993 and the Environmental Planning and Assessment Act 1979 and Regulations and the relevant provisions of the Strata Schemes (Freehold Development) Act and associated regulations or Strata Schemes (Leasehold Development) Act and associated regulations; and any development consent issued (including release of the Subdivision plans and Certificates), including signature/ endorsement of linen plans. Also to dissolve existing strata plans in accordance with relevant legislation and policy.</p>	<p>Manager Environment & Building Compliance Manager Development Services Team Leader Building Compliance Building Professionals Board Accredited Officers</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
23.	<p>Positive Covenants, Easements and Section 88B instruments under the Conveyancing Act, 1919 To endorse/sign positive covenants, easements and section 88B instruments and the like under the Conveyancing Act 1919, where those instruments relate to a development consent. To endorse/sign the removal of a positive covenant or restriction contained in any positive covenant, easement and/or section 88B instruments <i>and the like</i> under the Conveyancing Act 1919, where such a restriction is inconsistent with any development consent.</p>	<p>Director CIS Manager Development Services Manager Environment & Building Compliance Team Leader Building Compliance</p>
24.	<p>Entry on to land To exercise all functions pursuant to Chapter 8, Part 2 (Entry on to land and other powers) of the Local Government Act 1993, and Part 6 Division 1A of the Environmental Planning and Assessment Act 1979.</p>	<p>All CIS Strategic, Compliance, Health, Building and Development Services staff <i>(inclusive of Managers and Team Leaders)</i></p>
25.	<p>Notice of Intention To issue Notices of Intention in accordance with the requirements of Section 124 of the Local Government Act, 1993 and the Section 121B of the Environmental Planning and Assessment Act 1979.</p>	<p>Director CIS Manager Development Services Executive Assessment Planners Manager Environment & Building Compliance Team Leader Building Compliance Senior Building Surveyor Senior Compliance Officer Team Leader Environmental Health Senior Environmental Health Officer</p>
26.	<p>Issue of Orders (a) To issue Orders as prescribed by Section 124 of the Local Government Act, 1993 and Section 121B of the Environmental Planning and Assessment Act 1979 <i>Note: Officer issuing the Order must be different to person issuing Notice of Intent.</i> (b) To issue Emergency Orders as prescribed by Section 124 of the Local Government Act, 1993 and Section 121B of the Environmental Planning and Assessment Act 1979. <i>Note: all emergency orders are to be agreed to by no less than two delegates.</i></p>	<p>Director CIS Manager Development Services Manager Environment & Building Compliance Team Leader Building Compliance Team Leader Environmental Health</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
		Director CIS Manager Development Services Manager Environment & Building Compliance Team Leader Environmental Health Team Leader Building Compliance Senior Environmental Health Officers (only for sewer overflows)
27.	Carrying out work the subject of an Order To exercise all functions under section 121ZJ (Failure to comply with order-carrying out of work by consent authority) of the Environmental Planning and Assessment Act 1979, and 678 (Failure to comply with order-carrying out of work by consent authority) of the Local Government Act 1993.	Director CIS Manager Environment & Building Compliance Manager Development Services
28.	Prosecutions (a) To commence criminal and/or civil proceeding following non-compliance with the Environmental Planning and Assessment Act 1979 or the Local Government Act 1993. To commence legal proceedings relating to non-compliances with the Environmental Planning and Assessment Act 1993 and the Food Act 2003 (b) To commence criminal/ civil enforcement proceedings under the Food Act 2003. To commence legal proceedings relating to non-compliances with the Environmental Planning and Assessment Act 1993 and the Food Act 2003.	Director CIS Chief Operating Officer Solicitor Director CIS Chief Operating Officer Solicitor

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
29.	<p>Review of Notice of Determinations To review Notice of Determinations issued under delegated authority in accordance with the requirements of the Local Government Act, 1993, the Environmental Planning and Assessment Act 1979 (S82) and Regulations.</p> <p><i>{Note: Reviewer is not to be original determiner or subordinate of original determiner. Council and NSIPP determinations may be returned to the NSIPP for review}-</i></p>	<p>Director CIS Manager Development Services</p>
30.	<p>Public Notification of Applications</p> <p>(a) To determine whether an application should be exempted from notification in accordance with Council policy.</p> <p>(b) To determine such persons who own land or who reside in properties that may be detrimentally affected by the development and to ensure such persons are notified in accordance with Council's policy.</p> <p><i>{Note: At least one delegate is to be present at all Development Review Panel (DRP) meetings. The reason for non notification must be expressed in any subsequent assessment report}-</i></p>	<p>Director CIS Manager Development Services Team Leader Assessment Executive Assessment Planners</p> <p>Director CIS Manager Development Services Team Leader Assessment Executive Assessment Officers</p>
31.	<p>Minor Unauthorised Works To determine matters relating to unauthorised works where initially identified by an objector or otherwise discovered by Council, where they would have likely received consent/approval if initially sought having regard to Council's controls.</p> <p><i>Note: Determining officer is not to be the investigation/reporting officer.</i></p>	<p>Director CIS Manager Development Services Manager Environment & Building Compliance Team Leader Building Compliance Team Leader Environmental Health</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
32.	<p>Professional Certifications To accept professional certification from an Accredited Certifier in respect of Complying Development or Building Certification where that Certifier is accredited to undertake that particular type of work; pursuant to the provisions of the Environmental Planning and Assessment Act 1979 and Regulations.</p>	<p>Manager Environment & Building Compliance Team Leader Building Compliance Building Professionals Board Accredited Officers</p>
33.	<p>Meetings - Development and Building Proposals To determine whether a site meeting, pre application or an in-house meeting should be held prior to a report being submitted to Council provided Councillors are supplied briefing paper/presentation with a statutory and statistical analysis of the application and provided further that on the Thursday prior notice of meetings are given to all parties.</p>	<p>Director CIS Manager Development Services Manager Strategic Planning</p>
34.	<p>Appeals and other proceedings in the Land and Environment and Local Court</p> <p>(a) Authority to deal with appeals relating to development applications and procedural matters concerning such appeals.</p> <p>(b) Authority to deal with appeals relating to an Order issued by Council.</p> <p>(c) Planning Proposals and LEP making; DCPs and associated amendments; Section 94 & Section 94A Contribution Plans; and VPAs.</p>	<p>Director CIS Manager Development Services Manager Strategic Planning Chief Operating Officer Solicitor Manager Environment & Building Compliance</p>
35.	<p>Section 735a Certificates To sign Section 735a Certificates.</p>	<p>Director CIS Manager Development Services Manager Strategic Planning Administration Services Team Leader Manager Environment & Building Compliance</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
38.	<p>Protection of the Environment Operations Act 1997</p> <p>(a) To administer the provisions of the POEO Act 1997 including the issue of directions, the service of notices and the commencement of legal proceedings if necessary.</p> <p>(b) To issue oral directions under the provisions of Chapter 4 of the POEO Act 1997.</p> <p>(c) To extend the time for payment of the prescribed fee or waive payment of the prescribed fee, including authorising a refund.</p> <p><i>Note: Authorising officer is not to be the officer recommending to waiver the fee or refund.</i></p>	<p>Director CIS Manager Environment & Building Compliance Team Leader Building Compliance Team Leader Environmental Health Manager Ranger and Parking Services Team Leader Rangers Team Leader Parking Services</p> <p>Manager Environment & Building Compliance All Environmental Health Officers Team Leader Building Compliance Team Leader Environmental Health</p> <p>Director CIS</p>
39.	<p>Public Health Act</p> <p>To administer the provision of the Public Health Act 2010 including servicing of notices.</p> <p>(a) To issue improvement notices under the Public Health Act 2010</p> <p>(b) To issue prohibition order under the Public Health Act 2010</p>	<p>Director CIS Manager Environment & Building Compliance Team Leader Building Compliance Team Leader Environmental Health All Environmental Health Officers</p> <p>Director CIS Manager Environment & Building Compliance</p>
40.	<p>Food Act</p> <p>To administer the provisions of the Food Act 2003 including service of notices.</p> <p>(a) To issue improvement notices under the Food Act 2003.</p>	<p>Director CIS Manager Environment & Building Compliance Team Leader Environmental Health Team Leader Building Compliance All Environmental Health Officers</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
	<p>(b) To issue seizure notices under the Food Act 2003.</p> <p>(c) To apply to an authorised justice for a search warrant where reasonable grounds exist that a provision of the Act or Regulation has been or is being contravened on a premises.</p> <p>(d) To issue prohibition orders under the Food Act 2003.</p>	<p>Director CIS Manager Environment & Building Compliance Team Leader Environmental Health Team Leader Building Compliance</p> <p>Director CIS Manager Environment & Building Compliance Team Leader Environmental Health Team Leader Building Compliance Senior Environmental Health Officer</p> <p>Director CIS Manager Environment & Building Compliance</p>
<p>41.</p>	<p>Swimming Pools To administer the provisions of the Swimming Pool Act 1992 including the service of directions, issuance of compliance certificates.</p>	<p>Director CIS Manager Environment & Building Compliance Team Leader Building Compliance Senior Compliance Officer Senior Building Surveyor Building Professionals Board Accredited Officers (to sign swimming pool compliance certificates)</p>
<p>42.</p>	<p>Penalty Infringement Notices Generally the service and issuing of Notices, Orders and Penalty Infringement Notices and correspondence relating to:</p>	

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
	(a) Schedule 5 of the EP& A Act Regulations 2000.	Director CIS Manager Environment & Building Compliance Team Leader Assessment Team Leader Building Compliance Senior Building Surveyor Team Leader Environmental Health All Environment and Building Compliance Staff Manager Ranger & Parking Services All Rangers
	(b) Local Government Act 1993	Director CIS Manager Environment & Building Compliance Senior Building Surveyor Team Leader Building Compliance Team Leader Environmental Health All Environment & Building Compliance Staff Manager Ranger & Parking Services Team Leader Rangers Services Team Leader Parking Services All Rangers All Parking Service Officers
	(c) Food Act 2003	Director CIS Manager Environment & Building Compliance Team Leader Environmental Health Team Leader Building Compliance All Environment & Building Compliance Staff

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
	(d) Protection of the Environment Operations Act 1997	Director CIS Manager Environment & Building Compliance Team Leader Assessment Team Leader Building Compliance Senior Building Surveyor Team Leader Environmental Health All Environment & Building Compliance Staff Manager Ranger & Parking Services Team Leader Ranger Services Team Leader Parking Services All Rangers All Parking Service Officers
	(e) Swimming Pool Act 1992	Director CIS Manager Environment & Building Compliance Team Leader Building Compliance Senior Building Surveyor Team Leader Environmental Health All Environment & Building Compliance Staff
	(f) Roads Act 1993	Director CIS Manager Environment & Building Compliance Team Leader Building Compliance Senior Building Surveyor All Environment & Building Compliance Staff Manager Ranger & Parking Services Team Leader Ranger Services All Rangers Team Leader Ranger Services All Parking Service Officers
	(g) Road Rules 2014	Manager Ranger & Parking Services Team Leader Ranger Services All Rangers Team Leader Parking Services All Parking Service Officers

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
	(h) Companion Animals Regulations 1999 Companion Animals Act 1998	<p>Director CIS (issue of orders and declarations under the Companion Animals Act 1998)</p> <p>Manager Ranger & Parking Services (issue of orders and declarations under the Companion Animals Act 1998)</p> <p>Team Leader Ranger Services Team Leader Parking Services</p> <p>All Rangers (issue of orders and declarations under the Companion Animals Act 1998)</p>
	(i) Road Transport (Safety & Traffic Management) Regulation 1999 – Road Rules	<p>Manager Ranger & Parking Services Team Leader Ranger Services Team Leader Parking Services All Rangers All Parking Service Officers</p>
	(j) Impounding Act 1993	<p>Manager Ranger & Parking Services Team Leader Ranger Services Team Leader Parking Services All Rangers Ranger and Parking Services Administration Officer Infringements & Abandoned Vehicles</p>
	(k) Noxious Weeds Act 1993	<p>Manager Ranger & Parking Services Team Leader Ranger Services All Rangers</p>
	(l) Public Health Act 2010	<p>Director CIS Manager Environment & Building Compliance Team Leader Environmental Health Team Leader Building Compliance All Environment and Building Compliance Staff Manager Ranger & Parking Services Team Leader Ranger Services All Rangers</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
	<p>Penalty Infringement</p> <p>(a) To determine appeals for leniency on Penalty Infringement Notices.</p> <p>(b) To respond to appeals for leniency on Penalty Infringement Notices and provide information with a recommendation to Revenue NSW. The Penalty Infringement Notices Panel quorum shall be two of the listed delegates.</p> <p><i>Note: At least two officers are to be signatories to any agreement with the information supplied to the State Debt Recovery Office to waive or alter a penalty infringement notice. Not to be the originator or signatory to the penalty notice.</i></p> <p>(c) To withdraw Penalty Infringement Notices where those notices are technically flawed.</p> <p><i>Note: The officer withdrawing the penalty infringement cannot be the issuing officer.</i></p> <p>(d) To withdraw from prosecution proceedings relating to penalty infringement notices following consideration of representations and/or advice.</p>	<p>Revenue NSW</p> <p>Director CIS Manager Environment & Building Compliance Manager Development Services Manager Ranger & Parking Services Team Leader Ranger Services Team Leader Parking Services Council Public Officer</p> <p>Director CIS Manager Ranger & Parking Services Team Leader Ranger Services Team Leader Parking Services Manager Environment & Building Compliance Team Leader Building Compliance Team Leader Environmental Health</p> <p>Director CIS Manager Development Services Manager Ranger & Parking Services Manager Environment & Building Compliance</p>
43.	<p>Mandatory Water Restrictions – Sydney Water Act 1994</p> <p>To enforce the mandatory water restrictions under the Sydney Water Act 1994.</p>	<p>Director CIS Manager Environment & Building Compliance All Environment & Building Compliance Staff Manager Ranger & Parking Services Team Leader Ranger Services All Rangers</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
44.	<p>Salary and Award Variation To approve variations including salary increases (within the adopted budget) in accordance with the Local Government Award and Council's Salary System Policy (excluding "Senior Officers").</p>	Director CIS
45.	<p>Attendance at Conferences To determine applications for staff attendance at conferences.</p>	Director CIS
46.	<p>Staff Overtime To approve overtime for City Strategy Division staff as considered necessary.</p>	Director CIS Manager Development Services Manager Environment & Building Compliance Manager Strategic Planning Administration Services Team Leader Manager Ranger & Parking Services Manager Integrated Planning and Special Projects Manager Workforce Planning
47.	<p>Lodge a complaint pursuant to the building Professionals Act 2005 To make a complaint to the relevant accreditation body against an accredited certifier Pursuant to the building Professionals Act 2005.</p>	Director CIS Manager Development Services Manager Environment & Building Compliance Team Leader Building Compliance Team Leader Environmental Health Team Leader Assessments
48.	<p>Revocation of Orders To revoke Orders in accordance with the requirements of Section 153 of the Local Government Act 1993 and Section 121ZG of the Environmental Planning and Assessment Act 1979.</p> <p><i>Note: Officer revoking the Order must be different to person issuing Order and Notice of Intention</i></p>	Director CIS Manager Development Services Manager Environment & Building Compliance

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
49.	<p>Council Accreditation of Building Surveyors</p> <p>To endorse applications for accreditation made by North Sydney Council Building Surveyors.</p>	<p>Director CIS Manager Environment & Building Compliance</p>
50.	<p>Penalty Infringements issued by the Rangers and Parking Officers – Leniency</p> <p>Penalty Notice Review Panel</p> <p>To determine appeals for leniency on any penalty infringement notices issued by authorised officers of the Ranger & Parking Services Department in a sitting of the Penalty Notice Review Panel when required by Revenue NSW.</p> <p>The Panel quorum shall be two of the listed delegates.</p> <p><i>Note: not to be the originator or signatory to the Penalty Notice.</i></p>	<p>General Manager Director COS Director CIS (or their nominees)</p>
51.	<p>Companion Animals Act 1998 – Section 8</p> <p>Guideline on the Exercise of Functions under the Companion Animals Act</p> <p>Section 2 – Accessing & Using the Register (Authority to access the Companion Animals Register).</p> <p style="padding-left: 40px;">(a) Sub-section 2.1.8 – Level 2 Access</p> <p style="padding-left: 40px;">(b) Sub-section 2.1.9 – Level 3 Access</p>	<p>Manager Ranger & Parking Services Team Leader Ranger Services All Rangers Team Leader Customer Service</p> <p>Customer Service Manager Nominated Customer Service Officers</p>
52.	<p>Offers of Employment</p> <p>To make written offers of employment to fill approved vacancies within the staff establishment of Council.</p>	<p>Director CIS Manager Workforce Planning Workforce Planning Advisor Workforce Planning Officer</p>
53.	<p>Long Service Leave Forms</p> <p>To authorise long-service leave applications at half-pay.</p>	<p>Director CIS Manager Workforce Planning</p>

DELEGATIONS OF AUTHORITY – CITY STRATEGY (CIS)

	ACTION	DELEGATES
54.	Authorise Operational and Capital Expenditure To determine the authorised level of expenditure for council officers and ensure expenditure is undertaken in accordance with budgets, policies and agreed financial delegations.	Director CIS

COMMUNITY AND LIBRARY SERVICES (CLS)

		DELEGATES
1.	<p>Implementation of Adopted Budget To implement any work, service or action provided for in the adopted Program Budget without further reference to Council - except for:</p> <p>(a) the acceptance of tenders which are required under the Local Government Act 1993 to be invited by the Council, and</p> <p>(b) the determination of priorities where lump sum funding only has been provided.</p>	<p>Director CLS Manager Community Development Team Leader Arts and Culture Manager Library Services Co-ordinator, Reader Services Co-ordinator, Collection Management Council Historian</p>
2.	<p>Signing of Correspondence and Other Forms etc To sign all correspondence emanating from the Division under her/his own name and title - except to Ministers of the Governments and to sign "on behalf of the General Manager" all forms/documents, submissions etc where appropriate and to authorise other nominated staff of the Division to similarly sign their own correspondence (such authorisation to be given in writing and placed on file).</p>	<p>Director CLS Manager Community Development Manager Library Services Co-ordinator, Reader Services Co-ordinator, Collection Management Community Development Librarian Digital Resources and Public Programs Officer, Council Historian, Senior Librarian, Historical Services Community Information Officer, Team Leader Arts & Culture Community Worker (Age & Disability), Community Worker, Social Planning</p>
3.	<p>Protection of the Environment Operations Act 1997 – Section 187. To exercise the powers and functions of an authorised officer under the Protection of the Environment Operations Act 1997, subject to any conditions advised by the General Manager of relevant Director.</p>	<p>Director CLS</p>

DELEGATIONS OF AUTHORITY - COMMUNITY AND LIBRARY SERVICES (CLS)

		DELEGATES
4.	<p>Purchase and Culling of Books Authority to select all books as defined by the Library Act for the library within the sums voted and to discard books (as defined) which have become worn or redundant. This delegation does not extend to deaccessioning, where books are deemed to still have value and are made available to other institutions or retailers.</p>	Director CLS Manager Library Services Co-ordinator, Reader Services Co-ordinator, Collection Management Children & Youth Librarians Council Historian Senior Librarian, Historical services
5.	<p>Write off of Books Authority to delete from Council's records and write off books (as defined in the Library Act) which are deemed by the Library Director to be Irretrievable.</p>	Director CLS Manager Library Services Co-ordinator, Reader Services Co-ordinator, Collection Management Council Historian
6.	<p>Select Written-off Books for selling through the Library's Customer Service Points Authority to allocate books withdrawn from the collection as no longer required for the library's Book Fair Table.</p>	Director CLS Manager Library Services Co-ordinator, Reader Services Co-ordinator, Collection Management Children & Youth Librarians Council Historian Librarians: Weekend & Evening Supervisor
7.	<p>Select Written-off Books for Selling to the Book Trade Authority to set aside selected books for selling to second hand booksellers.</p>	Director, CLS Manager Library Services Co-ordinator, Reader Services Co-ordinator, Collection Management
8.	<p>Donation of Written-off Books to Charities and individuals acting in that capacity Authority to donate books withdrawn from the collection to charities and individuals acting in that capacity, most typically for use in developing countries.</p>	Director, CLS Manager Library Services Co-ordinator, Reader Services Co-ordinator, Collection Management Children & Youth Librarians Council Historian

DELEGATIONS OF AUTHORITY - COMMUNITY AND LIBRARY SERVICES (CLS)

		DELEGATES
9.	<p>Functions in Library, Don Bank Museum and Sexton's Cottage Authority to approve of functions in the Stanton Library, Don Bank Museum and Sexton's Cottage subject to the fees fixed by Council from time to time or to waive the fees where the functions contribute significantly to the Library's and/or the Historical Services' objectives.</p>	Director CLS Manager Library Services Council Historian Senior Librarian, Historical Services Co-ordinator, Reader Services Co-ordinator, Collection Management
10.	<p>Historical Resources Authority to select and requisition the purchase of all historical resources within the amounts voted.</p>	Manager, Library Services Council Historian Senior Librarian Historical Services
11.	<p>Destruction of Old Records Authority to arrange in consultation with the Document Services Manager the destruction of old records in accordance with the Council's Records Disposal Schedule.</p>	Council Historian Senior Librarian, Historical Services Manager Library Services
12.	<p>Use of Community Buses To approve all requests for the use of Council's community buses in accordance with Council's policy and fees and to grant discounts/rebates in accordance with policy.</p>	Director CLS Manager Community Development Team Leader Arts and Culture
13.	<p>Waive Fees The authority to waive late fees in reasonable circumstances.</p>	Director CLS Manager Library Services Co-ordinator, Reader Services Co-ordinator, Collection Management Council Historian

DELEGATIONS OF AUTHORITY - COMMUNITY AND LIBRARY SERVICES (CLS)

		DELEGATES
14.	<p>Systemic Funding Application/Acquittals Authority to sign funding applications on behalf of the General Manager (except where the Seal has been affixed).</p> <p>14a One-off Funding applications/Acquittals Authority to sign funding applications on behalf of the General Manager (except where the Seal has been affixed).</p>	<p>Director CLS Manager Community Development Manager Library Services Co-ordinator, Reader Services Co-ordinator, Collection Management</p> <p>Director CLS Manager Community Development Manager Library Services Co-ordinator, Reader Services Co-ordinator, Collection Management Council Historian</p>
15.	<p>Donations – Variations of Policy Authority to vary policy that donations are generally made to groups and not to individuals.</p>	<p>Director CLS Manager Community Development</p>
16.	<p>Donating Library Resources – Min No 8 Council Meeting 15/3/03 To make bulk donations to charitable organizations or individuals judged to be making a contribution to charitable causes.</p>	<p>Director CLS Manager Library Services Co-ordinator, Reader Services Co-ordinator, Collection Management Council Historian</p>
17.	<p>Salary and Award Variation To approve variations including salary increases (within the adopted budget) in accordance with the Local Government Award and Council's Salary System Policy (excluding "Senior Officers").</p>	<p>Director CLS Manager Library Services</p>
18.	<p>Attendance at Conferences To determine applications for staff attendance at conferences within New South Wales.</p>	<p>Director CLS Manager Community Development Manager Library Services</p>

DELEGATIONS OF AUTHORITY - COMMUNITY AND LIBRARY SERVICES (CLS)

		DELEGATES
19.	<p>Staff Overtime To approve overtime for Library and Community Services staff as considered necessary and to authorise other nominated managers of the Division to similarly approve overtime (such authorisation to be given in writing and placed on file).</p>	<p>Director CLS Manager Community Development Manager Library Services</p>
20.	<p>Staff Overtime To approve overtime for staff in their respective Department as considered necessary.</p>	<p>Director CLS Manager Community Development Manager Library Services</p>
21.	<p>Shorelink Library Network To exercise voting rights on behalf of North Sydney Council at the Shorelink Library Managers Committee and the Shorelink Library Network Committee.</p>	<p>Director CLS Manager Library Services Co-ordinator, Reader Services Public Programs Librarian</p>
22.	<p>Public Libraries Association (NSW) To exercise voting rights on behalf of North Sydney Council.</p>	<p>Director CLS Manager Library Services Co-ordinator, Reader Services Co-ordinator, Collection Management Co-ordinator, Administrative Services Public Programs Librarian Council Historian</p>
23.	<p>Authorise Operational and Capital Expenditure To determine the authorised level of expenditure for council officers and ensure expenditure is undertaken in accordance with budgets, policies and agreed financial delegations.</p>	<p>Director CLS</p>
24.	<p>Nutcote Trust To exercise voting rights on behalf of North Sydney Council in respect of matters relating to the Nutcote Trust.</p>	<p>Director CLS And in his/her absence the Manager of Library Services and or Council Historian</p>