

CITY OF HOLDFAST BAY DELEGATIONS REGISTER**CONTENTS**

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1.	POSITION ACRONYMS
ACSO	Administration Community Safety Officer
AMC	Alwyndor Management Committee
APO	Assets and Project Officer
BFM	Building Facilities Manager
CWL	Civil Works Lead
CS	Commercial Specialist
CSO	Community Safety Officer
CSOL	Community Safety Officer Lead
CAP	Council Assessment Panel
CEO	Chief Executive Officer
DAO	Development Administration Officer
DAdminL	Development Administration Lead
DAO	Development Administration Officer
DOB	Development Officer - Building
DOP	Development Officer – Planning
DSPBL	Development Services (Planning and Building) Lead
ECL	Environment & Coast Lead
EHL	Environmental Health Lead
EHO	Environmental Health Officer
EO & A MAYOR	Executive Officer & Assistant to Mayor
EC	Event Coordinator
EL	Event Lead
FAL	Financial Accountant Lead
FORP	Finance Officer – Rates & Payroll
GMA	General Manager Alwyndor
GMAD	General Manager Assets and Delivery

GMCB	General Manager Community and Business
GMSC	General Manager Strategy and Corporate
IMS	Information Management Specialist
LLL	Library Learning Lead
LCL	Library Collections Lead
LOL	Library Operations Lead
MAL	Management Accountant Lead
MCA	Manager City Activation
MCE	Manager Communications and Engagement
MCELS	Manager Customer Experience and Library Services
MCS	Manager Community Safety
MCW	Manager Community Wellbeing
MDS	Manager Development Services
ME	Manager Engineering
MF	Manager Finance
MFA	Manager Finance Alwyndor
MFS	Manager Field Services
MIT	Manager Innovation and Technology Services
MPC	Manager People and Culture
MPCA	Manager People and Culture Alwyndor
MPRUD	Manager Public Realm and Urban Design
MRSA	Manager Residential Services Alwyndor
MCCA	Manager Community Connections Alwyndor
MSG	Manager Strategy and Governance
OFSO	Operations and Fleet Support Officer
OSL	Open Space Lead
PDJRP	Project Director – Jetty Road Project

PO	Property Officer
RS	Rates Specialist
RRCCL	Rapid Response / City Cleansing Lead
SFWOS	Senior Field Worker Open Space
SGL	Strategy & Governance Lead
SPMID	Senior Project Manager Infrastructure Delivery
SUFO	Senior Urban Forest Officer
TOT	Technical Officer Traffic
TTL	Traffic and Transport Lead
UFO	Urban Forrester Officer

2.	INSTRUMENT OF DELEGATION TO THE CEO
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Except where otherwise specified, in the exercise of the powers contained in Section 44 of the *Local Government Act 1999* and in accordance with the resolution made by the City of Holdfast Bay (the Council) on the 24 October 2023 the following powers and functions provided under Section 2 of this document are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) and extend to any person appointed to act in the position of Chief Executive Officer, and the Delegate is authorised to further delegate these powers and functions in accordance with Section 44 and Section 101 of the *Local Government Act 1999* as the Delegate sees fit, unless otherwise indicated within this Instrument of Delegation.

The sub-delegations made by the Delegate in this Instrument extend to any person who is appointed to Act in the position of the sub-delegate.

Note

- *The column on the right sets out any sub-delegations made by the Chief Executive Officer to officers or employees of the Council, or to authorised persons.*
- *Any powers and functions that are listed, but are to remain with Council, are recorded as 'Remains with Council'.*
- *If the column on the right is empty, then the power or function has not been sub-delegated and, therefore, remains with the Chief Executive Officer.*

APPENDIX 1

**INSTRUMENT OF DELEGATION UNDER THE
AGED CARE ACT 1997 (CTH)**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegates to the Chief Executive Officer (and to any person appointed to act in the position of Chief Executive Officer), **as well as** to the Alwyndor Management Committee (a committee established by the Council pursuant to section 41 of the *Local Government Act 1999*) and such powers and functions may be further delegated by the CEO to the person occupying the position of General Manager Alwyndor and anyone who may, from time to time, be appointed to act in that position, at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Section 9-1A(1) A	SUB DELEGATION
Power, as an approved provider, to notify the Secretary of the following in relation to each home care service the provider proposes to provide:- (a) the name and address of the service; and (b) any other information of a kind specified in the Approved Provider Principles for the purposes of this section.	GMA
2. Section 9-1A(4)	
Power, as an approved provider, to notify of any change in the information notified under subsection (1).	GMA
3. Section 9-1(1)	
Power, as an approved provider, to notify the Quality and Safety Commissioner of a change of circumstances that materially affects the approved provider’s suitability to be a provider of aged care.	GMA
4. Section 9-2(2)	
Power, as an approved provider, to comply with a request from the Quality and Safety Commissioner for information relevant to the approved provider’s suitability to be a provider of aged care.	GMA

5. Section 9-3(2)	
Power, as an approved provider, to give the Secretary information relating to payments.	GMA
6. Section 9-3A(2)	
Power, as an approved provider, to give the Secretary or Quality and Safety Commissioner information specified in subsection (1) following receipt of a written request from the Secretary or Quality and Safety Commissioner.	GMA
7. Section 9-3B(4)	
Power, as an approved provider, to comply with a request in writing from the Secretary or Quality and Safety Commissioner for information specified in subsection (2).	GMA
8. Sections 13-1 and 13-3	
Power to apply for an allocation of places and pay the application fee.	GMA
9. Section 13-4(2)	
Power to reply to a request for further information from the Secretary.	GMA
10. Section 15-3(1)	
Power to apply for a determination under section 15-1 before the end of the provisional allocation period.	GMA
11. Section 15-4(3)(b)	
Power to respond to a notice from the Secretary.	GMA
12. Section 15-5	
Power to apply to the Secretary for a variation of a provisional allocation.	GMA
13. Section 15-6	
Power to surrender a provisional allocation by notice in writing to the Secretary.	GMA

14. Section 15-7(4)	
Power to apply to the Secretary for an extension of the provisional allocation period.	GMA
15. Section 16-2	
Power, as an approved provider, to give the Secretary a transfer notice.	GMA
16. Section 16-2(5)	
Power, as a transferor or a transferee, to request the Secretary to determine another period under paragraph 4(a) or (b).	GMA
17. Section 16-2(8)	
Power, as a transferor or a transferee, to give the Secretary written notice of the changes.	GMA
18. Section 16-4(2)(e)	
Power to make submissions in response to a notice to resolve.	GMA
19. Section 16-5(3)	
Power to agree in writing to another proposed transfer day.	GMA
20. Section 16-11	
Power, as a transferor, to give to the transferee the records prescribed in subsections (1) and (2).	GMA
21. Section 16-13	
Power, as an approved provider to whom a place has been provisionally allocated, to give the Secretary a transfer notice.	GMA
22. Section 16-13(5)	
Power, as a transferor or a transferee, to request the Secretary to determine another period under paragraph 4(a) or (b).	GMA
23. Section 16-13(8)	
Power, as a transferor or a transferee, to give the Secretary written notice of the changes.	GMA

24. Section 16-15(2)(e)	
Power as a transferee or a transferor, to make submissions to the Secretary in response to a notice to resolve.	GMA
25. Section 16-16(3)(a)	
Power, as a transferor or a transferee, to agree in writing to another proposed transfer day.	GMA
26. Section 17-2	
Power, as an approved provider to whom a place has been allocated under Division 14, to apply in writing to the Secretary to vary the conditions and to give the Secretary written notice of any changes to the application.	GMA
27. Section 17-3(1)	
Power to respond to a request for further information issued by the Secretary.	GMA
28. Section 17-7(2)	
Power, as an applicant, to apply in writing to the Secretary to approve a day as the variation day.	GMA
29. Section 18-2(1)	
Power, as an approved provider, to relinquish all or some of the places by notice in writing to the Secretary.	GMA
30. Section 18-2(4)	
Power, as an approved provider, to give notice of the relinquishment	GMA
31. Section 18-3(4)	
Power, as an approved provider, to modify the proposals as specified in the notice issued by the Secretary.	GMA
32. Section 18-5(2)(b)	
Power, as an approved provider, to make written submissions to the Secretary in response to a notice to revoke the allocation.	GMA

33. Section 23-4(3)(b)	
Power, as an approved provider, to make written submissions to the Secretary in response to a notice that revocation is being considered.	GMA
34. Section 25-3	
Power, as an approved provider, to carry out an appraisal of the level of care needed by a care recipient, relative to the needs of other care recipients, and give it to the Secretary.	GMA
35. Section 25-4(3)(b)	
Power, as an approved provider, to make written submissions to the Secretary in response to a notice to suspend the approved provider from making appraisals and reappraisals.	GMA
36. Sections 25-4(6A)	
Power, as an approved provider, to enter an agreement with the Secretary and comply with the terms of the agreement.	GMA
37. Section 25-C	
Power, as an approved provider, to apply to the Secretary for the lifting of a suspension from making appraisals and reappraisals.	GMA
38. Section 25-4D	
Power, as an approved provider, to respond to a notice from the Secretary requiring the applicant to give further information.	GMA
39. Section 26-2(3)	
Power, as an approved provider, to give the Secretary information relevant to whether an appraisal received out of time was sent in sufficient time to be received by the Secretary.	GMA
40. Sections 27-3(1) and (3A)	
Power, as an approved provider, to conduct a reappraisal in response to a notice received from the Secretary under subsection (1) or (3A).	GMA
41. Section 27-3(4)	
Power, as an approved provider, to apply to the Secretary to vary or revoke a notice give under subsection (1) or (3A).	GMA

42. Section 27-4	
Power, as an approved provider, to conduct a reappraisal on its own initiative.	GMA
43. Section 27-8(3)	
Power, as an approved provider, to give the Secretary information relevant to whether an appraisal received out of time was sent in sufficient time to be received by the Secretary.	GMA
44. Section 32-3	
Power to make an application for extra service status, pay the application fee, respond to any requests for further information received from the Secretary and agree to an assessment of the residential care service conducted by a person authorised by the Secretary.	GMA
45. Section 32-8(6)	
Power, as an approved provider, to agree with the Secretary to vary the conditions applying to the extra service status.	GMA
46. Section 33-4	
Power, as an approved provider, to request in writing that the Secretary revoke or suspend the extra service status.	GMA
47. Sections 35-1 and 35-2	
Power, as a person who has applied for extra service status or who has been granted extra service status, to apply to the Aged Care Pricing Commissioner for extra service fees to be approved for one or more places.	GMA
48. Sections 36-1, 36-2, 36-3 and 36-4	
Power, as a person providing residential care on an extra service basis, to enter an extra service agreement with a care recipient.	GMA
49. Section 42-5	
Power, as an approved provider, to apply for the Secretary to determine that the service is taken, for the purposes of Chapter 3, Part 3.1, Division 42, to meet its accreditation requirement and respond to any requests for further information from the Secretary.	GMA

<p>50. Section 43-4</p>	
<p>Power, as an approved provider, after the end of each payment period, to give the Secretary:-</p> <p>(a) a claim, in the form approved by the Secretary, for residential care subsidy that is payable in respect of the residential care service for that payment period; and</p> <p>(b) any information relating to the claim that is stated in the form to be required, or that the Secretary requests; and</p> <p>(c) copies of any documents relating to the claim, or to the payment of *residential care subsidy, that are stated in the form to be required, or that the Secretary requests.</p>	<p>GMA</p>
<p>51. Section 43-4A</p>	
<p>Power, as an approved provider, to vary the claim made in respect of a payment period.</p>	
<p>52. Section 43-5</p>	
<p>Power, as an approved provider, to enter an agreement with the Secretary for the deduction of fees from amounts of residential care subsidy otherwise payable to the approved provider.</p>	<p>GMA</p>
<p>53. Section 43-6</p>	
<p>Power, as an approved provider, to enter an agreement with the Secretary under which:-</p> <p>(a) amounts equal to the capital payments made in respect of the service are to be deducted from amounts of *residential care subsidy otherwise payable to the approved provider in respect of the service; and</p> <p>(b) so far as amounts are so deducted, the approved provider ceases to be liable to the Commonwealth for repayment in respect of the capital payments.</p>	<p>GMA</p>
<p>54. Section 44-23</p>	
<p>The power pursuant to section 44-23(5) of the Act to apply to the Secretary for a determination under section 44-23(2) in respect of a care recipient who is being provided, or is to be provided, with residential care by the Council.</p>	<p>GMA</p>

55. Section 44-31	
The power pursuant to section 44-31(4)(b) to make an application to the Secretary for a determination under section 44-31(1) of the Act.	GMA
56. Section 44-32(3)(a)	
Power, as an approved provider, to respond to a notice from the Secretary requiring written submissions regarding the revocation of a determination of financial hardship.	GMA
57. Section 46-2(2)	
Power, as an approved provider providing home care services, to comply with a request to suspend the service.	GMA
58. Section 47-4	
Power, as an approved provider, after the end of each payment period, to give the Secretary:- (a) a claim, in the form approved by the Secretary, for home care subsidy that is payable in respect of the home care service for that payment period; and (b) any information relating to the claim that is stated in the form to be required, or that the Secretary requests.	GMA
59. Section 47-4A	
Power, as an approved provider, to vary the claim made in respect of a payment period.	GMA
60. Section 48-8(5)	
Power, as an approved provider, to apply to the Secretary for a determination under subsection (2) in respect of a care recipient and respond to any request for further information from the Secretary.	GMA
61. Section 48-6	
The power pursuant to section 48-6(2) of the Act to provide the Secretary information or produce a document in response to a notice issued by the Secretary, if the Secretary believes on reasonable grounds the information or document is relevant to the application of section 48-5 of the Act in relation to compensation.	GMA

62. Section 48-11	
Power, as an approved provider, to apply to the Secretary on behalf of a care recipient for a determination of eligibility for a hardship supplement and to respond to any requests for further information from the Secretary.	GMA
63. Section 48-12(3)(a)	
Power, as an approved provider, to respond to a notice from the Secretary requiring written submissions regarding the revocation of a determination of financial hardship.	GMA
64. Section 52F1(1)(a)	
Power, as the provider of a residential care service or an eligible flexible care service, to give a person:- (a) an accommodation agreement; and (b) such other information as is specified in the Fees and Payments Principles.	GMA
65. Section 52F1(1)(b)	
Power, as the provider of a residential care service or an eligible flexible care service, to agree with the person, in writing, about the maximum amount that would be payable if the person paid an accommodation payment for the service.	GMA
66. Sections 52F-2 to 52F-6	
Power, as an approved provider, to enter an accommodation agreement with a person.	GMA
67. Section 52G-4	
Power, as an approved provider, to apply to the Aged Care Pricing Commission for approval to charge an accommodation payment that is higher than the maximum amount of accommodation payment determined by the Minister under section 52G-3 for:- (a) a residential care service or flexible care service; or (b) a distinct part of such a service, and to respond to any requests for further information made by the Aged Care Pricing Commissioner.	GMA

68. Section 52H-3	
The power pursuant to section 52H-3(1) of the Act, but subject to section 52H-3(2) and (3) of the Act, to charge interest to a person on the balance of any amount of daily payment that is payable by the person and has been outstanding for more than 1 month.	GMA
69. Section 52J-6	
Power, as an approved provider, to retain income derived from a refundable deposit.	GMA
70. Section 52J-7(1)	
Power, as an approved provider, to deduct a daily payment from a refundable deposit in the circumstances specified in subsection (1).	GMA
71. Section 52J-7(2)	
Power, as an approved provider, to deduct an amount from a refundable deposit in the circumstances specified in subsection (2).	GMA
72. Section 52K-1(4)(b)	
Power, as an approved provider to whom an accommodation payment or accommodation contribution is payable, to apply to the Secretary to determine a case of financial hardship and respond to any request for information from the Secretary.	GMA
73. Section 52K-2(3)(a)	
Power, as an approved provider, to respond to a notice from the Secretary requiring written submissions regarding the revocation of a determination of financial hardship under section 52K-1.	GMA
74. Section 52M-1(1)	
Power, as an approved provider, to comply with the requirements of the Prudential Standards.	GMA
75. Section 52N-1	
Power, as an approved provider, to use a refundable deposit or an accommodation bond for a use that is permitted by section 52N-1.	GMA

76. Section 52P-1	
Power, as an approved provider, to refund a refundable deposit balance in the way specified in the Fees and Payments Principles.	GMA
77. Section 52P-2(2)	
Power, as a former approved provider, to refund the refundable deposit balance to the care recipient.	GMA
78. Section 52P-4	
Power, as an approved provider, to agree with a person to delay refunding the refundable deposit balance or accommodation bond balance on the conditions specified in subsection (2).	GMA
79. Section 54-1 A	
Power, as an approved provider, to comply with the responsibilities of approved providers.	GMA
80. Section 56-1	
Power, as an approved provider, to comply with the responsibilities of an approved provider in relation to a care recipient to whom the approved provider provides, or is to provide, residential care.	GMA
81. Section 56-2	
Power, as an approved provider, to comply with the responsibilities of an approved provider in relation to a care recipient to whom the approved provider provides, or is to provide, home care.	GMA
82. Section 56-3 A	
Power, as an approved provider, to comply with the responsibilities of an approved provider in relation to a care recipient to whom the approved provider provides, or is to provide, flexible care.	GMA
83. Section 56-4(1)	
Power, as an approved provider, to: (a) establish a complaints resolution mechanism for the aged care service; and (b) use the complaints resolution mechanism to address any complaints made by or on behalf of a person to whom care is provided through the service; and	GMA

<p>(c) advise the person of any other mechanisms that are available to address complaints, and provide such assistance as the person requires to use those mechanisms; and</p> <p>(e) comply with any requirement made of the approved provider under rules made for the purposes of subsection 21(2) of the Aged Care Quality and Safety Commission Act 2018.</p>	
84. Section 59-1	
Power, as an approved provider, to enter resident agreements that comply with the requirements for resident agreements listed in section 59-1.	GMA
85. Section 61-1	
Power, as an approved provider, to enter home care agreements that comply with the requirements for home care agreements listed in section 61-1.	GMA
86. Section 62-1	
Power, as an approved provider, to comply with the responsibilities relating to protection of personal information relating to a person to whom the approved provider provides aged care.	
87. Section 63-1	
Power, as an approved provider, to comply with the responsibilities of an approved provider in relation to accountability for the aged care provided by the approved provider through an aged care service set out in subsections 63-1(1)(a) to 63-1(1)(m).	GMA
88. Section 63-1AA(2)	
Power, as an approved provider, to report an allegation or suspicion of a reportable assault.	GMA
89. Section 63-1AA(5)	
Power, as an approved provider, to require staff members who provide a service connected with the approved provider's residential care service to report suspicions of reportable assault.	GMA

90. Section 63-1AA(7)	
Power, as an approved provider, to ensure the identity of a person who reports a suspected reportable assault is not disclosed to anyone except a person listed in section 63-1AA(7).	GMA
91. Section 63-1AA(8)	
Power, as an approved provider, to take reasonable measures to ensure the report recipient does not disclose the fact that the person was the maker of the report.	GMA
92. Section 63-1A(2)	
Power, as an approved provider, to take all reasonable steps specified in the Accountability Principles to ensure that none of its key personnel is a disqualified individual.	GMA
93. Section 63-1B(2)	
Power, as an approved provider, to notify the Secretary of each care recipient who enters a residential care service operated by the approved provider on or after 20 March 2008.	GMA
94. Section 63-1C	
Power, as an approved provider, to do all things reasonably practicable to ensure that there is no change to the circumstance without complying with the steps specified in the notice given under subsection 63E(1) of the Quality and Safety Commission Act.	GMA
95. Section 71-1	
Power to apply in writing for the allocation of a residential care grant.	GMA
96. Section 71-3(1)	
Power to comply with a notice requesting further information received from the Secretary.	GMA
97. Section 73-1(3)	
Power, as an approved provider, to enter an agreement with the Commonwealth agreeing to comply with the conditions to which the grant is subject.	GMA

98. Section 73-3	
Power, as an approved provider, to comply with the grant conditions.	GMA
99. Section 73-4(3)(b)	
Power, as an approved provider, to make submissions in response to notice to vary or revoke the allocation received from the Secretary.	GMA
100. Section 73-5(1)	
Power, as an approved provider, to apply to the Secretary for a variation of an allocation of a residential care grant.	GMA
101. Section 73-5(4)	
Power, as an approved provider, to comply with a notice requesting further information received from the Secretary.	GMA
102. Section 83-1(1)	
Power, as a body corporate, to enter into a written agreement with the Secretary under which the Commonwealth makes a grant of money for the purposes specified in the agreement.	GMA
103. Section 85-5(1)	
Power, as person whose interests are affected by a reviewable decision, to request the Secretary to reconsider the decision.	GMA
104. Section 85-5(2)	
Power, as person whose interests are affected by a reviewable decision, to request the Aged Care Pricing Commissioner to reconsider the decision.	GMA
105. Section 85-6(1)	
Power to pay the application fee for reconsideration of a reviewable decision made under subsection 29-1(1).	GMA
106. Section 85-8	
Power to make an application to the Administrative Appeals Tribunal for the review of a reviewable decision.	GMA

107. Section 88-1	
Power, as an approved provider, to keep the records referred to in section 88-1.	GMA
108. Section 88-2	
Power, as an approved provider, to keep records of the kind and in the form specified in the Records Principles.	GMA
109. Section 91-1(3)	
Power, as an occupier of premises, to consent to the entry of an authorised officer to the premises and to withdraw the consent at any time.	GMA
110. Section 96-7	
Power, as a person who has made an application to the Secretary under the Act, to withdraw the application.	GMA

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
All	<p>The delegate shall exercise the powers and functions conferred herein</p> <ul style="list-style-type: none">• Having due regard to Council's adopted Annual Business Plan and Budget, Council's Long Term Financial Plan and Council's Long Term Infrastructure and Asset Management Plan.• With due diligence and in accordance with reasonable, prudent administrative good practice.• In accordance with the Policies and Procedures adopted by the Council and Alwyndor Management Committee, as well as other relevant legislative provisions.• Limited to performance and discharge of functions and duties of the Alwyndor Management Committee as set out in the Committee's Terms of Reference.

APPENDIX 2

**INSTRUMENT OF DELEGATION UNDER THE
BURIAL AND CREMATION ACT 2013 AND BURIAL AND CREMATION
REGULATIONS 2014**

NOTES

3. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
4. The Council delegated to the Chief Executive Officer (head delegation) and extends to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Offence to dispose of bodily remains except in cemetery or natural burial ground	SUB DELEGATION
1.1 The power pursuant to Section 8(2) of the <i>Burial and Cremation Act 2013</i> (the Act) to grant approval to a person to inter bodily remains in a prescribed area on land within the Council's area outside a cemetery or natural burial ground.	
2. Opening of interment sites, exhumation and re-interment	
2.1 The power pursuant to Section 13(6) of the Act to consult with the Attorney-General in relation to an approval for the purposes of Section 13(1) of the Act where the Council is the relevant authority for the cemetery or natural burial ground.	GMAD, ME, SPMID
3. Disposal of unclaimed cremated human remains	
3.1 The power pursuant to Section 18(2) of the Act, to, if the cremated remains of a deceased person processed at a crematorium are not claimed within 6 months, to dispose of them as the delegate things fit where the Council is the relevant authority for the crematorium.	
4. Establishment of cemeteries, natural burial grounds and crematoria	
4.1 Subject to the Act, the power pursuant to Section 19 of the Act, to establish a cemetery, natural burial ground or crematorium.	REMAINS WITH COUNCIL

<p>5. Power of councils to establish and manage public mortuaries</p>	
<p>5.1 The power pursuant to Section 20 of the Act, to establish and manage public mortuaries for the temporary repose of bodily remains prior to their disposal.</p>	
<p>6. Establishment of mausolea within cemeteries</p>	
<p>6.1 The power pursuant to Section 21 of the Act, to, on the delegate's own initiative or on application by any person, establish Mausolea within the cemetery for which the Council is the relevant authority.</p>	
<p>7. Designation of natural burial grounds within cemeteries</p>	
<p>7.1 The power pursuant to Section 22 of the Act to set a part any part of a cemetery as a natural burial ground where the Council is the relevant authority for the cemetery.</p>	
<p>8. Power to set apart part of cemetery or natural burial ground for particular religion</p>	
<p>8.1 The power pursuant to Section 23 of the Act, to set a part any part of a cemetery or natural burial ground for the interment of human remains in accordance with the customs and practices of a particular religion where the Council is the relevant authority for the cemetery or natural burial ground.</p>	<p>GMAD, ME, SPMID</p>
<p>9. Closure of cemeteries and natural burial grounds</p>	
<p>9.1 Subject to Section 24 of the Act, the power pursuant to Section 24(1) of the Act, where the Council is the relevant authority for a cemetery or natural burial ground, to close the cemetery or natural burial ground if:</p>	
<p>9.1.1 the cemetery or natural burial ground is or has become unsuitable for the disposal of human remains: or</p>	
<p>9.1.2 50 or more years have elapsed since human remains were last interred in the cemetery or natural burial ground.</p>	
<p>9.2 The power pursuant to Section 24(8) of the Act, if, when a cemetery or natural burial ground for which the Council is the relevant authority is closed under Section 24 of the Act, there are unexercised interment rights in force in relation to the cemetery or natural burial ground, to, by agreement with the holder of such an interment right:</p>	<p>GMAD, ME, SPMID</p>

<p>9.2.1 Discharge the interment right and give the former holder a refund equal to the current fee payable for an interment right of the same kind; or</p>	
<p>9.2.2 Discharge the interment right and issue to the former holder, free of charge:</p>	
<p>9.2.2.1 A new interment right in relation to another cemetery or natural burial ground administered by the Council as the relevant authority; or</p>	
<p>9.2.2.2 If the closure relates only to part of the cemetery or natural burial ground – a new interment right in relation to another part of the cemetery or natural burial ground.</p>	
<p>9.3 The power pursuant to Section 24(9) of the Act, if, when a cemetery or natural burial ground for which the Council is the relevant authority is closed under Section 24 of the Act, there are interment rights in force in relation to the cemetery or natural burial ground pursuant to which human remains have been interred, to, by agreement with the holder of such an interment right:</p>	<p>GMAD, ME, SPMID</p>
<p>9.3.1 Discharge the interment right and issue to the former holder, free of charge:</p>	
<p>9.3.1.1 A new interment right in relation to another cemetery or natural burial ground administered by the Council is the relevant authority; or</p>	
<p>9.3.1.2 If the closure relates to only art of the cemetery or natural burial ground – a new interment right in relation to another part of the cemetery or natural burial ground; and</p>	
<p>9.3.2 Remove any human remains interred at the original interment site and re-enter the remains pursuant to the new interment right; and</p>	
<p>9.3.3 Remove any memorial erected at the original interment site and re-position the memorial at the new interment site.</p>	

<p>9.4 The power pursuant to Section 24(10) of the Act, if the Council as the relevant authority and the holder of an interment right cannot reach an agreement to discharge the interment right, to refer the matter to an independent party for mediation in accordance with guidelines approved by the Minister subject to Section 24(11) of the Act.</p>	<p>GMAD, ME, SPMID</p>
<p>9.5 The power pursuant to Section 24(12) of the Act, to, if a cemetery or natural burial ground closed under Section 24 of the Act has been lawfully consecrated according to the rites or practices of a particular religious or ethnic group and the Council is the owner of the land, offer the closed cemetery or natural burial ground as a gift to that group.</p>	<p>GMAD, ME, SPMID</p>
<p>10. Dedication of closed council cemeteries as park lands</p>	
<p>10.1 Subject to Sections 24 and 25(7) of the Act, the power pursuant to Section 25(4) of the Act, if a closed cemetery for which the Council is the relevant authority is dedicated as park lands, to do any of the following:</p>	<p>GMAD, ME, SPMID</p>
<p>10.1.1 Remove memorials to deceased persons;</p>	
<p>10.1.2 Relocate memorials to deceased persons in the park lands;</p>	
<p>10.1.3 Replace memorials to deceased persons with some other form of memorial in the park lands.</p>	
<p>11. Conversion of closed cemeteries into public parks or gardens</p>	
<p>11.1 The power pursuant to Section 26(2) of the Act, subject to Sections 26(1), (3), (4) and (8) of the Act, where the Council is the relevant authority for a closed cemetery, to convert the cemetery into a public park or garden.</p>	
<p>11.2 Subject to Sections 24 and 26(8) of the Act, the power pursuant to Section 26(6) of the Act, if a closed cemetery for which the Council is the relevant authority, is converted into a public park or garden, to:</p>	<p>GMAD, ME, SPMID</p>
<p>11.2.1 Remove memorials to deceased persons;</p>	
<p>11.2.2 Relocate memorials to deceased persons in the park or garden;</p>	
<p>11.2.3 Replace memorials to deceased persons with some other form of memorial in the park or garden.</p>	

<p>12. Powers of relevant authorities in relation to closed cemeteries</p>	
<p>12.1 The power pursuant to Section 27(1) of the Act, where the Council is the relevant authority for a closed cemetery to, for the purpose of converting the cemetery into park lands or a public park or garden:</p>	
<p>12.1.1 Construct roads and pathways on the land; and</p>	
<p>12.1.2 Erect or construct buildings or structures on the land; and</p>	
<p>12.1.3 Construct on or under the land any vault or other structure as a repository for human remains that are not to be removed from the cemetery for interment elsewhere; and</p>	
<p>12.1.4 Erect lighting, seating and any other infrastructure or public amenity; and</p>	
<p>12.1.5 Take such other action as the delegate thinks fit for laying out the land as park lands or a public place or garden.</p>	
<p>13. Issue of interment rights</p>	
<p>13.1 Subject to Section 30 of the Act, the power pursuant to Section 30(1) of the Act, where the Council is the relevant authority for a cemetery or natural burial ground, to agree to the interment of human remains in the cemetery or natural burial ground, and issue an interment right that:</p>	<p>GMAD, ME, SPMID</p>
<p>13.1.1 Identifies the person to whom the interment right is issued; and</p>	
<p>13.1.2 Identifies the person or persons whose remains may be interred pursuant to the interment right or provides that a specified person or person of a specified class may, at some future time, nominate the person or persons of a specified class may, at some future time, nominate the person or persons whose remains may be interred pursuant to the interment right; and</p>	
<p>13.1.3 Identifies the site at which remains may be interred pursuant to the interment right or provides for determination, in a manner set out in the interment right, of the site at which the remains may be interred pursuant to the interment right; and</p>	

13.1.4 Specifies the period for which the interment right is granted; and	
13.1.5 Sets out the rights to renewal of the interment right; and	
13.1.6 Specifies whether the interment right may be cancelled or transferred and sets out the conditions (if any) governing its cancellation or transfer.	
13.2 The power pursuant to Section 30(3) of the Act to make provision in an interment right for the interment of such number of deceased persons at the site in which remains are to be interred pursuant to the interment right as the delegate considers to be within the capacity of the site to hold.	GMAD, ME, SPMID
13.3 Subject to the Act, the power pursuant to Section 30(4) of the Act, to, in relation to an interment right permit a memorial to the deceased person to be erected at the site.	GMAD, ME, SPMID
13.4 The power pursuant to Section 30(5) of the Act where the Council is the relevant authority to, at the request of the holder of an interment right, carry out a lift and deepen procedure at the site to which the interment right relates for the purpose of interring additional human remains there.	GMAD, ME, SPMID
14. Duration of interment rights	
14.1 The power pursuant to Section 31 of the Act where the Council is the relevant authority to issue an interment right:	GMAD, ME, SPMID
14.1.1 For the period specified in the interment right; or	
14.1.2 In perpetuity.	
15. Renewal of interment rights	
15.1 The power pursuant to Section 32(1) of the Act where the Council is the relevant authority to, on application by the holder of an interment right and payment of the renewal fee fixed by the Council as the relevant authority, renew the interment right for a period of not less than 5 years.	GMAD, ME, SPMID
15.2 The power pursuant to Section 32(1) of the Act where the Council is the relevant authority to fix a renewal fee.	GMAD, ME, SPMID
16. Transfer of interment rights	
16.1 The power pursuant to Section 33(1) of the Act to transfer an interment right.	GMAD, ME, SPMID

17. Re-use of interment sites	
17.1 Subject to the Act, the power pursuant to Section 38(1) of the Act, if an interment right expires and Council is the relevant authority, to:	GMAD, ME, SPMID
17.1.1 Re-use the interment site to which the interment right related; and	
17.1.2 Remove any memorial to a deceased person erected on or at the site.	
18. Ownership of memorial	
18.1 The power pursuant to Section 39(2) of the Act, to, where the Council is the relevant authority for a cemetery or natural burial ground in which a memorial is situated, deal with and dispose of the memorial in accordance with the Act.	GMAD, ME, SPMID
19. Function to maintain memorial	
19.1 The power pursuant to Section 40 of the Act to enter into an agreement with the holder of an interment right in respect of an interment site in a cemetery or natural burial ground for which the Council is the relevant authority for the maintenance of a memorial at that site.	GMAD, ME, SPMID
20. Power to require repair, removal or reinstatement of memorial	
20.1 The power pursuant to Section 41(1) of the Act, if a memorial to a deceased person in a cemetery for which the Council is the relevant authority becomes unsafe, to, by notice in a form approved by the Minister given personally or by post to the owner of the memorial, require repair, removal or reinstatement of the memorial within the period specified in the notice.	GMAD, ME, SPMID
20.2 The power pursuant to Section 41(2) of the Act, if the required work is not carried out within the time allowed in the notice, to have the work carried out and recover the cost of doing so as a debt from the owner of the memorial.	GMAD, ME, SPMID
20.3 The power pursuant to Section 41(3) of the Act, subject to Sections 41(4) and (5) of the Act, if:	GMAD, ME, SPMID
20.3.1 A memorial to a deceased person in a cemetery for which the Council is the relevant authority becomes unsafe; and	
20.3.2 Urgent action to repair, remove or reinstate the memorial is considered necessary by the delegate,	

<p>to, instead of giving a notice under Section 42(1) of the Act, have the work carried out and recover the cost of doing so as a debt from the owner of the memorial.</p>	
<p>21. Power of relevant authority to dispose of unclaimed memorial</p>	
<p>21.1 The power pursuant to Section 42(1) of the Act, if:</p>	<p>GMAD, ME, SPMID</p>
<p>21.1.1 2 years or more have elapsed:</p>	
<p>21.1.1.1 Since an interment site in a cemetery or natural burial ground for which the Council is the relevant authority, has expired; or</p>	
<p>21.1.1.2 Since a cemetery for which the Council is the relevant authority was dedicated as park lands or converted into a public park or garden; and</p>	
<p>21.1.2 A memorial to a deceased person interred in the cemetery or natural burial ground is situated at the interment site or elsewhere in the cemetery or natural burial ground; and</p>	
<p>21.1.3 the Council as the relevant authority for the cemetery or natural burial ground has given notice of its intention to remove and dispose of the memorial;</p>	
<p>21.1.3.1 by public advertisement in a newspaper circulating throughout the State; and</p>	
<p>21.1.3.2 by written notice affixed to the memorial; and</p>	
<p>21.1.4 the Council as the relevant authority has taken reasonable steps to give written notice to the owner of the memorial of its intention to remove and dispose of the memorial; and</p>	
<p>21.1.5 6 months have elapsed since the cemetery authority gave notice under this subsection and no person has claimed the memorial within that period,</p>	
<p>to remove the memorial from the cemetery or natural burial ground and dispose of it as the delegate thinks fit.</p>	
<p>22. General powers of relevant authority</p>	
<p>22.1 The power pursuant to Section 43 of the Act where the Council is the relevant authority for a cemetery, natural burial ground or crematorium to:</p>	
<p>22.1.1 Enlarge the cemetery, natural burial ground or crematorium; and</p>	

22.1.2 Improve or embellish the cemetery, natural burial ground or crematorium; and	
22.1.3 Restrict interments in any part of the cemetery or natural burial ground, except as may be required by interment rights granted before the commencement of the Act; and	
22.1.4 Take any other action that the delegate considers necessary or desirable for the proper management and maintenance of the cemetery, natural burial ground or crematorium.	
23. Power to restrict interments in any part of cemetery or natural burial ground	
23.1 The power pursuant to Section 45(1) of the Act, subject to Section 45(2) of the Act, where the Council is the relevant authority for a cemetery or natural burial ground to restrict interments in any part of the cemetery or natural burial ground.	
24. Neglected cemeteries and natural burial grounds	
24.1 The power pursuant to Section 46(1) of the Act, subject to Section 46(2) of the Act, if:	
24.1.1 The delegate is of the opinion that a cemetery or natural burial ground within its area:	
24.1.1.1 Is in a neglected condition; or	
24.1.1.2 Fails in any manner to comply with the requirements of this Act;	
to by notice in writing to the relevant authority, require the relevant authority to carry out specified work for the purpose of remedying the condition of neglect or complying with that requirement.	
24.2 The power pursuant to Section 46(3) of the Act, if:	
24.2.1 The work required by a notice under Section 46(1) of the Act is not carried out within the time specified in the notice; and	
24.2.2 No application for review of the decision to give the notice is made within 14 days after the notice is given,	
to have the work carried out.	
24.3 The power pursuant to Section 46(4) of the Act, if:	
24.3.1 The work required by a notice under Section 46(1) of the Act is not carried out within the time specified in the	

notice; and	
24.3.2 An application for review of the decision to give the notice is determined in favour of the Council;	
to, within 14 days after the determination of the review, have the work carried out.	
24.4 The power pursuant to Section 46(5) of the Act to recover the costs incurred by the Council in carrying out works required by a notice given under Section 46 of the Act as a debt from the relevant authority to whom the notice was given.	GMAD, ME, SPMID
25. Right of Review	
25.1 The power pursuant to Section 47(1) of the Act where the Council is the relevant authority to which a notice is given under Section 46 of the Act, to within 14 days after receipt of the notice, apply to the District Court for a review of the decision of the Council or designated Minister (as the case may be) to give the notice to the relevant authority.	GMAD
26. Power of councils to accept conveyance of cemetery or natural burial ground land from trustees	
26.1 Power pursuant to Section 48(1) of the Act, subject to Section 48(4), to accept a trust from the trustees of land in the Council's area, held on trust for a cemetery or natural burial ground.	
27. Power of councils to assume administration of cemeteries and natural burial grounds	
27.1 Subject to Section 49 of the Act, the power pursuant to Section 49(1) of the Act to assume the administration of a cemetery or natural burial ground within the Council's area if:	REMAINS WITH COUNCIL
27.1.1 There is no existing relevant authority for the cemetery or natural burial ground; or	
27.1.2 The relevant authority for the cemetery or natural burial ground is unknown and is not reasonably ascertainable; or	
27.1.3 The relevant authority for the cemetery or natural burial ground agrees to transfer it to the Council.	
28. Public access to cemeteries, natural burial grounds and crematoria	
28.1 The power pursuant to Section 50(2) of the Act where the Council is the relevant authority for a cemetery, natural burial ground or crematorium, to, if the delegate has reason to suspect that a person has committed, is committed or is about	GMAD, ME, SPMID

to commit an offence in the cemetery, natural burial ground or crematorium, require the person to leave the cemetery, natural burial ground or crematorium.	
29. Disposal of surplus cemetery land etc	
29.1 Subject to Section 51(2) of the Act, the power pursuant to Section 51(1) of the Act to deal with land that comprises or forms part of a cemetery or natural burial ground that has not been used for the interment of human remains in the ordinary course of commerce.	GMAD, ME, SPMID
30. Disposal of land after closure of cemetery etc	
30.1 The power pursuant to Section 52(1) of the Act, if:	
30.1.1 A cemetery or natural burial ground has been closed in accordance with this Act; and	
30.1.2 All human remains interred in the cemetery or natural burial ground, and all memorials to deceased persons erected in the cemetery or natural burial ground, have been removed from the cemetery or natural burial ground,	
to deal with the land comprising that cemetery or natural burial ground in the ordinary course of commerce.	
31. Power of Public Trustee to act on behalf of holder of interment right etc	
31.1 The power pursuant to Section 56(1) of the Act, if reasonable attempts by the Council as the relevant authority for a cemetery or natural burial ground to ascertain or locate:	GMAD, ME, SPMID
31.1.1 The holder of an interment right in relation to the cemetery or natural burial ground; or	
31.1.2 The owner of a memorial erected in a cemetery or natural burial ground,	
fail, to request the Public Trustee act on behalf of the holder or owner.	
32. Authorised officers	
32.1 The power pursuant to Section 58(2) of the Act to appoint as an authorised officer a specified officer or employee of the Council, or an officer or employee of the Council of a specified class.	GMAD, GMCB, GMSC
32.2 The power pursuant to Section 58(3) of the Act to make an appointment, subject to conditions limiting the period during which, the area within which or the purposes for which the appointee may exercise the powers of an authorised officer.	GMAD, GMCB, GMSC

<p>32.3 The power pursuant to Section 58(7) of the Act to, at any time, revoke an appointment made under Section 58 of the Act, to vary or revoke a condition of such an appointment or impose a further such condition.</p>	<p>GMAD, GMCB, GMSC</p>
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BURIAL AND CREMATION REGULATIONS 2014

<p>33. Filling of sunken interment sites</p>	<p>SUB DELEGATION</p>
<p>33.1 The power pursuant to Regulation 16 of the <i>Burial and Cremation Regulations 2014</i> (the Regulations), if the surface of an interment site in a cemetery or natural burial ground for which the Council is the relevant authority, sinks below the level of the natural surface of the ground, to cause the site to be filled up to that level.</p>	<p>GMAD, ME, SPMID</p>
<p>34. Powers of relevant authority in relation to mausolea and vaults</p>	
<p>34.1 The power pursuant to Regulation 19(1), where the Council is the relevant authority for a cemetery to, if the delegate suspects on reasonable grounds that:</p>	<p>GMAD, ME, SPMID</p>
<p>34.1.1 A mausoleum or vault in the cemetery does not comply with the Regulations; or</p>	
<p>34.1.2 Offensive odours or noxious gases or fluids have escaped or are escaping from a mausoleum or vault in the cemetery,</p>	
<p>Open the mausoleum or vault and inspect it.</p>	
<p>34.2 The power pursuant to Regulation 19(2), if, after inspecting a mausoleum or vault, the delegate is satisfied that:</p>	<p>GMAD, ME, SPMID</p>
<p>34.2.1 The mausoleum or vault does not comply with the Regulations; or</p>	
<p>34.2.2 Offensive odours or noxious gases or fluids have escaped or are escaping from a mausoleum or vault,</p>	
<p>to, by notice in writing to a person who holds an interment right in force in relation to that mausoleum or vault or who is, under such an interment right, entitled to have his or her remains interred in that mausoleum or vault, require the person to take specified remedial action within a reasonable period specified in the notice.</p>	
<p>34.3 The power pursuant to Regulation 19(3), if a person refuses or fails to comply with a notice under Regulation 19(2) of the Regulations, cause the work to be carried out and recover the costs as a debt from the person.</p>	<p>GMAD, ME, SPMID</p>

<p>35. Removal and disposal of name plate etc from coffin before cremation</p>	
<p>35.1 The power pursuant to Regulation 21, subject to Regulation 21(2), where the Council is the relevant authority for a crematorium to dispose of:</p>	<p>GMAD, ME, SPMID</p>
<p>35.1.1 A name plate, metal or plastic fitting or any other object removed before cremation from the exterior of a coffin containing the bodily remains of a deceased person; or</p>	
<p>35.1.2 Any other thing that comes into the possession of the Council as a result of a cremation.</p>	
<p>36. Power of relevant authority in relation to things on interment sites</p>	
<p>36.1 The power pursuant to Regulation 26 where the Council is the relevant authority for a cemetery or natural burial ground to:</p>	<p>GMAD, ME, SPMID</p>
<p>36.1.1 Cause to be removed from an interment site in the cemetery or natural burial ground any unattached ornament, empty flower container, broken masonry, decayed or broken wreath or dead flowers; and</p>	
<p>36.1.2 Cause to be pruned, cut down or removed any plant on an interment site in the cemetery or natural burial ground that is, in the opinion of the delegate, unsightly or overgrown.</p>	
<p>37. Power of relevant authority to require persons to leave cemetery or natural burial ground</p>	
<p>37.1 The power pursuant to Regulation 27(1), where the Council is the relevant authority for a cemetery or natural burial ground to, if the delegate has reason to suspect that a person has committed, is committing or is about to commit an offence in the cemetery or natural burial ground, require the person to leave the cemetery or natural burial ground.</p>	<p>GMAD, ME, SPMID</p>

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

APPENDIX 3

**INSTRUMENT OF DELEGATION UNDER THE
COMMUNITY TITLES ACT 1996**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extends to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Endorsement of scheme description by relevant authority	SUB DELEGATION
<p>1.1 The power pursuant to Section 3(11) of the <i>Community Titles Act 1996</i> (the Act) where the Act requires the scheme description lodged with the Registrar-General to be endorsed by the relevant development authority, and:</p>	<p>GMSC, MDS</p>
<p>1.1.1 all the consents or approvals required under the <i>Development Act 1993</i> in relation to the division of the land (and a change in the use of the land (if any)) in accordance with the scheme description and the plan of community division have been granted; or</p>	
<p>1.1.2 no consent or approval is required under that Act in relation to the division of the land (or a change in the use of the land),</p>	
<p>to, as the relevant development authority, endorse a scheme description to the effect of either subsection 3(11)(b)(i) or (ii) of the Act.</p>	
<p>2. Application may deal with statutory encumbrances</p>	
<p>2.1 The power pursuant to Section 15A(b)(i) of the Act, where the Council is the holder of a statutory encumbrance, to sign a certificate certifying that the requirements of the Act under which the encumbrance was entered into, or is in force, as to the variation or termination of the statutory encumbrance (if any) have been complied with.</p>	<p>GMSC, MDS</p>

3. Encroachments	
3.1 The power pursuant to Section 27(1)(b)(i) of the Act to consent to the encroachment of a building over land not included in a community parcel where the encroachment is over land vested in, or under the control or management of the Council.	GMSC, MDS
4. Scheme description	
4.1 The power pursuant to Section 30(4) of the Act as the relevant development authority to require modifications to a scheme description before endorsing the scheme description to:	GMSC, MDS
4.1.1 add any information that is necessary or desirable; or	
4.1.2 clarify any part of the description; or	
4.1.3 remove any unnecessary detail.	
5. Amendment of scheme description	
5.1 The power pursuant to Section 31(3) of the Act as the relevant development authority to endorse a certified copy of an amended scheme description.	GMSC, MDS
6. Application may deal with statutory encumbrances	
6.1 The power pursuant to Section 53A(b)(i) of the Act, where the Council is the holder of a statutory encumbrance, to sign a certificate certifying that the requirements of the Act under which the encumbrance was entered into, or is in force, as to the variation or termination of the statutory encumbrance (if any) have been complied with.	GMSC, MDS

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

APPENDIX 4

INSTRUMENT OF DELEGATION UNDER THE CRIMINAL PROCEDURE ACT 1921

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extends to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Information	SUB DELEGATION
1.1 The power pursuant to section 49 of the <i>Criminal Procedure Act 1921</i> to lay an information on the Council's behalf in the Magistrates Court in accordance with the rules charging a person who is suspected of having committed a summary offence(s) with the offence(s) and, where an information is laid, the power to run the proceedings as the delegate sees fit.	GMCB, MCS

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

APPENDIX 5

**INSTRUMENT OF DELEGATION UNDER THE
DEVELOPMENT ACT 1993 AND
DEVELOPMENT REGULATIONS 2008**

In exercise of the power contained in sections 20 and 34(23) of the *Development Act 1993* the powers and functions under the *Development Act 1993* and the *Development Regulations 2008* contained hereunder, are, subject to the conditions, limitations and provisos contained therein, hereby delegated this 24 October 2023 to the person occupying the office of Chief Executive Officer (and any person appointed to act in that position) the following powers and functions and such power may be further delegated by the Chief Executive Officer to an officer or officers of the Council as the Chief Executive Officer sees fit:

Delegations to the Council Assessment Panel

In exercise of the power contained in sections 20 and 34(23) of the *Development Act 1993*, the powers and functions under the *Development Act 1993* and the *Development Regulations 2008* are delegated to the Council Assessment Panel subject to the conditions or limitations indicated hereunder or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Development Act 1993*.

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Also refer to the Schedule of Conditions at the back of this document.
2. These Delegations were made to the Chief Executive Officer (head delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

	SUB DELEGATION
1. Matters against which development must be assessed	
1.1 The power, as the relevant authority and pursuant to Section 33 of the Act, to assess a development against and grant or refuse consent in respect of each of the following matters (insofar as they are relevant to that development):	CAP, GMSC, MDS, DSPBL
1.1.1 the provisions of the appropriate Development Plan;	
1.1.2 the provisions of the Building Rules;	
1.1.3 in relation to a proposed division of land (otherwise than under the <i>Community Titles Act 1996</i> or the <i>Strata Titles Act 1988</i>) on the satisfaction of the conditions specified in Section 33(1)(c) of the Act;	

<p>1.1.4 in relation to a division of land under the <i>Community Titles Act 1996</i> or the <i>Strata Titles Act 1988</i> on the satisfaction of the conditions specified in Section 33(1)(d) of the Act;</p>	
<p>1.1.5 the requirement that any encroachment of a building over, under, across or on a public place has been dealt with in a satisfactory manner; and</p>	
<p>1.1.6 such other matters as may be prescribed.</p>	
<p>1.2 The power pursuant to Section 33(3) of the Act, when granting a development plan consent, to reserve a decision on a specified matter until further assessment of the development under the Act.</p> <p>1.3 If:</p> <p>1.3.1 A development only requires an assessment under paragraph (b) of Section 33(1) of the act: and</p> <p>1.3.2 The Council:</p> <p>1.3.2.1 Is the relevant authority; and</p> <p>1.3.2.2 Is to make the assessment under that paragraph; and</p> <p>1.3.3 The Council determines to grant consent under that paragraph,</p> <p>The power, pursuant to Section 33(4b) of the Act as the relevant authority, to issue the relevant development approval with the consent.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>2. Determination of relevant authority</p>	
<p>2.1 The power pursuant to Section 34(1)(b)(iii) of the Act to request the Minister to declare the State Planning Commission (previously the Development Assessment Commission) to be the relevant authority for a proposed development.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>2.2 The power pursuant to Section 34(1a) of the Act, where the Minister has made a declaration under Section 34(1)(b)(vi) of the Act, to provide the State Planning Commission with a report, relating to the application for development authorisation, within the time prescribed by the Regulations.</p>	<p>CAP, GMSC, MDS, DSPBL</p>

<p>2.3 The power pursuant to Section 34(8a) of the Act to, in conjunction with the Councils for the areas in relation to which a regional development assessment panel has been constituted, remove a member from the panel for a failure to comply with the requirements of Section 34(6a) or (7) of the Act or a breach of, or failure to comply with, a code of conduct under Section 21A of the Act.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>2.4 The power in accordance with Section 34(21) of the Act to withdraw from a regional development assessment panel.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>3. Special provisions relating to assessment against Development Plans</p>	
<p>3.1 The power pursuant to Section 35(1) of the Act to grant a development plan consent if the regulations or the relevant Development Plan describes any proposed development as a complying development (subject to such conditions or exceptions as may be prescribed by the Regulations or the relevant Development Plan and subject to any other provision made by the Act or applying under the Regulations).</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>3.2 The power pursuant to Section 35(1b) of the Act to determine a development that is assessed by a relevant authority as being a minor variation from complying development to be complying development.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>3.3 Subject to Sections 35(1d) and (1e) of the Act, if a proposed development meets all but 1 criteria necessary for the development to be complying development, the power, pursuant to Section 35(1c) of the Act to regard the aspect or aspects of the development that are consistent with the development being complying development accordingly and to assess the balance of the development as merit development.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>3.4 The power pursuant to Section 35(2) of the Act to assess whether or not a development is seriously at variance with the relevant Development Plan.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>3.5 The power pursuant to Section 35(3)(a) of the Act in appropriate cases, to concur in the granting of consent to a development described as a non-complying development.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>3.6 Subject to the Act, the power pursuant to Section 35(6) of the Act, to accept that a proposed development complies with the provisions of the appropriate development plan to the extent that such compliance is certified by a private certifier.</p>	<p>CAP, GMSC, MDS, DSPBL</p>

<p>4. Special provisions relating to assessment against the Building Rules</p>	
<p>4.1 The power pursuant to Section 36(1) of the Act to grant a building rules consent if the Regulations provide that any proposed building work complies with the Building Rules.</p>	<p>GMSC, MDS, DSPBL</p>
<p>4.2 The power pursuant to and in accordance with Section 36(2) of the Act:</p>	<p>GMSC, MDS, DSPBL</p>
<p>4.2.1 to assess whether a development is at variance with the Building Rules;</p>	
<p>4.2.2 to determine whether to grant building rules consent where the variance is with the performance requirements of the Building Code and the Building Rules Assessment Commission concurs in the granting of consent;</p>	
<p>4.2.3 to determine whether to grant building rules consent where the variance is with a part of the Building Rules other than the Building Code and to determine that it is appropriate to grant the consent despite the variance on the basis that the Delegate is satisfied that:</p>	
<p>4.2.3.1 the provisions of the Building Rules are inappropriate to the particular building or building work, or the proposed building fails to conform with the Building Rules only in minor respects and the variance is justifiable having regard to the objects of the Development Plan or the performance requirements of the Building Code and would achieve the objects of the Act as effectively, or more effectively, than if the variance were not to be allowed; or</p>	
<p>4.2.3.2 in circumstances where the development has already occurred the variance is justifiable in the circumstances of the particular case.</p>	
<p>4.3 The power pursuant to Section 36(3) of the Act to modify the application of the Building Rules to avoid an inconsistency between the Building Rules and the Development Plan in relation to a State heritage place or a local heritage place.</p>	<p>GMSC, MDS, DSPBL</p>
<p>4.4 The power pursuant to Section 36(4)(a) and (b) of the Act to accept that proposed building work complies with the Building Rules to the extent that:</p>	<p>GMSC, MDS, DSPBL</p>

<p>4.4.1 such compliance is certified by the provision of technical details, particulars, plans, drawings or specifications prepared and certified in accordance with the Regulations; or</p>	
<p>4.4.2 such compliance is certified by a private certifier.</p>	
<p>4.5 The power pursuant to Section 36(6) of the Act to refuse to grant a consent in relation to any development if, as a result of that development, the type or standard of construction of a building of a particular classification would cease to conform with the requirements of the Building Rules for a building of that classification.</p>	<p>GMSC, MDS, DSPBL</p>
<p>5. Consultation with other authorities or agencies</p>	
<p>5.1 If a relevant authority is directed by a prescribed body to refuse an application and the refusal is the subject of an appeal under the Act, the power, pursuant to Section 37(6) of the Act to make application for the relevant authority to be joined as a party to the proceedings.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>6. Preliminary advice and agreement</p>	
<p>6.1 The power pursuant to and in accordance with Section 37AA(2)(e) of the Act to be satisfied that an application accords with an agreement indicated by a prescribed body in accordance with Section 37AA(2)(c) of the Act.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>6.2 The power pursuant to and in accordance with Section 37AA(4) of the Act to determine that an agreement under Section 37AA; of the Act is no longer appropriate due to the operation of Section 53 of the Act.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>7. Proposed development involving creation of fortifications</p>	
<p>7.1 The power pursuant to Section 37A(2)(b) of the Act to receive the Commissioner's written determination under Section 37A(2)(a) of the Act.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>7.2 The power pursuant to Section 37A(5) of the Act if the Commissioner determines that the proposed development involves the creation of fortifications to:</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>7.2.1 if the proposed development consists only of the creation of fortifications – refuse the application; or</p>	
<p>7.2.2 in any other case – impose conditions in respect of any consent to or approval of the proposed development prohibiting the creation of the fortifications.</p>	

8. Public notice and consultation	
8.1 If a representation is received under paragraph (b) of Section 38(3a) of the Act within the prescribed number of days, the power pursuant to Section 38(3a)(c) of the Act to, in the Delegate's absolute discretion, allow the person who made the representation to appear personally or by representative before it to be heard in support of the representation.	CAP, GMSC, MDS, DSPBL
8.2 The power pursuant to Section 38(10)(a) of the Act, in respect of a Category 2 development, to determine whether to allow a person who made a representation to appear personally or by representative before the Delegate.	CAP, GMSC, MDS, DSPBL
8.3 The power, pursuant to subsection 38(17) of the Act, where a relevant authority is acting under Section 38 of the Act in relation to a Category 2A or Category 2 development, to not take into account under Section 38 of the Act a representation made by a person who is not entitled to be given notice of the relevant application under Section 38 of the Act.	CAP, GMSC, MDS, DSPBL
8.4 The power, pursuant to subsection 38(18) of the Act, to not take into account under Section 38 of the Act, a representation that is not made in accordance with any requirement prescribed by the Regulations for the purposes of Section 38.	CAP, GMSC, MDS, DSPBL
9. Application and provision of information	
9.1 The power pursuant to Section 39(2) of the Act to request an applicant to:	CAP, GMSC, MDS, DSPBL
9.1.1 provide such additional documents or information to enable assessment of the application;	
9.1.2 remedy any defect or deficiency in any application or accompanying document or information required by or under the Act;	
9.1.3 consult with an authority or body prescribed by the Regulations;	
9.1.4 (where required by the Regulations) prepare a statement of effect in relation to non-complying development; and	
9.1.5 comply with any other requirement prescribed by the Regulations.	

<p>9.2 If:</p> <p>9.2.1 a development falls within a class of development prescribed by the Regulations for the purposes of Section 39(2b)(b) of the Act; and</p> <p>9.2.2 the applicant has complied with the requirements of Section 39(1)(a), (c) and (d) of the Act</p> <p>The power pursuant to Section 39(2b)(c) of the Act, to;</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>9.2.3 in making an assessment as to development plan consent, request the applicant to provide additional documents or information in relation to the application on 1 occasion only;</p>	
<p>9.3 Pursuant to Section 39(3)(b) of the Act, where a request is made under Section 39(2) of the Act and the request is not complied with within the time specified by the Regulations, the power pursuant to Section 39(3)(b) of the Act to –</p> <p>9.3.1 subject to Section 39(3)(b)(ii) of the Act, refuse the application and</p> <p>9.3.2 refuse the application in prescribed circumstances (including, if the Regulations so provide, in a case involving development that is complying development).</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>10. Variation of an application</p>	
<p>10.1 The power pursuant to Section 39(4)(a) and Section 39(5) of the Act to permit an applicant to vary an application or vary any plans, drawings, specifications or other documents that accompanied an application.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>10.2 The power pursuant to Section 39(4)(b) and Section 39(5) of the Act to permit an applicant to lodge an application without the provision of any information or document required by the Regulations.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>10.3 The power pursuant to Section 39(4)(c) and Section 39(5) of the Act to waive payment of whole or part of the application fee or refund an application fee (to the extent that such fees are payable to the Council).</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>11. Refuse Non-Complying Development</p>	
<p>11.1 The power pursuant to Section 39(4)(d) of the Act and Regulation 17(3)(a) of the regulations to refuse an application that relates to a development of the kind that is described as a non-complying development under the Development Plan without proceeding to make an assessment of the application.</p>	<p>CAP, GMSC, MDS, DSPBL</p>

<p>11.2 The power pursuant to Section 39(4)(e) of the Act, if there is an inconsistency between any documents lodged with the Council for the purposes of Division 1 of Part 4 of the Act, or between any such document and a development authorisation that has already been given that is relevant in the circumstances, to return or forward any document to the applicant or to any other person and to determine not to finalise the matter until any specified matter is resolved, rectified or addressed.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>11.3 The power pursuant to Section 39(7) of the Act to approve an application for variation of the conditions of the development authorisation previously given under the Act, or to extend the period for which such authorisation remains operative.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>11.4 The power, pursuant to section 39(7)(c) to determine whether representations relate to any aspect of the development under consideration on account of an application for variation, and to determine whether, in the circumstances of the case, it is unnecessary to deal with the matter as Category 3 development.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>11.5 The power, pursuant to section 39(7)(d) of the Act, to approve the seeking of a variation to extend the period for which the relevant authorisation remains operative.</p>	<p>CAP, GMAD, MDS, DSPBL</p>
<p>11.6 Where granting an application for variation of a development authorisation pursuant to section 39(6), the power, pursuant to section 39(7a), to make specific provision for the variation of a condition imposed with respect to the original authorisation in its decision on the application for variation.</p>	<p>PC CAP, GMAD, GMSC, DSPBL</p>
<p>11.7 The power pursuant to Section 39(8) of the Act to issue a consent which provides for undertaking development in stages.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>11.8 The power pursuant to Section 39(9) of the Act to determine that the applicant is entitled to a refund of the application fee in the event that an application is withdrawn.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>12. Determination of application</p>	
<p>12.1 The power pursuant to Section 40(3) of the Act to extend the period of time within which a development authorisation remains operative.</p>	<p>CAP, GMSC, MDS, DSPBL</p>

13. Conditions	
13.1 The power pursuant to Sections 42(1) and (3) of the Act to attach such conditions as the Delegate thinks fit or as may be prescribed by regulation to any decision under Division 1 of Part 4 of the Act.	CAP, GMSC, MDS, DSPBL
13.2 The power pursuant to Section 42(4) of the Act, in accordance with Section 42(5) and subject to Sections 42(6) and (8), if a development authorisation provides for the killing, destruction or removal of a regulated or significant tree, to apply the principle that the development authorisation be subject to a condition that the prescribed number of trees (of a kind determined by the Delegate) must be planted and maintained to replace the tree (with the cost to be the responsibility of the applicant or any person who acquires the benefit of the consent and the cost of maintenance to be the responsibility of the owner of the land).	CAP, GMSC, MDS, DSPBL
13.3 The power, pursuant to section 42(6) of the Act, on the application of the applicant, to determine that a payment of an amount calculated in accordance with the Regulations be made into the relevant fund in lieu of planting one or more replacement trees under Section 42(4) of the Act.	CAP, GMSC, MDS, DSPBL
13.4 The power, pursuant to Section 42(8)(b) of the act, after taking into account any criteria prescribed by the Regulations and if the Minister concurs, to determine that it is appropriate to grant an exemption under Section 42 of the Act in a particular case.	CAP, GMSC, MDS, DSPBL

<u>DELEGATIONS UNDER THE DEVELOPMENT REGULATIONS 2008</u>	
	SUB DELEGATION
14. Application to relevant authority	
14.1 The power pursuant to Regulation 15(1)(c) of the Regulations to require an additional or lesser number of copies of plans, drawings, specifications and other documents and information relating to a proposed development than the number prescribed in Regulation 15(1)(c) of the Regulations.	DOB, DOP, GMSC, MDS, DAdminL, DSPBL

<p>14.2 The power pursuant to Regulation 15(7)(b) of the Regulations to indicate, in such manner as may be determined by the State Planning Commission, that the Delegate wishes to receive written documentation instead of electronic access to the relevant documents and information via the Internet.</p>	<p>DOB, DOP, GMSC, MDS, DAdminL, DSPBL</p>
<p>14.3 The power pursuant to Regulation 15(7b) of the Regulations, to within 2 business days of receipt of a copy of an application form under Regulation 15(7a) of the Regulations, furnish to the private certifier:</p>	<p>DOB, DOP, GMSC, MDS, DAdminL, DSPBL</p>
<p>14.3.1 The Development Assessment number assigned to the development proposed under the application; and</p>	
<p>14.3.2 If the private certifier, at the time of forwarding a copy of an application form under Regulation 15(7a) of the Regulations, requests advice on the matters set out in subparagraphs (i) and (ii), and if such advice is relevant:</p>	
<ul style="list-style-type: none"> • Advice about any site contamination that is believed to exist at the site where the development would be undertaken; and 	
<ul style="list-style-type: none"> • Advice about the likely need for approval to alter a public road under Section 221 of the Local Government Act 1999 in order to establish a new access point; and 	
<ul style="list-style-type: none"> • Advice about whether the relevant development plan specifies any requirements relating to finished floor levels (expressed by reference to AHD or ARI) in relation to the site where the development would be undertaken. 	
<p>14.4 The power pursuant to Regulation 15(8) of the Regulations to extend the period prescribed in Regulation 15(8) for the lodging of an application for the appropriate development authorisation as required by Section 54(2)(c) of the Act.</p>	
<p>14.5 The power pursuant to Regulation 15(11) of the Regulations, to modify the requirements of Schedule 5 in relation to a particular application, subject to the following qualifications:</p>	<p>DOB, DOP, GMSC, MDS, DAdminL, DSPBL</p>
<p>14.5.1 In the case of an application that is lodged with the Council for assessment as <i>residential code</i> development – the requirements of Schedule 5 may not be modified in any way by the delegate assessing the application (whether so as to</p>	

require more or less information), except on authority of the Minister under Section 39(1)(a) of the Act;	
14.5.2 In any other case the Delegate must not, when requiring plans, drawings, specifications and other documents in relation to the application, require the applicant to provide more information than that specified under Schedule 5 (subject to Section 39 of the Act).	
14.6 The power pursuant to Regulation 15(12) of the Regulations to, in exercising the discretion under Section 39(4)(b) of the Act, dispense with the requirements of Schedule 5 in relation to a particular application.	DOB, DOP, GMSC, MDS, DAdminL, DSPBL
15. Non-Complying Development	
15.1 The power pursuant to Regulation 17(3) of the Regulations, after receipt of an application which relates to a kind of development that is described as non-complying development to:	CAP, MDS, DAdminL, DSPBL
15.1.1 refuse the application pursuant to Section 39(4)(d) of the Act and notify the applicant accordingly; or	
15.1.2 resolve to proceed with an assessment of the application.	
15.2 The power pursuant to Regulation 17(6) of the Regulations to determine that a proposed development is of a minor nature for the purposes of exemption from the requirements to provide a statement of effect.	CAP, MDS, DSPBL
16. Amended applications	
16.1 The power pursuant to Regulation 20(4) of the Regulations to form the opinion that variations to an application are not substantial and that repeating of the referral process under Part 5 of the Regulations, or the giving of notice under Part 6 of the Regulations is not required.	CAP, DOB, DOP, GMAD, MDS, DSPBL
16.2 The power pursuant to Regulation 20(5) of the Regulations, where a variation to an application changes the essential nature of a proposed development to (by agreement with the applicant) proceed with the variation on the basis that the application will be treated as a new application.	CAP, DOB, DOP, GMSC, MDS, DSPBL

17. Withdrawal/lapsing application	
17.1 Where at least two years have passed since the date on which an application for development authorisation under Part 4 of the Act was lodged with the Council the power, pursuant to Regulation 22(2) of the Regulations to lapse the said application.	DOB, DOP, GMSC, MDS, DSPBL
18. Contravening development	
18.1 The power pursuant to Regulation 23(2) of the Regulations, by notice in writing to the applicant to decline to proceed with an application until proceedings under the Act have been concluded.	CAP, MDS, DSPBL
19. Land division applications	
19.1 The power pursuant to Regulation 29(2) of the Regulations, when a report from the State Planning Commission pursuant to Regulation 29(1) of the Regulations is not received by the Council within eight weeks or within such longer period as the State Planning Commission may require by notice in writing to the Council, to determine that the State Planning Commission does not desire to make a report.	CAP, DOB, DOP, GMSC, MDS, DAdminL, DSPBL
20. Underground mains area	
20.1 The power pursuant to Regulation 30(1) of the Regulations to seek a report from the relevant electricity authority where the Delegate considers that an area should be declared an underground mains area.	GMSC, MDA, DSPBL
20.2 The power pursuant to Regulation 30(2) of the Regulations to declare an area as an underground mains area.	GMSC, MDA, DSPBL
20.3 The power pursuant to Regulation 30(4) of the Regulations, where a development includes the division of land within or partly within an underground mains area, to require, as a condition of the decision, that any electricity mains be placed underground.	GMSC, MDA, DSPBL
21. Preliminary advice and agreement – section 37AA	
21.1 The power pursuant to Regulation 31A(6)(b) of the Regulations to determine that an application no longer accords with an agreement indicated by the prescribed body.	GMSC, MDA, DSPBL
21.2 The power pursuant to Regulation 31A(6) of the Regulations if:	GMSC, MDA, DSPBL

<p>21.2.1 a relevant authority permits an applicant to vary an application under Section 39(4) of the Act; and</p>	
<p>21.2.2 the relevant authority determines that the application no longer accords with the agreement indicated by the prescribed body, to refer the application (unless withdrawn) to the prescribed body -</p>	
<p>21.2.3 to obtain a variation to the agreement under Section 37AA; of the Act; or</p>	
<p>21.2.4 to obtain a response from the prescribed body for the purpose of Section 37 of the Act.</p>	
<p>21.3 The power pursuant to Regulation 31A(7) of the Regulations if:</p>	GMSC, MDA, DSPBL
<p>21.3.1 an application is withdrawn by the Applicant; and</p>	
<p>21.3.2 the applicant sought to rely on an agreement under Section 37AA; of the Act in connection with the application, to notify the relevant prescribed body of the withdrawal of an application</p>	
<p>21.4 The power pursuant to Regulation 31A(8) of the Regulations if:</p>	GMSC, MDA, DSPBL
<p>21.4.1 an application is lapsed by a relevant authority under Regulation 22 of the Regulations; and</p>	
<p>21.4.2 the applicant sought to rely on an agreement under Section 37AA; of the Act in connection with the application.</p>	
<p>to notify the relevant prescribed body of the lapsing of an application.</p>	
<p>21.5 The power pursuant to Regulation 31A(9) of the Regulations if:</p>	GMSC, MDA, DSPBL
<p>21.5.1 an application seeks to rely on an agreement under Section 37AA of the Act in connection with the application; and</p>	
<p>21.5.2 a notice of decision is issued by the relevant authority under Regulation 42 of the Regulations, to send a copy of the notice to the prescribed body within 5 business days after the notice is given to the applicant under Regulation 42 of the Regulations.</p>	

22. Public notice categories	
22.1 The power pursuant to Regulation 32(5) of the Regulations to determine that a form of development comprises 2 or more elements	DOP, MDA, DSPBL
23. Public inspection of certain applications	
23.1 The power pursuant to Regulation 34(3) of the Regulations to require that a person who has made a request under Regulation 34(2) of the Regulations verify his or her name, address and contact details in such manner as the Delegate thinks fit.	DAO, DAO, DOB, DOP, GMSC, MDS, DAdminL, DSPBL
23.2 The power pursuant to Regulation 34(4) of the Regulations to form the opinion that the present or future security of a building would be jeopardised if plans, drawings, specifications or other documents or information relating to the assessment of a proposed development against the Building Rules were to be made available for inspection.	DOB, DOP, GMSC, MDS, DAdminL, DSPBL
24. Determination of Commission as relevant authority	
24.1 Where the State Planning Commission is the relevant authority under Section 34(1)(b) of the Act:	DOP, GMSC, MDS, DAdminL, DSPBL
24.1.1 in any case, the power pursuant to and in accordance with Regulation 38(2)(b) to provide a report on matters under Section 33(1) (as relevant).	
24.2 Where the State Planning Commission is the relevant authority under Section 34(1)(b)(iv) of the Act and the proposed development is to be undertaken within one kilometre of a boundary with the Council, the power, pursuant to Regulation 38(4) of the Regulations, to provide the State Planning Commission with comments on the proposed development.	DOB, DOP, GMSC, MDS, DAdminL, DSPBL
25. Response by Applicant	
25.1 The power pursuant to Regulation 36 of the Regulations to extend the time within which an applicant may respond to any representation.	DOB, DOP, GMSC, MDS, DAdminL, DSPBL
26. Scheme description – Community Titles	
26.1 The power pursuant to Regulation 45(2) of the Regulations to include in an endorsement of a scheme description under Section 3 of the <i>Community Titles Act 1996</i> , notes concerning conditions on any consent or approval, and notes concerning additional approvals that may be required in the future and to sign and date the endorsement.	GMSC, MDS, DSPBL

27. Minor variation of development authorisation	
27.1 The power pursuant to Regulation 47A(1) of the Regulations, if a person requests the variation of a development authorisation previously given under the Act (including by seeking the variation of a condition imposed with respect to the development authorisation) to form the opinion that the variation is minor in nature and, if the delegate is satisfied that the variation is minor in nature, to approve the variation.	GMSC, MDS, DSPBL
28. Lapse of consent or approval	
28.1 The power pursuant to Regulation 48(2) of the Regulations to extend the time when any consent or approval under Part 4 of the Act will lapse.	CAP, GMSC, MDS, DSPBL
29. Width of roads and thoroughfares	
29.1 The power pursuant to Regulation 51(4) of the Regulations to dispense with the requirements of Regulation 51(1) and (3) dealing with the width of any proposed road or thoroughfare where the Delegate is of the opinion that the prescribed width is not necessary for the safe and convenient movement of vehicles or pedestrians or for underground services.	GMSC, MDS, DSPBL
29.2 The power pursuant to Regulation 51(6) of the Regulations to dispense with the requirements of Regulation 51(5) dealing with the width of a road at the head of every cul-de-sac where it appears that the cul-de-sac is likely to become a through road.	GMSC, MDS, DSPBL
30. Road widening	
30.1 The power pursuant to Regulation 52(1) of the Regulations to require a road widening if land to be divided abuts an existing road.	GMSC, MDS, DSPBL
31. Requirement as to forming of roads	
31.1 The power pursuant to Regulation 53(1) and (2) of the Regulations to specify the width of roads.	GMSC, MDS, DSPBL
31.2 The power pursuant to Regulation 53(4) of the Regulations to dispense with the requirements of Regulation 53(3) of the Regulations that adequate provision be made for the turning of vehicles at the head of a cul-de-sac where the Delegate is of the opinion that the cul-de-sac is likely to become a through road.	GMSC, MDS, DSPBL

31.3 The power pursuant to Regulation 53(6) of the Regulations to dispense with the requirements of Regulation 53(5) dealing with the forming of footpaths, water-tables, kerbing, culverts and drains on proposed roads.	GMSC, MDS, DSPBL
32. Construction of roads, bridges, drains and services	
32.1 The power pursuant to Regulation 54(1) of the Regulations to require the paving and sealing of the roadway of proposed roads.	GMSC, MDS, DSPBL
33. Supplementary provisions	
33.1 The power pursuant to Regulation 55(1) of the Regulations to consider and if appropriate approve a road location and grading plan for the forming of any proposed road, including every footpath, water-table, kerbing, culvert and drain.	GMSC, MDS, DSPBL
33.2 The power pursuant to Regulation 55(2) of the Regulations to consider, and if appropriate approve, detailed construction plans and specifications signed by a professional engineer or licensed surveyor for all work referred to in Regulations 53 and 54 of the Regulations.	GMSC, MDS, DSPBL
33.3 The power pursuant to Regulation 55(4) of the Regulations to consider, and if appropriate accept, that all connections for water supply and sewerage services to any allotment delineated on a plan of division have been laid under the surface of a proposed road before the roadway is sealed.	GMSC, MDS, DSPBL
34. General land division	
34.1 The power pursuant to and in accordance with Regulation 58(1) of the Regulations to enter into a binding arrangement with an applicant for land division for the satisfaction of outstanding requirements.	CAP, GMSC, MDS, DSPBL
34.2 The power pursuant to and in accordance with Regulation 58(2) of the Regulations to advise the State Planning Commission that an applicant has entered into appropriate binding arrangements pursuant to Section 51(1) of the Act.	CAP, GMSC, MDS, DSPBL
35. Division of land by strata title	
35.1 The power pursuant to Regulation 59(1) of the Regulations to advise the State Planning Commission an applicant has entered into a binding arrangement with the Council in satisfaction of the requirements of Section 33(1)(d) and the arrangement is supported by adequate security.	CAP, GMSC, MDS, DSPBL

<p>36. General provisions</p>	
<p>36.1 The power pursuant to and in accordance with Regulation 60(1) of the Regulations to enter into a form of arrangement with an applicant to the satisfaction of the State Planning Commission for the purposes of Section 51(1) of the Act.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>36.2 The power pursuant to Regulation 60(7) of the Regulations, for the purposes of Section 51(4) of the Act, to request (in such a manner as may be determined by the State Planning Commission) that a copy of a certificate or plan (or certificates and plans) referred to in Regulation 30(4) of the Regulations be furnished to the Council by sending a written copy to the Council.</p>	<p>CAP, GMSC, MDS, DSPBL</p>
<p>36.3 The power pursuant to Regulation 60(9) of the Regulations to consult with the State Planning Commission before it grants an extension of the period prescribed by Regulation 60(8) of the Regulations.</p>	<p>CAP, GMSC, MDS, DSPBL</p>

SCHEDULE OF CONDITIONS

CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
	<p>The sub-delegate must exercise the powers and functions in accordance with the <i>Development Act 1993</i> and <i>Development Regulations 2008</i> including the requirement that the sub-delegate not exercise any powers and functions delegated to the sub-delegate for which prescribed qualifications are required under the <i>Development Act 1993</i> and the <i>Development Regulations 2008</i> unless the sub-delegate holds the prescribed qualifications specified in Division 1 Part 15 of the <i>Development Regulations 2008</i>.</p> <p>Where necessary, delegation can only be exercised if the delegate has received advice and/or report from a person who holds prescribed qualifications.</p>

APPENDIX 6

**INSTRUMENT OF DELEGATION UNDER THE
DISABILITY INCLUSION ACT 2018**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extends to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Disability access and inclusion plans	SUB DELEGATION
<p>1.1 The power pursuant to and in accordance with Section 16(3) of the <i>Disability Inclusion Act 2018</i> (the Act) to determine the content to be included in the Council's disability access and inclusion plan.</p> <p>1.2 The power pursuant to section 16(5) of the Act to make application to the Minister for approval to prepare a single disability access and inclusion plan for more than one council.</p> <p>1.3 The power pursuant to Section 16(6) of the Act to vary a disability access and inclusion plan in accordance with the requirements prescribed by regulation.</p> <p>1.4 The power pursuant to Section 16(7) of the Act to determine the format and website for publication of the disability access and inclusion plan, ensuring that the format is accessible to people with a disability.</p>	<p>GMCB, MCW</p>
<p>2. Sharing of information between certain persons and bodies</p>	
<p>2.1 The power pursuant to section 27(2) of the Act to provide prescribed information and documents (as defined by section 27(7) of the Act) to another person or body, if the delegate reasonably believes that the provision of the information or documents would assist the recipient:</p> <p style="margin-left: 20px;">2.1.1 to perform functions relating to people with disability; or</p> <p style="margin-left: 20px;">2.1.2 to manage any risk to a person with disability, or class of people with disability, that might arise in the recipient's capacity as an employer or provider of services.</p> <p>2.2 The power pursuant to section 27(5) of the Act to request, on behalf of the Council, prescribed information and documents from a person to whom section 27 applies.</p>	<p>GMCB, MCW</p>

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

APPENDIX 7

**INSTRUMENT OF DELEGATION UNDER THE
DOG AND CAT MANAGEMENT ACT 1995**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extends to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Appointment of authorised persons	SUB DELEGATION
1.1 The power pursuant to Section 25A(1) of the <i>Dog and Cat Management Act 1995</i> (the Act) to appoint suitable persons (other than members of the Council) to be authorised persons for the purposes of the Act.	GMAD, GMCB, GMSC
1.2 The power pursuant to Section 25A(2) of the Act to make an appointment subject to conditions specified in the instrument of appointment.	GMAD, GMCB, GMSC
1.3 The power pursuant to Section 25A(3) of the Act to, at any time, revoke the appointment of an authorised person, or vary or revoke the conditions of appointment of an authorised person.	GMAD, GMCB, GMSC
2. Identification of authorised persons	
2.1 The power pursuant to Section 25B(1) of the Act to issue to an authorised person an identity card in a form approved by the Board.	GMCB, MCS, SGL
2.2 The power pursuant to Section 25B(2) of the Act, if the powers of the authorised person have been limited by conditions, to issue an identity card to the person containing a statement of those conditions.	GMCB, MCS, SGL
3. Area limitation on authorised persons appointed by councils	
3.1 The power pursuant to Section 25C(c) of the Act to arrange with another council for an authorised person appointed by the Council to exercise powers under the Act within the area of the other council.	GMCB, MCS, CSO

<p>4. Council responsibility for management of dogs and cats</p>	
<p>4.1 The power pursuant to Section 26 of the Act to administer and enforce the provisions of the Act relating to dogs and cats within the Council area and for that purpose to:</p>	<p>GMCB, MCS, CSO, ACSO, CSOL</p>
<p>4.1.1 maintain a register of dogs containing information required by the Board (which may be kept in the form of a computer record); and</p>	
<p>4.1.2 ensure that the Board is provided with information contained in the register as required by the Board from time to time; and</p>	
<p>4.1.3 maintain such other registers as may be required by the Board; and</p>	
<p>4.1.4 make the registers kept under the Act available for inspection by members of the public in accordance with any guidelines issued by the Board; and</p>	
<p>4.1.5 if guidelines issued by the Board so require, limit inspection of a register or part of a register kept under the Act by members of the public; and</p>	
<p>4.1.6 appoint a suitable person to be Registrar; and</p>	
<p>4.1.7 make satisfactory arrangements for issuing and replacing certificates of registration and registration discs; and</p>	
<p>4.1.8 appoint at least 1 full time authorised person or make other satisfactory arrangements for the exercise of the functions and powers of authorised persons; and</p>	
<p>4.1.9 make satisfactory arrangements for the detention of dogs seized under the Act (and make such arrangements for cats seized under the Act); and</p>	
<p>4.1.10 make satisfactory arrangements for fulfilling other obligations under the Act.</p>	
<p>4.2 The power pursuant to Section 26(1a) of the Act, to without limiting Section 26(2) of the Act, nominate a facility approved by the Board at which dogs or cats may be detained.</p>	<p>GMCB, MCS</p>

4.3	The power pursuant to Section 26(4) of the Act to keep separate accounts of money received under the Act and of money expended in the administration and enforcement of the provisions of the Act relating to dogs and cats.	GMCB, MCS GMSC, MF,
4.4	The power pursuant to Section 26(5) of the Act to pay into the Fund the percentage fixed by regulation of the dog registration fees received by the Council.	GMCB, MCS GMSC, MF,
4.5	The power pursuant to Section 26(6) of the Act to charge:	GMCS, MCS
4.5.1	fees for the provision of extracts from registers kept under the Act; and	
4.5.2	fees for the receipt and management of information relating to a register contemplated by Section 26(1)(ac) of the Act; and	
4.5.3	fees which may be differential but which must not exceed an amount prescribed by the regulations for the purposes of paragraph (b) of Section 26(6) of the Act:	
4.5.3.1	for the registration of dogs or businesses under Part 4 of the Act; and	
4.5.3.2	for the late payment of registration fees; and	
4.5.3.3	for meeting any other requirement imposed on the Council under the Act.	
4.6	The power pursuant to Section 26(7) of the Act, in the case of a standard dog or cat, to, provide for a percentage rebate of a fee that would otherwise be charged for the registration of a dog or cat under the Act.	GMCB, MCS
5. Plans of management relating to dogs and cats		
5.1	The power pursuant to Section 26A(1) of the Act to, in accordance with Sections 26A(2) and (3) of the Act, prepare a plan relating to the management of dogs and cats within the Council area.	GMCB, MCS
5.2	The power pursuant to Section 26A(5) of the Act to amend a plan of management at any time during the course of the 5 year period covered by the plan, with the approval of the Board.	GMCB, MCS,
6. Rectification of Register		
6.1	The power pursuant to Section 39 of the Act upon application by any person aggrieved by an entry in the register, to rectify the register.	ACSO, CSOL, CSO, GMCB, MCS

7. Destruction and control orders	
7.1 The power pursuant to Section 50(1) of the Act to, in accordance with Division 3 of Part 5 of the Act, make an order of any of the following classes in relation to a specified dog:	GMCB, MCS
7.1.1 a Destruction Order;	
7.1.2 a Control (Dangerous Dog) Order;	
7.1.3 a Control (Menacing Dog) Order;	
7.1.4 a Control (Nuisance Dog) Order;	
7.1.5 a Control (Barking Dog) Order.	
7.2 The power pursuant to Section 50(2)(b) of the Act to approve some other place to the place specified in the order for a dog to be kept or detained until destroyed.	GMCB, MCS
8. Grounds on which orders may be made	
8.1 The power pursuant to Section 51 of the Act to make an order in relation to a dog under Division 3 of Part 5 of the Act, if satisfied that:	GMCB, MCS
8.1.1 in the case of a Destruction Order:	
8.1.1.1 the dog is unduly dangerous; and 8.1.1.2 the dog has attacked, harassed or chased a person or an animal or bird owned by or in the charge of a person in circumstances that would constitute an offence against the Act; or	
8.1.2 in the case of a Control (Dangerous Dog) Order:	GMCB, MCS
8.1.2.1 the dog:	
(a) is dangerous; and	
(b) has attacked, harassed or chased a person or an animal or bird, or is likely to do so, in circumstances that would constitute an offence against the Act or any other Act; or	
8.1.2.2 the dog is subject to an order made under a law of another jurisdiction that corresponds with a Control (Dangerous Dog) Order; or	
8.1.3 in the case of a Control (Menacing Dog) Order:	GMCB, MCS

8.1.3.1 the dog:	
(a) is menacing; and	
(b) has attacked, harassed or chased a person or an animal or bird, or is likely to do so, in circumstances that would constitute an offence against the Act or any other Act; or	
8.1.3.2 the dog is subject to an order made under a law of another jurisdiction that corresponds with a Control (Menacing Dog) Order; or	
8.1.4 in the case of a Control (Nuisance Dog) Order:	GMCB, MCS, CSOL
8.1.4.1 the dog:	
(a) is a nuisance; and	
(b) has attacked, harassed or chased a person or an animal or bird, or is likely to do so, in circumstances that would constitute an offence against the Act or any other Act; or	
8.1.4.2 the dog is subject to an order made under a law of another jurisdiction that corresponds with a Control (Nuisance Dog) Order; or	
8.1.5 in the case of a Control (Barking Dog) Order:	GMCB, MCS, CSOL
8.1.5.1 the dog is a nuisance; and	
8.1.5.2 the dog has created noise by barking or otherwise in circumstances that would constitute an offence against the Act or any other Act.	

9. Procedure for making and revoking orders	
9.1 The power pursuant to Section 52(a1) of the Act to:	GMCB, MCS, CSOL
9.1.1 make an order under Division 3 of Part 5 of the Act on the Delegate's own initiative or on an application made in a manner and form determined by the Council or the Delegate; and	
9.1.2 to determine the manner and form of an application for an order under Division 3 of Part 5 of the Act.	
9.2 The power pursuant to Section 52(1) of the Act before making an order under Division 3 of Part 5 of the Act, to take reasonable steps:	GMCB, MCS, CSOL
9.2.1 to ascertain all persons who own or are responsible for the control of the dog; and	
9.2.2 to give each of the persons so ascertained at least 7 days written notice:	
9.2.2.1 identifying the dog in relation to which is it is proposed that the order be made;	
9.2.2.2 setting out the terms of the proposed order; and	
9.2.2.3 inviting the owner or other person to make submissions to the Council or the Delegate in respect of the matter within 7 days or such longer period as is allowed by the Council or the Delegate.	
9.3 The power pursuant to Section 52(2) of the Act to:	ACSO, CSO, GMCB, MCS, CSOL
9.3.1 make an order in the manner and form required by the Board; and	
9.3.2 note an order in the register kept by the Council under the Act.	
9.4 The power pursuant to Section 52(3) of the Act to take all reasonable steps to give a copy of the order to each person who owns or is responsible for the control of the dog.	ACSO, CSO, GMCB, MCS, CSOL
9.5 The power pursuant to Section 52(4) of the Act to revoke an order made by the Council by written notice to the person who owns or is responsible for the control of the dog.	GMCB, MCS
9.6 The power pursuant to Section 52(5) of the Act to enter a note of the revocation in the register kept by the Council under the Act.	ACSO, CSO, GMCB, MCS, CSOL

<p>9.7 The power pursuant to Section 52(6) of the Act to, at the request of the Board, note in the register kept under the Act an order made by the Board.</p>	<p>ACSO, CSO, GMCB, MCS, CSOL</p>
<p>10. Directions about how to comply with order</p>	
<p>10.1 The power pursuant to Section 53(1) of the Act to issue, from time to time, written directions to a person who owns or is responsible for the control of a dog subject to an order under Division 3 of Part 5 of the Act about how the order may be complied with in the area of the Council.</p>	<p>GMCB, MCS, CSOL</p>
<p>11. Power of court to order destruction or control of dog on application</p>	
<p>11.1 The power pursuant to Section 59 of the Act to apply to the Magistrates Court for any order in relation to a dog that the Court could have made if the proceedings had been criminal proceedings under the Act.</p>	<p>GMCB, MCS</p>
<p>12. Prohibition orders</p>	
<p>12.1 The power pursuant to Section 59A(1) of the Act to, in accordance with Division 3 of Part 5 of the Act, make a Prohibition Order against a person.</p>	<p>GMCB, MCS</p>
<p>12.2 The power pursuant to Section 59A(2)(b)(ii) of the Act to approve some other place to that specified in the order for a dog to be kept or detained until destroyed or disposed of.</p>	<p>GMCB, MCS</p>
<p>12.3 The power pursuant to Section 59A(3) of the Act upon the Delegate's own initiative or on application, to make a Prohibition Order against a person if satisfied that, subject to Section 59A(4) of the Act:</p>	<p>GMCB, MCS</p>
<p>12.3.1 while the person owned or was responsible for the control of a dog, the dog attacked, harassed or chased a person or animal or bird owned by or in the charge of a person in circumstances that would constitute an offence against the Act; and</p>	
<p>12.3.1.1 the dog was already subject to a Destruction Order or a Control (Dangerous Dog) Order; or</p>	
<p>12.3.1.2 during the 5 years preceding the event referred to in Section 59A(3)(a) of the Act, a Destruction Order or a Control (Dangerous Dog) Order was made in relation to some other dog on grounds that arose while the person owned or was responsible for the control of that other dog.</p>	
<p>12.4 The power pursuant to Section 59A(3a) of the Act to, on the Delegate's own initiative or on application, make a Prohibition</p>	<p>GMCB, MCS</p>

Order against a person if satisfied that the person is subject to a supervision order under Section 269O of the <i>Criminal Law Consolidation Act 1935</i> .	
12.5 The power pursuant to Section 59A(5) of the Act to:	GMCB, MCS
12.5.1 make an order in the manner and form required by the Board; and	
12.5.2 record the order in a manner and form approved by the Board, and keep the record readily available for public inspection.	
12.6 The power pursuant to Section 59A(6) of the Act to revoke an order made by the Council by written notice to the person against whom the order was made.	GMCB, MCS
12.7 The power pursuant to Section 59A(7) of the Act to enter a note of the revocation in the record kept by the Council under Section 59A of the Act.	ACSO, CSO, GMCB, MCS, CSOL
13. Procedure following seizure of dog	
13.1 The power pursuant to Section 61(4) of the Act if a dog is seized in order to prevent or stop it attacking, harassing or chasing a person or an animal or bird because it is unduly dangerous, to as soon as practicable, proceed to consider making an order in relation to the dog or applying to the Magistrates Court for an order in relation to the dog.	CSO, GMCB, MCS, CSOL, ACSO
13.2 The power pursuant to Section 61(6) of the Act to recover the cost of taking action under Section 61(3) of the Act from the person who owns or is responsible for the control of the dog as a debt due to the Council.	ACSO, CSO, GMCB, MCS, CSOL
14. Power to seize and detain cats	
14.1 The power pursuant to Section 64(2)(c) of the Act to nominate a facility at which cats may be destroyed.	GMCB, MCS
15. Certain bodies may microchip and desex detained dogs and cats	
15.1 The power pursuant to Section 64B(1) of the Act, despite any other provision of the Act, or any other Act or law, if the Council is detaining a dog or cat seized under the Act or any other Act, to, in accordance with any guidelines determined by the Board for the purposes of Section 64B of the Act, do 1 or more of the following:	ACSO, CSO, GMCB, MCS, CSOL
15.1.1 microchip the dog or cat;	
15.1.2 desex the dog or cat;	

15.1.3 cause the dog or cat to be microchipped or desexed or both.	
15.2 The power pursuant to Section 64B(2) of the Act to recover the cost of taking action under Section 64B of the Act as a debt from a person who owns or is responsible for the control of the dog or cat.	ACSO, CSO, GMCB, MCS, CSOL

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

APPENDIX 8

**INSTRUMENT OF DELEGATION UNDER THE
ELECTRICITY ACT 1996 AND ELECTRICITY (PRINCIPLES OF VEGETATION
CLEARANCE) REGULATIONS 2010**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extends to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Power to Carry Out Work on Public Land	SUB DELEGATION
1.1 The power pursuant to Section 47(3)(b) of the Electricity Act 1996 (the Act), to agree with an electricity entity to the entity carrying out work on public land that the Council is responsible for the management of.	GMAD, ME, SPMID, TTL
1.2 The power pursuant to Section 47(4) of the Act, to include in an agreement under Section 47 of the Act such conditions the delegate considers appropriate in the public interest.	GMAD, ME, SPMID, TTL
1.3 The power pursuant to Section 47(7) of the Act, if a dispute arises between an electricity entity and the Council about whether work should be permitted under Section 47 of the Act on the land or about the conditions on which work should be permitted on public land, to refer the dispute to the Minister.	
1.4 The power pursuant to Section 47(9) of the Act, if a dispute is referred to the Minister under Section 47 of the Act:	
1.4.1 to make representations to the Minister on the questions at issue in the dispute; and 1.4.2 to make a reasonable attempt to agree to settlement of the dispute on agreed terms.	
2. Duties in Relation to Vegetation Clearance	
2.1 The power pursuant to Section 55(3) of the Act, where vegetation is planted or nurtured near a public powerline contrary to the principles of vegetation clearance, and the Council has the function under Part 5 of the Act, to keep vegetation clear of the powerline, to remove the vegetation and recover the cost of so doing as a debt from the person by whom the vegetation was planted or nurtured.	GMAD, ME, MFS, SPMID, ECL

3. Vegetation Clearance Schemes	
3.1 The power pursuant to Section 55A(1) of the Act and subject to Sections 55A(3), (4) and (6) of the Act to agree a vegetation clearance scheme with an electricity entity governing the way in which vegetation is to be kept clear of public powerlines on land (other than private land) within both the Council's area and a prescribed area.	GMAD, ME, MFS, SPMID, ECL
3.2 The power pursuant to Section 55A(2) of the Act, to agree a vegetation clearance scheme in accordance with Section 55A(1) of the Act that does one or more of the following:	GMAD, ME, MFS, SPMID, ECL
3.2.1 require the electricity entity to inspect and clear vegetation more frequently than is required under the principles of vegetation clearance or otherwise govern the way in which the entity will carry out its function to clear vegetation;	
3.2.2 contain a delegation by the electricity entity of a function or power under Part 5 of the Act in relation to powerlines designed to convey electricity at 11 kV or less;	
3.2.3 require that the electricity entity be indemnified for any liability arising from an act or omission of the council under the delegation;	
3.2.4 confer on the Council the function to keep vegetation of all kinds clear of specified public powerlines that are designed to convey electricity at 11 kV or less;	
3.2.5 exempt the Council from the principles of vegetation clearance relating to the planting or nurturing of vegetation near overhead public powerlines;	
3.2.6 impose obligations on the electricity entity or the Council with respect to clearance work or reducing the need for clearance work;	
3.2.7 make provision for other related matters.	
3.3 The power pursuant to Section 55A(4)(b) of the Act, to modify a vegetation clearance scheme by written agreement.	GMAD, ME, MFS, SPMID, ECL
4. Vegetation Clearance Scheme Dispute	
4.1 The power pursuant to Section 55B(2) of the Act and subject to Sections 55B(3) and (4) of the Act, by written notice to the Technical Regulator, ask the Technical Regulator to determine a vegetation clearance scheme dispute under Division 2, Part 5 of the Act.	GMAD, ME, SPMID, ECL

<p>4.2 The power pursuant to Section 55C(2)(c) of the Act, to make an application to the Technical Regulator to not determine a vegetation clearance scheme on the basis that there are good reasons why the dispute should not be determined.</p>	<p>GMAD, ME, SPMID, ECL</p>
<p>5. Determinations</p>	
<p>5.1 The power pursuant to Section 55D of the Act, to consent to the Technical Regulator, in determining a scheme or modification of a scheme, conferring on the Council the function to keep vegetation clear of public powerlines.</p>	<p>GMAD, ME, SPMID, ECL</p>
<p>6. Role of Councils in Relation to Vegetation Clearance Not Within Prescribed Areas</p>	
<p>6.1 The power pursuant to Section 56(1) of the Act, to make an arrangement with an electricity entity conferring on the Council a specified role in relation to vegetation clearance around public powerlines that are not within a prescribed area.</p>	<p>GMAD, ME, MFS, SPMID, ECL</p>
<p>6.2 The power pursuant to Section 56(2) of the Act to include in an arrangement:</p>	<p>GMAD, ME, MFS, SPMID, ECL</p>
<p>6.2.1 a delegation by the electricity entity of a function or power under Part 5 of the Act; and</p>	
<p>6.2.2 a requirement that the electricity entity be indemnified for any liability arising from an act or omission of the Council under a delegation; and</p>	
<p>6.2.3 provision for the termination of the arrangement by the electricity entity or the Council; and</p>	
<p>6.2.4 provision for the variation of the arrangement by the electricity entity and the Council.</p>	
<p>7. Program for Undergrounding of Powerlines</p>	
<p>7.1 The power pursuant to Section 58A of the Act, in relation to undergrounding work included in a program, to agree to contribute to the cost of the work in the Council's area on the basis determined by the Minister.</p>	<p>GMAD, ME, SPMID</p>
<p>7.2 The power pursuant to Section 58A(5) of the Act, to make submissions to the Minister in relation to a program, in preparing a program, the Minister must consult with, and seek proposals and submissions from, councils, electricity entities, bodies (other than councils) responsible for the care, control or management of roads and other persons as the Minister considers appropriate.</p>	<p>GMAD, ME, SPMID</p>
<p>7.3 The power pursuant to Section 58A(8) of the Act, to make submissions to the Minister in relation to varying a program.</p>	<p>GMAD, ME, SPMID</p>

**ELECTRICITY (PRINCIPLES OF VEGETATION CLEARANCE)
REGULATIONS 2010**

8. Function of Electricity Entity or Council	
8.1 The power pursuant to Regulation 4(4) of the Electricity (Principles of Vegetation Clearance) Regulations 2010 (the Regulations) to seek approval from the Technical Regulator to keep vegetation clear of the powerlines in accordance with the principles in Regulation 4(2)(b)(ii) of the Regulations.	GMAD, ME, MFS, SPMID, ECL
9. Technical Regulator May Grant Exemption from Principles of Vegetation Clearance	
9.1 The power pursuant to Regulation 7(3) of the Regulations to make submissions to the Technical Regulator in relation to an application under Regulation 7 of the Regulations.	GMAD, ME, MFS, SPMID, ECL
10. Vegetation Clearance Scheme Outside Prescribed Areas Agreed Between Council and Electricity Entity	
10.1 The power pursuant to Regulation 8(2) of the Regulations and subject to Regulations 8(3), (4), (5) and (6) of the Regulations, to agree a vegetation clearance scheme with an electricity entity governing the way in which the entity will carry out its function to clear vegetation in the area of the Council or part of that area.	GMAD, ME, MFS, SPMID, ECL
10.2 The power pursuant to Regulation 8(5)(b) of the Regulations, to vary or revoke a scheme by written agreement between the parties.	GMAD, ME, MFS, SPMID, ECL
11. Objections Relating to Vegetation Clearance	
11.1 The power pursuant to Regulation 10(5) of the Regulations, to reach an agreement with an objector as to how the objection might be resolved.	GMAD, ME, MFS, SPMID, ECL
11.2 The power pursuant to Regulation 10(6)(b) of the Regulations, to enter into an agreement under Regulation 9 of the Regulations with the objector that relates to the subject matter of the objection.	GMAD, ME, MFS, SPMID, ECL
11.3 The power pursuant to Regulation 10(8) of the Regulations to, when giving notice of an intention to enter private land to carry out work under Part 5 of the Act, include in or with the notice a statement of the rights of the owner or occupier to lodge an objection under Regulation 10 of the Regulations.	GMAD, ME, MFS, SPMID, ECL

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

APPENDIX 9

**INSTRUMENT OF DELEGATION UNDER THE
ELECTRONIC CONVEYANCING NATIONAL LAW
(SOUTH AUSTRALIA) ACT 2013**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extends to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Client authorisation	SUB DELEGATION
1.1 The power pursuant to Section 10(1) of the <i>Electronic Conveyancing National Law (South Australia) Act 2013</i> (the Act) to:	GMSC, MDS
1.1.1 Complete a client authorisation:	
1.1.1.1 That is in the form required by the participation rules; and	
1.1.1.2 By which the Delegate authorises a subscriber to do one or more things on the Council's behalf in connection with a conveyancing transaction so that the transaction, or part of the transaction, can be completed electronically.	

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

APPENDIX 10

INSTRUMENT OF DELEGATION UNDER THE ENVIRONMENT PROTECTION ACT 1993 AND ENVIRONMENT PROTECTION (WASTE TO RESOURCES) POLICY 2010 AND ENVIRONMENT PROTECTION (AIR QUALITY) POLICY 2016

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

INSTRUMENT	SUB DELEGATION
1. Appointment of authorised officers	
1.1 The power pursuant to Section 85(3) of the Environment Protection Act 1993 (the Act), to appoint authorised officers for the purposes of the Act.	GMAD, GMCB, GMSC
1.2 The power pursuant to Section 85(4) of the Act to make an appointment under Section 85(3) of the Act subject to conditions to be specified in the instrument of appointment, and subject to conditions prescribed by regulation.	GMAD, GMCB, GMSC
1.3 The power pursuant to Section 85(5) of the Act to revoke an appointment or to vary or revoke a condition specified in the instrument of such an appointment or impose a further such condition.	GMAD, GMCB, GMSC
2. Site contamination assessment orders	
2.1 The power pursuant to Section 103H(4) of the Act, where a proposed site contamination assessment order or a proposed variation of such an order would require the undertaking of an activity for which a permit would, but for Section 129 of the <i>Natural Resources Management Act 2004</i> , be required under that Act, and where the Council is the authority under the <i>Natural Resources Management Act 2004</i> to whom an application for a permit for the activity would otherwise have to be made, to make written submissions in relation to the proposal within a period specified in the notice from the Authority.	

3. Site Remediation Orders	
<p>3.1 The power pursuant to Section 103J(4) of the Act, where a proposed site remediation order (except an emergency site remediation order) or a proposed variation of a site remediation order would require the undertaking of an activity for which a permit would, but for Section 129 of the <i>Natural Resources Management Act 2004</i>, be required under that Act, and where the Council is the authority under the <i>Natural Resources Management Act 2004</i> to whom an application for a permit for the activity would otherwise have to be made, to make written submission in relation to the proposal within a period specified in the notice from the Authority.</p>	

**DELEGATIONS UNDER THE ENVIRONMENT PROTECTION
(WASTE TO RESOURCES) POLICY 2010**

<p>4. The requirement pursuant to Clause 17(2) of the <i>Environment Protection (Waste to Resources) Policy 2010</i> to comply with prescribed requirements in respect of medical waste received by the Council.</p>	GMCB, MCS, EHL
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**DELEGATIONS UNDER THE ENVIRONMENT PROTECTION
(AIR QUALITY) POLICY 2016**

<p>5. Burning Permit</p> <p>5.1 The power to issue a burning permit under clause 6(1)</p> <p>5.2 The power to determine the manner and form for apply for a burning permit.</p>	GMCB
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SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

APPENDIX 11

INSTRUMENT OF DELEGATION UNDER THE ENVIRONMENT, RESOURCES AND DEVELOPMENT COURT ACT 1993

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

INSTRUMENT	SUB DELEGATION
1 The power to request on behalf of the Council that an appeal be heard by the Court constituted as a full bench pursuant to Section 15(2)(a) of the Act.	GMSC, MDS
2. The power to represent Council at a conference called pursuant to Section 16 of the Act and to agree to any settlement on behalf of the Council.	GMSC, MDS
3. The power pursuant to Section 16(7)(g) of the Act to withdraw from proceedings, and to agree to any consequential order that is appropriate under the circumstances.	GMSC, MDS
<p>4. The power pursuant to Section 17(4)(a) of the Act to make application to the Court to:</p> <p>4.1 dismiss or determine any proceedings that appear:</p> <p style="padding-left: 40px;">(a) to be frivolous or vexatious; or</p> <p style="padding-left: 40px;">(b) to have been instituted or prosecuted for the purpose of delay or obstruction, or for some other improper purpose;</p> <p>4.2 after hearing the applicant in the proceedings, find in favour of the respondent without hearing the respondent;</p> <p>4.3 give summary judgement against a party:</p> <p style="padding-left: 40px;">(a) who obstructs or unnecessarily delays the proceedings; or</p> <p style="padding-left: 40px;">(b) who appears to be continuing to participate in the proceedings for the purpose of delay or obstruction, or for some other improper purpose; or</p> <p style="padding-left: 40px;">(c) who fails to attend any proceedings or fails to comply with a regulation, or a rule or order of the Court.</p>	GMSC, MDS

5.	The power pursuant to Section 17(4b) to settle costs between parties in accordance with the scale prescribed for the purpose.	GMSC, MDS
6.	The power pursuant to Section 28B of the Act to consent to mediation to achieve a negotiated settlement of the matter.	GMSC, MDS
7.	The power pursuant to Section 28B(6) of the Act to permit evidence of anything said or done in the course of processes to be admissible in proceedings before the Court	GMSC, MDS
8.	The power pursuant to Section 29(2) to apply for an adjournment of the hearing of the proceedings if appropriate and necessary.	GMSC, MDS
9.	The power pursuant to Section 30(4) of the Act to appeal against any judgement given in those proceedings	GMSC, MDS
10.	The power pursuant to Section 43(1) of the Act where a judgement or order is made by the Court to make application to the registrar for a certified copy of the judgement or order.	GMSC, MDS

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

APPENDIX 12

**INSTRUMENT OF DELEGATION UNDER THE
EXPIATION OF OFFENCES ACT 1996**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Certain offences may be expiated	SUB DELEGATION
1.1 The power pursuant to Section 5(1) of the <i>Expiation of Offences Act 1996</i> (the Act) to issue an expiation notice under the Act to a person alleged to have committed an offence under an Act, regulation or by-law, and the alleged offence may accordingly be expiated in accordance with the Act.	ACSO, CSO, CSOL, GMCB, MDS, EHL, EHO, MCS
2. Expiation notices	
2.1 The power pursuant to Section 6(3)(b)(ii) of the Act to authorise a person in writing to give an expiation notice for an alleged offence.	
3. Review of notices on ground that offence is trifling	
3.1 The power pursuant to Section 8A(2) and (3) of the Act to require an alleged offender who is seeking a review of the notice on the ground that the offence is trifling:	ACSO, CSO, CSOL, GMCB, MDS, EHL, MCS
3.1.1 to provide further information; and	
3.1.2 to provide a statutory declaration verifying the information contained in, or supporting, an application for review.	

<p>3.2 The power pursuant to Section 8A(4) of the Act to determine an application for review before providing the Chief Recovery Officer with relevant particulars under Section 22 of the Fines Enforcement and Debt Recovery Act 2017 in respect of the offence to which the application relates.</p>	<p>ACSO, CSO, CSOL, GMCB, MDS, MCS, EHL</p>
<p>3.3 The function pursuant and subject to Section 8A(5) and (6) of the Act upon being satisfied the offence is trifling to withdraw the expiation notice in respect of the offence by giving written notice to the alleged offender.</p>	<p>ACSO, CSO, CSOL, MCS, GMCB, MDS, EHL, EHO</p>
<p>3.4 The power pursuant to Section 8A(6a) of the Act, if an enforcement determination made under Section 22 of the <i>Fines and Enforcement Debt Recovery Act 2017</i> is revoked on the ground that the alleged offender had not had a reasonable opportunity to apply for review of the notice under Section 8A of the Act, and the alleged offender makes an application under Section 8A of the Act within 14 days of being notified of the revocation, to withdraw the expiation notice under Section 8A of the Act</p>	<p>ACSO, CSO, CSOL GMCB, GMSC, MCD, MCS, MDS, EHL, EHO</p>
<p>4. Expiation reminder notices</p>	
<p>4.1 The power pursuant to Section 11(1) of the Act to give an expiation reminder notice in the prescribed form to the alleged offender.</p>	<p>ACSO, CSO, CSOL GMCB, GMSC, MCD, MCS, MDS, EHL, EHO</p>
<p>5. Expiation enforcement warning notices</p>	
<p>5.1 The power pursuant to Section 11A(1) to issue an expiation enforcement warning notice, in the prescribed form, to the alleged offender.</p>	<p>ACSO, CSO, CSOL GMCB, GMSC, MCD, MCS, MDS, EHL, EHO</p>
<p>6. Late payment</p>	
<p>6.1 The power pursuant to Section 12 of the Act to accept late payment of the amount due under an expiation fee at any time before an enforcement determination is made under Section 22 of the Fines Enforcement and Debt Recovery Act 2017.</p>	<p>ACSO, CSO, CSOL GMCB, GMSC, MCD, MCS, MDS, EHL, EHO</p>
<p>7. Withdrawal of Expiation Notices</p>	
<p>7.1 The power pursuant to Section 16(1) of the Act, to withdraw an expiation notice with respect to all or any of the alleged offences to which an expiation notice relates where:</p>	<p>ACSO, CSO, CSOL GMCB, GMSC, MCD, MCS, MDS, EHL, EHO</p>
<p>7.1.1 in the opinion of the Delegate the alleged offender did not commit the offence or offences, or that the notice should not have been given with respect to the offence or offences;</p>	

<p>7.1.2 the Council as issuing authority receives a statutory declaration or other document sent to the Council by the alleged offender in accordance with a notice required by law to accompany the expiation notice or expiation reminder notice; or</p>	
<p>7.1.3 the notice is defective; or</p>	
<p>7.1.4 in the opinion of the Delegate the alleged offender is suffering from a cognitive impairment that excuses the alleged offending; or</p>	
<p>7.1.5 the Delegate decides that the alleged offender should be prosecuted for the offence or offences.</p>	
<p>7.2 The power pursuant to Section 16(5) of the Act, where an expiation notice is withdrawn under subsection (1), to commence prosecution for an offence to which the notice related.</p>	<p>GMCB, MDS, MCS</p>
<p>7.3 The power pursuant to Section 16(6) of the Act, subject to Section 16(7) of the Act, to withdraw an expiation notice if it becomes apparent that the alleged offender did not receive the notice until after the expiation period, or has never received it, as a result of error on the part of the Council as issuing authority or failure of the postal system or failure in the transmission of an email.</p>	<p>ACSO, CSO, CSOL GMCB, GMSC, MCD, MCS, MDS, EHL, EHO</p>
<p>7.4 The function pursuant to Section 16(11) of the Act, where an expiation notice is withdrawn under this Section 16 of the Act and the notice of withdrawal does not specify that the notice is withdrawn for the purposes of prosecuting the alleged offender, and if an enforcement determination has been made under Section 22 of the Fines Enforcement and Debt Recovery Act 2017, to inform the Chief Recovery Officer of the withdrawal of the notice.</p>	<p>ACSO, CSO, CSOL GMCB, GMSC, MCD, MCS, MDS, EHL, EHO</p>
<p>8. Provision of Information</p>	
<p>8.1 The power pursuant to Section 18 of the Act to enter into an agreement with the Chief Recovery Officer in relation to:</p>	<p>ACSO, CSO, CSOL GMCB, GMSC, MCD, MCS, MDS, EHL, EHO</p>
<p>8.1.1 The manner in which the Chief Recovery Officer is to provide information to the Council in relation to action taken by the Chief Recovery Officer under the Act in respect of an expiation notice issued by the Council; and</p>	
<p>8.1.2 The manner in which the Council is to provide information to the Chief Recovery Officer in relation to the issuing of an expiation notice by the Council or any other action taken by the Council in respect of an expiation notice so issued.</p>	

SCHEDULE OF CONDITIONS

CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

APPENDIX 13

**INSTRUMENT OF DELEGATION UNDER THE
FENCES ACT 1975**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Notice of intention to perform fencing work	SUB DELEGATION
1.1 The power pursuant to Section 5(1) to serve notice, in accordance with Section 5(2) of the Act, on an adjoining land owner of a proposal to erect a fence to divide the Council's land (being land of less than one hectare) from the land of the adjoining land owner.	GMAD, ME, SPMID
1.2 The power pursuant to Section 5(3) of the Act to serve notice in accordance with Section 5(4) of the Act on an adjoining land owner of a proposal to perform any replacement, repair or maintenance work in relation to a fence dividing the Council's land (being land of less than one hectare) and the adjoining owner's land.	GMAD, ME, SPMID
2. Cross-notice	
2.1 The power pursuant to Section 6(1) of the Act to serve in the prescribed form and determine criteria under Section 6(2) of the Act, a cross-notice on an adjoining land owner, objecting to and/or putting forward counter-proposals in relation to fencing work to divide the Council's land (being land of less than one hectare) from the land of the adjoining land owner.	GMAD, ME, SPMID
2.2 The power pursuant to Section 6(3) of the Act to object and serve notice on the adjoining owner to any counter-proposal contained in any cross-notice under Section 6(2) of the Act.	GMAD, ME, SPMID
3. Agreement upon proposals and counter-proposals	
3.1 The power pursuant to Section 7 of the Act to authorise payment of part or all of the cost of constructing or maintaining a fence adjacent to Council land, (being land which is less than one hectare in area).	GMAD, ME, SPMID
4. Performance of fencing work	
4.1 The power pursuant to Section 8 of the Act to authorise the commencement and completion of fencing work to divide the Council's land (being land of less than one hectare) from the land of the adjoining land-owner.	GMAD, ME, SPMID

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

APPENDIX 14

**INSTRUMENT OF DELEGATION UNDER THE
FINES ENFORCEMENT AND DEBT RECOVERY ACT 2017**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegate to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Amounts due under expiation notices may be treated as part of pecuniary sum	SUB DELEGATION
1.1 The power pursuant to Section 9(2) if a debtor requests the making of an aggregation determination but no enforcement determination has been made under Section 22 of the Act in relation to the expiation amount, to pay the prescribed fee.	GMCB, MCS,
2. Arrangements as to manner and time of payment	
2.1 The power pursuant to section 20(4) of the Act to agree with the Chief Recovery Officer the manner in which the Chief Recovery Officer is to give the Council notice of an arrangement entered into under Section 20 of the Act.	ACSO, GMCB, MCS,
2.2 The power pursuant to Section 20(18) to agree with the Chief Recovery Officer the manner in which, if an arrangement terminates under Sections 20(15) or (17) of the Act, the Chief Recovery Officer is to give the Council notice of the termination and the amount outstanding (taking into account, where the arrangement required the performance of community service, the number of hours of community service to be performed).	ACSO, CSO, GMCB, MCS,
3. Enforcement Determination	
3.1 The power pursuant to Section 22(1) of the Act to enforce an expiation notice against the alleged offender by providing to the Chief Recovery Officer the particulars determined by the Chief Recovery Officer relating to: <ul style="list-style-type: none"> (a) the alleged offender; and (b) the offence or offences that remain unexpiated; and (c) the amount due under the notice; and (d) compliance by the Council with the requirements of the Act and any other Act. 	ACSO, GMCB, MCS,
3.2 The power pursuant to Section 22(2) of the Act to pay the prescribed fee.	ACSO, GMCB, MCS

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION TO THE
CHIEF EXECUTIVE OFFICER UNDER THE
FIRE AND EMERGENCY SERVICES ACT 2005 AND THE
FIRE AND EMERGENCY SERVICES REGULATIONS 2021**

In exercise of the powers contained in section 20 of the *Fire and Emergency Services Act 2005*, the powers and functions under the *Fire and Emergency Services Act 2005* and the *Fire and Emergency Services Regulations 2021* contained hereunder, are, subject to the conditions, limitations and provisos contained therein, hereby delegated this 24 October 2023 to the person occupying the office of Chief Executive Officer (and any person appointed to act in that position) and such powers and functions may be delegated by the Chief Executive Officer to an officer or officers of the Council as the Chief Executive Officer sees fit.

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.
3. In this instrument ‘SACFS’ means the South Australian Country Fire Service.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Areas of urban bushfire risk	SUB DELEGATION
1.1 The power pursuant to Section 4A(3) of the <i>Fire and Emergency Services Act 2005</i> (the Act), to consult with and make submissions to the Commission before the Commission publishes a notice in the Gazette designating an area within a fire district as an area of urban bushfire risk pursuant to Section 4A(1) of the Act, varies an area designated under Section 4A(1) of the Act or revokes the designation of an area under Section 4A(1) of the Act.	REMAINS WITH COUNCIL
2. Use of facilities – State Bushfire Coordination Committee	
2.1 The power pursuant to Section 71C of the Act to make arrangements with the State Bushfire Co-ordination Committee for the State Bushfire Co-ordination Committee to make use of the services of the staff, equipment or facilities of the Council.	GMCB, MCS

3. Use of facilities – Bushfire Management Committee	
3.1 The power pursuant to Section 72D of the Act to make arrangements with a Bushfire Management committee for the Bushfire Management Committee to make use of the services of the staff, equipment or facilities of the Council.	GMCB
4. Bushfire Management Area Plans	
4.1 The power pursuant to Section 73A(7) of the Act, in relation to a proposal of a Bushfire Management Committee to create or amend a Bushfire Management Area Plan for its area, to consult with and make submissions to the Bushfire Management Committee where the Council's area is wholly or partly within the relevant bushfire management area.	REMAINS WITH COUNCIL
5. Fire control officers	
5.1 The power pursuant to Section 103(1) of the Act to request that the Chief Officer of the SACFS appoint a person as fire control officer for a designated area of the State (whether inside or outside a council area).	
5.2 The power pursuant to Section 103(2) of the Act to consult with and make submissions to the Chief Officer of the SACFS before the Chief Officer of the SACFS of his or her own initiative appoints a person as a fire control officer for a designated area of the State (whether inside or outside a council area) in relation to the proposed appointment.	
6. Interpretation	
6.1 The power pursuant to Section 105A of the Act to authorise for the purposes of Part 4A of the Act an authorised person appointed by the Council under the Local Government Act 1999.	
7. Fire prevention officers	
7.1 The power pursuant to Section 105B(1) of the Act and subject to Sections 105B(2) and 105B(3) of the Act, to appoint at least one person as a fire prevention officer for the Council's area.	
7.2 The power pursuant to Section 105B(3) of the Act to -	
7.2.1 In determining the number of fire prevention officers to appoint under Section 105B(1) of the Act and	

<p>7.2.2 in assessing the qualifications or experience of a person for the purposes of Section 105B(2) of the Act, take into account any policy developed by SACFS for the purposes of Section 105B of the Act.</p>	
<p>7.3 The power pursuant to Section 105B(4) of the Act to apply to the Chief Officer of the SACFS for an exemption for the Council from the requirement to appoint a fire prevention officer under Section 105B of the Act.</p>	
<p>8. Reports</p>	
<p>8.1 The power pursuant to Section 105E of the Act to, where required by written notice from the Commission, the State Bushfire Safety Co-ordination Committee or a Bushfire Management Committee in whose bushfire management area the Council's area is wholly or partly located, provide (within a period stated in the notice or at stated intervals) any report, or reports relating to the performance, exercise or discharge of the functions, powers or responsibilities of the fire prevention officer or officers (if any) for the Council's area, as the Commission, the State Bushfire Co-ordination Committee or the Bushfire Management Committee (as the case may be) thinks fit.</p>	<p>REMAINS WITH COUNCIL</p>
<p>9. Private land</p>	
<p>9.1 The power pursuant to Section 105F(5) of the Act, if the Delegate believes on reasonable grounds – 9.1.1 That an owner of private land has failed to comply with Section 105F(1) of the Act; or</p>	<p>CSO, GMCB, MCS, CSOL</p>
<p>9.1.2 That measures should be taken in respect of particular private land for the purpose of -</p>	<p>CSO, GMCB, MCS, CSOL</p>
<p>9.1.2.1 Preventing or inhibiting the outbreak of fire on the land; or</p>	
<p>9.1.2.2 Preventing or inhibiting the spread of fire through the land; or</p>	
<p>9.1.2.3 Protecting property on the land from fire, to, by notice in writing that complies with any requirements set out in the regulations, require the owner of the private land to take specified action to remedy the default or to protect the land or property on the land, within such time as may be specified in the notice.</p>	

9.2	The power pursuant to Section 105F(6) of the Act and without limiting the operation of Section 105F(5) of the Act, to include in a notice under Section 105F(5) of the Act directions -	CSO, GMCB, MCS, CSOL
9.2.1	To trim or remove vegetation on the land; or	
9.2.2	To remove flammable or combustible materials or substances, or to store flammable or combustible materials or substances in a specified manner; or	
9.2.3	To eliminate a potential ignition source; or	
9.2.4	To create, establish or maintain fire breaks or fuel breaks.	
9.3	The power pursuant to Section 105F(9) of the Act to give a notice under Section 105(5) of the Act -	CSO,GMCB, MCS, CSOL, ACSO
9.3.1	personally; or	
9.3.2	by post; or	
9.3.3	if the delegate cannot, after making reasonable inquiries, ascertain the name and address of the person to whom the notice is to be given -	
9.3.3.1	by publishing the notice in a newspaper circulating in the locality of the land; and	
9.3.3.2	by leaving a copy of the notice in a conspicuous place on the land.	
9.4	The power pursuant to Section 105F(10) of the Act to, by further notice in writing, vary or revoke a notice under Section 105(5) of the Act.	CSO,GMCB, MCS
10. Council land		
10.1	The power pursuant to Section 105G(5) of the Act to consult with and respond to the Minister on the referral of a matter under Section 105G(4) of the Act.	
11. Additional provision in relation to powers of authorised persons		
11.1	The power pursuant to Section 105J(1) of the Act, for a purpose related to the administration, operation or enforcement of Part 4A of the Act, to -	GMCB, MCS,
11.1.1	At any reasonable time, after giving reasonable notice to the occupier of the land, enter the land; or	

11.1.2	With the authority of a warrant issued by a magistrate, or in circumstances in which the delegate reasonably believes that immediate action is required, use reasonable force to break into or open any part of, or anything in or on, the land.	
11.2	The power pursuant to Section 105J(3) of the Act to apply for a warrant -	GMCB, MCS
11.2.1	either personally or by telephone; and	
11.2.2	in accordance with any procedures prescribed by the regulations.	
11.3	The power pursuant to Section 105J(4) of the Act, in exercising a power under Part 4A of the Act, to -	CSO, GMCB, MCS, CSOL
11.3.1	Give directions with respect to the stopping, securing or movement of a vehicle, plant, equipment or other thing;	
11.3.2	Take photographs, films, audio, video or other recordings;	
11.3.3	Give any other directions reasonably required in connection with the exercise of the power.	
11.4	The power pursuant to Section 105J(5) of the Act, in exercising a power under Part 4A of the Act, to be accompanied by such assistants as may reasonably be required in the circumstances.	CSO, GMCB, MCS, CSOL, ACSO
11.5	The power pursuant to Section 105J(6) of the Act, if an owner of land refuses or fails to comply with the requirements of a notice under Section 105F(5) of the Act, to proceed to carry out those requirements.	CSO, GMCB, MCS, CSOL, ACSO
11.6	The power pursuant to Section 105J(7) of the Act to authorise a person for the purposes of Section 105J(6) of the Act, to take action under Section 105J(6) of the Act on the Council's behalf.	CSO, GMCB, MCS, CSOL, ACSO
11.7	The power pursuant to Section 105J(8) of the Act, to recover the reasonable costs and expenses incurred by an authorised person in taking action under Section 105J(6) of the Act as a debt from the person who failed to comply with the requirements of the relevant notice, if the relevant notice was given by the Council or a fire prevention officer or an authorised person appointed by the Council and authorised for the purposes of Part 4A of the Act.	GMCB, MCS

11.8	The power pursuant to Section 105J(9) of the Act, if an amount is recoverable from a person by the Council under Section 105J(8) of the Act, to recover the amount as if it were rates in arrears.	GMCB, MCS, MF
12. Power to provide sirens		
12.1	The power pursuant to Section 129 of the Act to erect a siren in a suitable place for the purpose of giving warning of the outbreak or threat of a fire or the occurrence or threat of an emergency, and the power to test and use the siren.	

DELEGATIONS UNDER FIRE AND EMERGENCY SERVICE REGULATIONS 2021

13. Fires permitted under section 79(2) of the Act		
13.1	The power pursuant to Regulation 30(4) of the <i>Fire and Emergency Services Regulations 2021</i> (the Regulations) to consult with and make submissions to the Chief Officer before the Chief Officer makes a notice under Regulation 32A of the Regulations.	
14. Special provision relating to gas and electric cooking appliances		
14.1	The power pursuant to Regulation 32(3), in addition to Regulation 32(1) and Regulation 32(2), by notice in the Gazette, to declare part of the Council area to be an area where a person may, in accordance with the terms of the notice, operate a gas fire or electric element for cooking purposes in the open air contrary to the terms of a total fire ban in accordance with Regulation 32(4) of the Regulations, and such notice:	
14.1.1	Shall be in the form set out in Schedule 5; and	
14.1.2	May be limited in its operation to particular times of the day, and to particular days of the year; and	
14.1.3	Will operate subject to the prescribed conditions.	
14.1.4	Will operate subject to such other conditions (if any) as may be specified by the Council or the Chief Officer of the SACFS (as the case may be); and	
14.1.5	May be varied or revoked by further notice in the Gazette.	

15. Roadside fire protection	
15.1 The power pursuant to Regulation 49(1) of the Regulations, where the Council has the care, control and management of a road in the country, or roadside vegetation in the country, for the purpose of providing fire protection on a road, or the verge of a road, to -	
15.1.1 Light a fire on the road, or on the verge of the road; and	
15.1.2 While the fire is burning, prohibit, direct or regulate the movement of persons, vehicles or animals along the road; subject to Regulation 49(2) of the Regulations.	
16. Coronial inquests	
16.1 The power pursuant to Regulation 64(b) of the Regulations to make representations to the South Australian Fire and Emergency Services Commission or an emergency services organisation that a coronial inquest should be held in relation to a fire or other emergency.	

SCHEDULE OF CONDITIONS

CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
1 - 16	That the power be exercised subject to the delegate complying with any relevant powers under the Act.

**INSTRUMENT OF DELEGATION UNDER THE
FOOD ACT 2001**

In exercise of the power contained in section 91 of the *Food Act 2001* the powers and functions under the *Food Act 2001* are, subject to the conditions, limitations and provisos contained hereunder, hereby delegated this 24 October 2023 to the person occupying the office of Chief Executive Officer (and any person appointed to act in that position) (the head of the enforcement agency) subject to the conditions or limitations indicated in the Schedule of Conditions contained in the Instrument of Delegation under the *Food Act 2001* and such powers and functions may be further delegated by the Chief Executive Officer to an officer or officers of the Council (including any person appointed to act in any such position) as the Chief Executive Officer sees fit.

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Seizure	SUB DELEGATION
1.1 The power pursuant to Section 42(2) of the <i>Food Act 2001</i> (the Act) to approve the removal or interference with the thing to which a seizure order under Part 4 of the Act relates before an order is made under Section 42(3)(b) or the order is discharged under Section 42(3)(c) of the Act.	EHO, GMCB, MCS, EHL
1.2 The power pursuant to Section 42(3)(a) of the Act to authorise -	GMCB, MCS, EHL, EHO
1.2.1 upon application, the release of anything seized under Part 4 of the Act to the person from who it was seized or to any person who had a right to possession of it at the time of its seizure, subject to such conditions as the Delegate thinks fit, including conditions under Section 42(3)(b)(i)(B) of the Act; or	
1.2.2 in the case of food or any other perishable thing, order that it be forfeited to the Council.	

1.3	The power pursuant to Section 42(3)(d) of the Act where any food or other perishable thing is seized under Part 4 of the Act in relation to an expiable offence and the offence is expiated-	EHO, GMCB, MCS, EHL
1.3.1	if the food or other perishable thing has not already been forfeited by order of the Delegate under Section 42(3)(a)(ii) of the Act, to deal with it in accordance with any determination of the Minister; and	
1.3.2	not make payment of any compensation in respect of the food or other perishable thing.	
1.4	The power pursuant to Section 42(3)(e) of the Act to dispose of anything seized under Part 4 of the Act and forfeited under Section 42 of the Act, by sale, destruction or otherwise as the Delegate directs.	EHO, GMCB, MCS, EHL
2. Review of decision to refuse certificate of clearance		
2.1	The power pursuant to Section 51(1) of the Act where a person aggrieved by a decision to refuse to give a certificate of clearance under Part 5 of the Act makes application to the Tribunal under Section 34 of the South Australian Civil and Administrative Tribunal Act 2013 for a review of the decision, to respond to the review body on behalf of the Council.	GMCB, MCS, EHL
3. Review of order		
3.1	The power pursuant to Section 52(4) of the Act where an applicant for the payment of compensation under Section 52 of the Act, is dissatisfied with a determination under Section 52(3) of the Act, as to the refusal to pay compensation or the amount of compensation and has applied to the Tribunal under Section 34 of the <i>South Australian Civil and Administrative Tribunal Act 2013</i> for a review of the determination, to respond to that review body on behalf of Council.	GMCB, MCS, EHL
4. Auditing and reporting		
4.1	The power pursuant to Section 79(1) of the Act to determine:	EHO, GMCB, MCS, EHL
4.1.1	the priority classification of individual food businesses for the purposes of the application of any requirements of the Regulations relating to food safety programs; and	
4.1.2	the frequency of auditing of any food safety programs required to be prepared by the Regulations in relation to the food business.	
In accordance with Section 79(2) of the Act.		

4.2	The power pursuant to section 79(4) of the Act to change the priority classification of an individual food business if the Delegate believes that the classification is inappropriate for any reason, including as a result of changes made to the conduct of a food business.	EHO, GMCB, MCS, EHL
5. Appointment of Authorised Officers		
5.1	The power pursuant to Section 94(1) of the Act to appoint a person to be an authorised officer for the purposes of the Act, subject to the function upon the Delegate to be satisfied that the person has appropriate qualifications or experience to exercise the functions of an authorised officer.	GMAD, GMCB, GMSC
6. Certificates of Authority		
6.1	The power pursuant to Section 95(2) of the Act to limit the powers of an authorised officer through the certificate of authority which is provided pursuant to Section 95(1) of the Act.	GMAD, GMCB, GMSC
7. Offences		
7.1	The power pursuant to Section 29(2) of the Act where the Delegate forms the opinion that an offence has been committed under the Act to take proceedings by way of prosecution (or, at the discretion of the Delegate, by the issuing of an expiation notice or notices where the offence is expiable) in respect of the following offences -	GMCB, MCS
Section		Offence
Section 13(1)	Handling food intended for sale in a manner that the person knows will render or is likely to render, the food unsafe.	
Section 13(2)	Handling food intended for sale in a manner that the person ought reasonably to know is likely to render the food unsafe.	
Section 14(1)	Selling food that the person knows is unsafe.	
Section 14(2)	Selling food that the person ought reasonably to know is unsafe.	
Section 16(1)	Handling food intended for sale in a manner that will render, or is likely to render, the food unsafe.	
Section 16(2)	Selling food that is unsafe.	
Section 17(1)	Handling food intended for sale in a manner that will render or is likely to render the food unsuitable.	
Section 17(2)	Selling food that is unsuitable.	

Section 21(1)	Failing to comply with any requirement imposed by a provision of the foods Standards Code in relation to the conduct of a food business or to food intended for sale or food for sale.
Section 21(2)	Selling food that does not comply with any requirement of the Food Standards Code that relates to the food.
Section 39	Failure, without reasonable excuse, to comply with a requirement of an authorised officer.
Section 40	Providing information or producing any document that the person knows is false or misleading in a material particular.
Section 41(1)	Resisting, obstructing, or attempting to obstruct, without reasonable excuse, an authorised officer in the exercise of his/her functions under the Act.
Section 41(2)	Impersonating an authorised officer.
Section 42(2)	Removing or interfering with a thing seized under Part 4 of the Food Act 2001 without the approval of the Council.
Section 50	Contravening or failing, without reasonable excuse, to comply with an improvement notice or a prohibition order.
Section 86(1)	Failure to notify of a food business before the business is conducted.
Section 86(2)	Failure to notify of a food business that is being conducted.
Section 86(3)	Failure to notify of a food business that is transferred or which has changed its name or address.
7.2 The power pursuant to Section 29(2) of the Act to elect to charge a person who is alleged to have committed an offence against Division 2, Part 2 of the Act, with a summary offence.	GMCB, MCS
7.3 The power pursuant to Section 29(4) of the Act where a person who is alleged to have committed an offence against Division 2, Part 2 of the Act has been given an expiation notice in respect of the offence and does not expiate the offence, to bring proceedings for prosecution of the offence as a summary offence	GMCB, MCS

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
FREEDOM OF INFORMATION ACT 1991 AND
THE FREEDOM OF INFORMATION (FEES AND CHARGES)
REGULATIONS 2018**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

Note conditions and limits apply to all positions as follows:

The Chief Executive Officer must ensure that an Accredited FOI officer deals with an application for access to Council documents in accordance with this Act.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Availability of information statement and policy documents	SUB DELEGATION
1.1 The power pursuant to Section 10(2) of the Act to delete information from the copies of a policy document if its inclusion would result in the document being an exempt document otherwise then by virtue of Clause 9 or 10 of Schedule 1 to the Act.	GMSC, SGL
2. Transfer of application	
2.1 The power pursuant to Section 16(1) of the Act to transfer an application for access to Council's documents to another agency if the document to which it relates:	GMSC, SGL
2.1.1 is not held by the Council but is, to the knowledge of the Council, held by the other agency; or	
2.1.2 is held by the Council but is more closely related to the functions of the other agency.	
2.2 The power pursuant to Section 16(5) of the Act not to include in a notice under Section 16(3) any matter which by its inclusion would result in the notice being an exempt document.	GMSC, SGL

3. Council may require advance deposits	
3.1 The power pursuant to Section 17(1) of the Act to form the opinion that the cost of dealing with an application is likely to exceed the application fee, and to request the applicant to pay such reasonable amount, by way of advance deposit, as the Delegate may determine.	GMSC, SGL
3.2 The power pursuant to Section 17(2) of the Act to form the opinion that the cost of dealing with an application is likely to exceed the sum of the application fee and of any advance deposits paid in respect of the application and, to request the applicant to pay such reasonable amount, by way of further advance deposit as the Delegate may determine.	GMSC, SGL
4. Council may refuse to deal with certain applications	
4.1 The power pursuant to Section 18(1) of the Act to refuse to deal with an application if it appears to the Delegate that the nature of the application is such that the work involved in dealing with it (within the period allowed under Section 14 of the Act or, within any reasonable extension of that period under Section 14A of the Act) would, if carried out, substantially and unreasonably divert the Council's resources from their use by the Council in the exercise of its functions.	GMSC, SGL
4.2 The power pursuant to Section 18(2a) of the Act to refuse to deal with an application if the Delegate forms the opinion that the application is part of a pattern of conduct that amounts to an abuse of the right of access or is made for a purpose other than to obtain access to information.	GMSC, SGL
4.3 The power pursuant to Section 18(3) of the Act to refuse to continue dealing with an application if:	GMSC, SGL
4.3.1 the Delegate has requested payment of an advance deposit in relation to the application; and	
4.3.2 payment of the deposit has not been made within the period specified in the request.	
4.4 The power pursuant to Section 18(7) of the Act not to include in a notice under Section 18(5) of the Act any matter which by its inclusion would result in the notice being an exempt document.	GMSC, SGL
5. Determination of applications	
5.1 The power pursuant to Section 19(1) of the Act, after considering an application for access to the Council's documents, to determine:	GMSC, SGL

5.1.1	whether access to the document is to be given (either immediately or subject to deferral) or refused; and	
5.1.2	if access to the document is to be given, any charge payable in respect of the giving of access; and	
5.1.3	any charge payable for dealing with the application.	
5.2	The power pursuant to Section 19(2a) of the Act to make a determination to give access to a document on an application after the period within which the Delegate was required to deal with the application.	GMSC, SGL
6. Refusal of access		
6.1	The power pursuant to Section 20(1) of the Act to refuse access to a document:	GMSC, SGL
6.1.1	if it is an exempt document;	
6.1.2	if it is a document that is available for inspection at the Council or some other agency (whether as a part of a public register or otherwise) in accordance with Part 2 of the Act, or in accordance with a legislative instrument other than the Act, whether or not inspection of the document is subject to a fee or charge;	
6.1.3	if it is a document that is usually and currently available for purchase;	
6.1.4	if it is a document that:	
	6.1.4.1 was not created or collated by the Council itself; and	
	6.1.4.2 genuinely forms part of library material held by the Council; or	
6.1.5	subject to the exceptions listed at Section 20(2) of the Act if it is a document that came into existence before 1 January 1987.	
7. Deferral of access		
7.1	The power pursuant to Section 21(1) of the Act to defer access to a document:	GMSC, SGL
7.1.1	if it is a document that is required by law to be published but is yet to be published;	
7.1.2	if it is a document that has been prepared for presentation to Parliament, but is yet to be presented; or	

7.1.3 if it is a document that has been prepared for submission to a particular person or body, but is yet to be submitted.	
8. Forms of access	
8.1 The power pursuant to Section 22(1) of the Act to give a person access to a document by –	GMSC, SGL
(a) giving the person a reasonable opportunity to inspect the document; or	
(b) giving the person a copy of the document; or	
(c) in the case of a document from which sounds or visual images are capable of being reproduced, whether or not with the aid of some other device by making arrangements for the person to hear or view those sounds or visual images; or	
(d) in the case of a document in which words are recorded in a manner in which they are capable of being reproduced in the form of sound by giving the person a written transcript of the words recorded in the document; or	
(e) in the case of a document in which words are contained in the form of shorthand writing or in encoded form-by giving the person a written transcript of the words contained in the document; or	
(f) in the case of a document in which words are recorded in a manner in which they are capable of being reproduced in the form of a written document-by giving the person a written document so reproduced.	
8.2 The power pursuant to Section 22(2) of the Act to give an applicant access to a document in a particular way requested by the applicant unless giving access as requested:	GMSC, SGL
8.2.1 would unreasonably divert the resources of the Council (or, if the document is in the custody of State Records, the resources of State Records) from their use for other official purposes; or	
8.2.2 would be detrimental to the preservation of the document or (having regard to the physical nature of the document) would otherwise not be appropriate; or	
8.2.3 would involve an infringement of copyright in matter contained in a document,	
in which case access may be given in some other way.	

<p>8.3 The power pursuant to Section 22(3) of the Act where an applicant has requested that access to a document be given in a particular way and access is given in some other way, not to require the applicant to pay a charge in respect of the giving of access that is greater than the charge that the applicant would have been required to pay had access been given as requested.</p>	<p>GMSC, SGL</p>
<p>8.4 The power pursuant to Section 22(4) of the Act but subject to Section 22(2a) of the Act to agree with the applicant the particular way access to a document is to be given.</p>	<p>GMSC, SGL</p>
<p>8.5 The power pursuant to Section 22(5) of the Act to refuse to give access to a document if a charge payable in respect of the application, or giving access to the document, has not been paid.</p>	<p>GMSC, SGL</p>
<p>9. Notices of determination</p>	
<p>9.1 The power pursuant to Section 23(3) of the Act where an applicant applies for access to a document that is an exempt document for reasons related to criminal investigation or law enforcement, to give notice to the applicant in the form that neither admits or denies the existence of the document and, if disclosure of the existence of the document could prejudice the safety of a person, the function to ensure that notice is given in that form.</p>	<p>GMSC, SGL</p>
<p>9.2 The power pursuant to Section 23(4) of the Act not to include in a notice under this Section any matter which by its inclusion would result in the notice being an exempt document.</p>	<p>GMSC, SGL</p>
<p>10. Documents affecting inter-governmental or local governmental relations</p>	
<p>10.1 The power pursuant to Section 25(2) of the Act not to give access under the Act to a document which contains matter concerning the affairs of the Government of the Commonwealth or of another State or a council (including a council constituted under a law of another State) unless the Council has taken such steps as are reasonably practicable to obtain the views of the Government or council concerned as to whether or not the document is an exempt document by virtue of Clause 5 of Schedule 1 to the Act.</p>	<p>GMSC, SGL</p>
<p>10.2 The power pursuant to Section 25(3) of the Act, if:</p>	
<p>10.2.1 the Delegate determines, after having sought the views of the Government or council concerned, that access to a document to which Section 25(2) of the Act applies is to be given; and</p>	<p>GMSC, SGL</p>

10.2.2	the views of the Government or council concerned are that the document is an exempt document by virtue of Clause 5 of Schedule 1 to the Act,	
	to forthwith give written notice to the Government or council concerned:	
10.2.3	that the Council has determined that access to the document is to be given; and	
10.2.4	of the rights of review and appeal conferred by the Act in relation to the determination; and	
10.2.5	of the procedures to be followed for the purpose of exercising those rights; and	
	defer giving access to the document until after the expiration of the period within which an application for a review under the Act may be made or, if such an application is made, until after the application has been finally disposed of.	
11. Documents affecting personal affairs		
11.1	The power pursuant to Section 26(2) of the Act not to give access under the Act to a document which contains information concerning the personal affairs of any person (whether living or dead) except to the person concerned, unless the Council has taken such steps as are reasonably practicable to obtain the views of the person concerned as to whether or not the document is an exempt document by virtue of Clause 6 of Schedule 1 to the Act.	GMSC, SGL
11.2	The power pursuant to Section 26(3) of the Act, if:	GMSC, SGL
11.2.1	the Delegate determines, after having sought the views of the person concerned, that access to a document to which Section 26(2) of the Act applies is to be given; and	
11.2.2	the views of the person concerned are that the document is an exempt document by virtue of Clause 6 of Schedule 1 to the Act; or	
11.2.3	after having taken reasonable steps to obtain the views of the person concerned, the Delegate is unable to obtain the views of the person and determines that access to the documents should be given,	
	to forthwith give written notice to the person concerned:	

11.2.4	that the Delegate has determined that access to the document is to be given; and	
11.2.5	of the rights of review conferred by the Act in relation to the determination; and	
11.2.6	of the procedures to be followed for the purpose of exercising those rights; and	
	defer giving access to the document until after the expiration of the period within which an application for review under the Act may be made or, if such an application is made, until after the application has been finally disposed of.	
11.3	The power pursuant to Section 26(4) of the Act where:-	GMSC, SGL
11.3.1	an application is made to the Council for access to a document to which Section 26 of the Act applies; and	
11.3.2	the document contains information of a medical or psychiatric nature concerning the applicant; and	
11.3.3	the Delegate is of the opinion that disclosure of the information to the applicant may have an adverse effect on the physical or mental health or emotional state, of the applicant; and	
11.3.4	the Delegate decides that access to the document is to be given,	
	to give access to the document to a registered medical practitioner nominated by the applicant.	
12. Documents affecting business affairs		
12.1	The power pursuant to Section 27(2) of the Act not to give access under the Act to a document which contains:	GMSC, SGL
12.1.1	information concerning the trade secrets of any person; or	
12.1.2	information (other than trade secrets) that has a commercial value to any person; or	
12.1.3	any other information concerning the business, professional, commercial or financial affairs of any person;	
	except to the person concerned, unless the Council has taken such steps as are reasonably practicable to obtain the views of the person concerned as to whether or not the document is an exempt document by virtue of Clause 7 of Schedule 1 to the Act.	

12.2 The power pursuant to Section 27(3) of the Act, if:	GMSC, SGL
12.2.1 the Delegate determines, after seeking the views of the person concerned, that access to a document to which Section 27(2) of the Act applies is to be given; and	
12.2.2 the views of the person concerned are that the document is an exempt document by virtue of Clause 7 of Schedule 1 to the Act,	
to forthwith give written notice to the person concerned:	
12.2.3 that the Council has determined that access to the document is to be given; and	
12.2.4 of the rights of review conferred by the Act in relation to the determination; and	
12.2.5 of the procedures to be followed for the purpose of exercising those rights; and	
defer giving access to the document until after the expiration of the period within which an application for a review under the Act may be made or, if such an application is made, until after the application has been finally disposed of.	
13. Documents affecting the conduct of research	
13.1 The power pursuant to Section 28(2) of the Act not to give access under the Act to a document which contains information concerning research that is being, or is intended to be, carried out by or on behalf of any person except to the person concerned, unless such steps have been taken as are reasonably practicable to obtain the views of the person concerned as to whether or not the document is an exempt document by virtue of Clause 8 of Schedule 1 to the Act.	GMSC, SGL
13.2 The power pursuant to Section 28(3) of the Act, if:	GMSC, SGL
13.2.1 the Delegate determines, after seeking the views of the person concerned, that access to a document to which Section 28(2) of the Act applies is to be given; and	
13.2.2 the views of the person concerned are that the document is an exempt document by virtue of Clause 8 of Schedule 1 to the Act,	
to forthwith give written notice to the person concerned:	

13.2.3	that the Council has determined that access to the document is to be given; and	
13.2.4	of the rights of review and appeal conferred by the Act in relation to the determination; and	
13.2.5	of the procedures to be followed for the purpose of exercising those rights; and	
	defer giving access to the document until after the expiration of the period within which an application for a review under the Act may be made or, if such an application is made, until after the application has been finally disposed of.	
14. Internal review		
14.1	The power pursuant to Section 29(3) of the Act, where an application for review of a determination is made under Part 3 of the Act and in accordance with Section 29(2) of the Act, to confirm, vary or reverse the determination under review.	GMSC, SGL
15. Determination of applications		
15.1	The power pursuant to Section 34 of the Act to determine within thirty (30) days of its receipt an application for amendment of the Council's records by amending the Council's records in accordance with the application or, by refusing to amend the Council's records.	GMSC, SGL
16. Refusal to amend records		
16.1	The power pursuant to Section 35 of the Act to refuse to amend the Council's records in accordance with an application:	GMSC, SGL
(a)	if the Delegate is satisfied that the Council's records are not incomplete, incorrect, out of date or misleading in a material respect; or	
(b)	if the Delegate is satisfied that the application contains a matter that is incorrect or misleading in a material respect; or	
(c)	if the procedures for amending the Council's records are prescribed by or under the provisions of a legislative instrument other than the Act, whether or not amendment of those records is subject to a fee or charge.	

17. Notices of determination	
17.1 The power pursuant to Section 36(3) of the Act not to include in a notice given under Section 36(1) of the Act any matter which by its inclusion would result in the notice being an exempted document.	GMSC, SGL
18. Notations to be added to records	
18.1 The power pursuant to Section 37(3)(b) of the Act to include in the statement the reason for the Council's refusal to amend its records in accordance with the notation.	GMSC, SGL
19. Internal Review	
19.1 The power pursuant to Section 38(3) of the Act, where an application for review of a determination is made under Part 4 of the Act and in accordance with Section 38(2) of the Act to, confirm, vary or reverse the determination under review.	GMSC, SGL
20. Review by Ombudsman	
20.1 The power pursuant to Section 39(5)(b)(i) of the Act to sort or compile documents relevant to a review under Section 39 of the Act or to undertake consultation.	GMSC, SGL
20.2 The power pursuant to Section 39(5)(b)(ii) of the Act to attend at a time and place specified by the relevant review authority (as defined by the Act) for the purposes of sorting or compiling documents relevant to a review under Section 39 of the Act or to undertake consultation.	GMSC, SGL
20.3 The power to participate in and effect a settlement conducted under Section 39(5)(c)(i) of the Act; and to participate in and effect a settlement conducted under Section 39(5)(c)(i) of the Act.	GMSC, SGL
20.4 The power pursuant to Section 39(7) to cooperate in a process proposed by the relevant review authority (as defined by the Act) for the purposes of the conduct of a review under Section 39 of the Act (including any attempt of the relevant review authority to effect a settlement between the participants) and to do all such things as are reasonably required to expedite the process.	GMSC, SGL
21. Reviews by SACAT	
21.1 The power pursuant to Section 40(1) of the Act and with the permission of SACAT, to apply for a review under Section 34 of the <i>South Australian Civil and Administrative Tribunal Act 2013</i> of the determination by SACAT on a question of law.	GMSC, SGL

22. Consideration of restricted documents	
22.1 The power pursuant to Section 41(1) of the Act and with the permission of SACAT, to apply for a review under Section 34 of the South Australian Civil and Administrative Tribunal Act 2013 of the determination by SACAT on a question of law.	GMSC, SGL
23. Fees and charges	
23.1 The power pursuant to Section 53(2a) of the Act, as the Delegate thinks fit, to waive, reduce or remit a fee or charge in circumstances other than those in which such action is provided for under the regulations.	GMSC, SGL
23.2 The power pursuant to Section 53(3) of the Act, where the Delegate determines a fee or charge, to review the fee or charge on request of the person required to pay the same, and if the Delegate thinks fit, reduce it.	GMSC, SGL
23.3 The power pursuant to Section 53(5) of the Act to recover a fee or charge as a debt due and owing to the Council.	GMSC, SGL
24. Documents containing confidential material	
24.1 The power pursuant to clause 13(2)(b)(iii) of Schedule 1 of the Act to approve a term for inclusion in a contract that the disclosure of the matter in the contract would constitute a breach of the contract or found an action for breach of confidence.	GMSC, SGL

DELEGATIONS UNDER THE FREEDOM OF INFORMATION
(FEES AND CHARGES) REGULATIONS 2018

25. Fees and charges	SUB DELEGATION
25.1 The power pursuant to Regulation 5 of the <i>Freedom of Information (Fees and Charges) Regulations 2018</i> to waive or remit the fee or charge where a person, liable to pay a fee or charge to the Council under the Act, satisfies the delegate that: <ul style="list-style-type: none"> (a) he or she is a concession cardholder; or (b) payment of the fee would cause financial hardship to the person. 	GMSC, SGL
25.2 The power pursuant to Regulation 6 of the <i>Freedom of Information (Fees and Charges) Regulations 2018</i> to provide a Member of Parliament, who applies for access to Council documents under the Act, access to the documents without charge unless the work generated by the application involves fees and charges (calculated in accordance with Schedule 1 of the Act) totalling more than \$1,000.	GMSC, SGL

SCHEDULE OF CONDITIONS

CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
HEAVY VEHICLE NATIONAL LAW (SOUTH AUSTRALIA) ACT 2013**

In exercise of the powers contained in section 22B of the *Heavy Vehicle National Law (South Australia) Act 2013* the powers and functions under the *Heavy Vehicle National Law (South Australia) Act 2013* contained hereunder, are, subject to the conditions, limitations and provisos contained therein, hereby delegated this 24 October 2023 to the person occupying the office of Chief Executive Officer (and any person appointed to act in that position) subject to the conditions or limitations indicated in the Schedule of Conditions contained in the Instrument of Delegation under the *Heavy Vehicle National Law (South Australia) Act 2013* and such powers and functions may be further delegated by the Chief Executive Officer to an officer or officers of the Council (including any person appointed to act in any such position) as the Chief Executive Officer sees fit sees fit.

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Deciding request for consent generally	SUB DELEGATION
1.1 The power pursuant to Section 156(1) of the Heavy Vehicle National Law (South Australia) Act 2013 (the Act), to, subject to Sections 156(2), (3)(4) and (6) of the Act, if the Regulator asks for the Council's consent to the grant of a mass or dimension authority, decide to give or not to the give the consent:	GMAD, ME, SPMID, TOT, TTL
1.1.1 Within:	
1.1.1.1 28 days after the request is made, or unless Section 156(1)(a)(ii) of the Act applies; or	
1.1.1.2 If Section 156 of the Act applies because the Council gave the Regulator a notice of objection to the grant under Section 167 of the Act – 14 days after giving the notice of objection; or	
1.1.2 Within a longer period, of not more than 6 months after the request is made, agreed to by the Regulator.	

<p>1.2 The power pursuant to Section 156(2) of the Act, to ask for a longer period under Section 156(1)(b) of the Act only if:</p>	<p>GMAD, ME, SPMID, TOT, TTL</p>
<p>1.2.1 Consultation is required under a law with another entity (including, for example, for the purpose of obtaining that entity's approval to give the consent); or</p>	
<p>1.2.2 the delegate considers a route assessment is necessary for deciding whether to give or not to give the consent; or</p>	
<p>1.2.3 the Council is the road authority for the participating jurisdiction and the delegate considers that a local government authority that is not required under a law to be consulted should nevertheless be consulted before deciding whether to give or not to give the consent.</p>	
<p>1.3 The power pursuant to Section 156(2)(c) of the Act to, in relation to the Regulator obtaining the consent of the road manager for a road for the purpose of granting a mass or dimension authority make submissions where the road manager is the road authority for the participating jurisdiction and considers that the Council, whilst not required under a law to be consulted should nevertheless be consulted before the road manager decides whether to give or not to give consent.</p>	<p>GMAD, ME, SPMID, TOT, TTL</p>
<p>1.4 The power pursuant to Section 156A(1) of the Act if the Regulator asks the Council, being the road manager for a road, for the Council's consent to the grant of a mass or dimension authority, to decide not to give the consent only if the delegate is satisfied:</p>	<p>GMAD, ME, SPMID, TOT, TTL</p>
<p>1.4.1 The mass or dimension authority will, or is likely to:</p>	
<p>1.4.1.1 Cause damage to road infrastructure; or</p>	
<p>1.4.1.2 Impose adverse effects on the community arising from noise, emissions or traffic congestion or from other matters stated in approved guidelines; or</p>	
<p>1.4.1.3 Pose significant risks to public safety arising from heavy vehicle use that is incompatible with road infrastructure or traffic conditions; and</p>	
<p>1.4.2 It is not possible to grant the authority subject to road conditions or travel conditions that will avoid, or significantly minimise:</p>	
<p>1.4.2.1 The damage or likely damage; or</p>	
<p>1.4.2.2 The adverse effects or likely adverse effects;</p>	

or	
1.4.2.3 The significant risks or likely significant risks.	
1.5 The power pursuant to Section 156A(2) of the Act, if the delegate considers that the consent would be given if the mass of the vehicle under the application for the authority was less than applied for, to give the consent subject to a road condition that the vehicle not exceed the mass.	GMAD, ME, SPMID, TOT, TTL
1.6 The power pursuant to Section 156A(3) of the Act, in deciding whether or not to give the consent, to have regard to:	GMAD, ME, SPMID, TOT, TTL
1.6.1 For a mass or dimension exemption – the approved guidelines for granting mass or dimension exemptions; or	
1.6.2 For a class 2 heavy vehicle authorisation – the approved guidelines for granting class 2 heavy vehicle authorisation.	
1.7 The power pursuant to Section 156A(4) of the Act, if the delegate decides not to give consent to the grant of the authority, to give the Regulator a written statement that explains the delegate’s decision and complies with Section 172 of the Act.	GMAD, ME, SPMID, TOT, TTL
2. Action pending consultation with third party	
2.1 The power pursuant to Section 158(2) of the Act, if the consultation with the other entity is not yet completed, to, as far as practicable, deal with the request for consent and decide to give or not to give the consent (even though the consultation with the other entity is not completed).	GMAD, ME, SPMID, TOT, TTL
2.2 The power pursuant to Section 158(4) of the Act, if:	GMAD, ME, SPMID, TOT, TTL
2.2.1 The consultation with the other entity is completed and the other entity’s approval is required; and	
2.2.2 The delegate has not yet decided to give or not to give the consent,	
To	
2.2.3 decide not to give the consent, on the ground that the consent would be inoperative; or	
2.2.4 decide to give the consent.	

3. Deciding request for consent if route assessment required	
3.1 The power pursuant to Section 159(1) and (2) of the Act to, form the opinion a route assessment is necessary for deciding whether to give or not to give the consent and notify the Regulator of the following:	GMAD, ME, SPMID, TOT, TTL
3.1.1 That a route assessment is required for deciding whether to give or not to give the consent;	
3.1.2 The fee payable (if any) for the route assessment under a law of the jurisdiction in which the road is situated.	
3.2 The power pursuant to Section 159(4) of the Act, if a fee is payable for the route assessment under a law of the jurisdiction in which the road is situated to stop considering whether to give or not to give the consent until the fee is paid.	GMAD, ME, SPMID, TOT, TTL
4. Imposition of road conditions	
4.1 The power pursuant to Section 160(1) of the Act and in accordance with Section 160(2) of the Act, to consent to the grant of the authority subject to:	GMAD, ME, SPMID, TOT, TTL
4.1.1 except in the case of a class 2 heavy vehicle authorisation (notice) – the condition that a stated road condition is imposed on the authority; or	
4.1.2 in the case of a class 2 heavy vehicle authorisation (notice) – the condition that a stated road condition of a type prescribed by the national regulations is imposed on the authority.	
4.2 The power pursuant to Section 160(2) of the Act to, if the delegate consents to the grant of the authority subject to a condition as mentioned in Section 160(1)(a) of the Act to give the Regulator a written statement that explains the decision to give consent to the grant of the authority subject to the condition and complies with Section 172 of the Act.	GMAD, ME, SPMID, TOT, TTL
5. Imposition of travel conditions	
5.1 The power pursuant to Section 161(1) of the Act, to, consent to the grant of the authority subject to the condition that a stated travel condition is imposed on the authority.	GMAD, ME, SPMID, TOT, TTL
5.2 The power pursuant to Section 161(2) of the Act, if the delegate consents to the grant of the authority as mentioned in Section 161(1) of the Act to give the Regulator a written statement that explains the decision to give consent to the grant of the authority subject to the condition and complies with Section 172 of the Act.	GMAD, ME, SPMID, TOT, TTL

6. Imposition of vehicle conditions	
6.1 The power pursuant to Section 162(1) of the Act, where the delegate gives consent to the grant of the authority to ask the Regulator to impose a stated vehicle condition on the authority.	GMAD, ME, SPMID, TOT, TTL
7. Expedited procedure for road manager's consent for renewal of mass or dimension authority	
7.1 The power pursuant to Section 167(2)(b) of the Act, to give the Regulator a notice of objection to the application of Section 167 of the Act to the proposed replacement authority within the period of:	GMAD, ME, SPMID, TOT, TTL
7.1.1 14 days after the request for consent is made; or	
7.1.2 28 days after the request for consent is made if the delegate seeks the extension of time within the initial 14 days.	
8. Granting limited consent for trial purposes	
8.1 The power pursuant to Section 169(1) of the Act to give consent to the grant of a mass or dimension authority for a trial period of no more than 3 months specified by the delegate.	GMAD, ME, SPMID, TOT, TTL
9. Renewal of limited consent for trial purposes	
9.1 The power pursuant to Section 170(3) of the Act to give the Regulator a written objection within the current trial period to the renewal of a mass or dimension authority for a further trial period of no more than 3 months.	GMAD, ME, SPMID, TOT, TTL
10. Amendment or cancellation on Regulator's initiative	
10.1 The power pursuant to Section 173(3)(d) of the Act to make written representations about why the proposed action should not be taken.	GMAD, ME, SPMID, TOT, TTL
11. Amendment of cancellation on request by relevant road manager	
11.1 The power pursuant to Section 174(1) of the Act to form the opinion and be satisfied that the use of heavy vehicles on a road under the authority:	GMAD, ME, SPMID, TOT, TTL
11.1.1 Has caused, or is likely to cause, damage to road infrastructure; or	
11.1.2 Has had, or is likely to have, an adverse effect on the community arising from noise, emissions or traffic congestion or from other matters stated in approved guidelines; or	

11.1.3 Has posed, or is likely to pose, a significant risk to public safety arising from heavy vehicle use that is incompatible with road infrastructure or traffic conditions.	
11.2 The power pursuant to Section 174(2) of the Act to ask the Regulator to:	GMAD, ME, SPMID, TOT, TTL
11.2.1 Amend the mass or dimension authority by:	
11.2.1.1 Amending the category of vehicle to which the authority applies; or	
11.2.1.2 Amending the type of load that may be carried by vehicles to which the authority applies; or	
11.2.1.3 Amending the areas or routes to which the authority applies; or	
11.2.1.4 Amending the days or hours to which the authority applies; or	
11.2.1.5 Imposing or amending road conditions or travel conditions; or	
11.2.2 Cancel the authority.	
12. Amendment or cancellation on application by permit holder	
12.1 The power pursuant to Section 176(4)(c) of the Act to consent to the amendment of a mass or dimension authority.	GMAD, ME, SPMID, TOT, TTL
13. Amendment or cancellation on request by relevant road manager	
13.1 The power pursuant to Section 178(1) of the Act to form the opinion and be satisfied that the use of heavy vehicles on a road under the authority, has:	GMAD, ME, SPMID, TOT, TTL
13.1.1 caused, or is likely to cause, damage to road infrastructure; or	
13.1.2 had, or is likely to have, an adverse effect on the community arising from noise, emissions or traffic congestion or from other matters stated in approved guidelines; or	
13.1.3 posed or is likely to pose, significant risk to public safety arising from heavy vehicle use incompatible with road infrastructure or traffic conditions.	

13.2 The power pursuant to Section 178(2) of the Act to ask the Regulator to:	GMAD, ME, SPMID, TOT, TTL
13.2.1 amend the mass or dimension authority, including, for example, by:	
13.2.1.1 amending the areas or routes to which the authority applies; or	
13.2.1.2 amending the days or hours to which the authority applies; or	
13.2.1.3 Imposing or amending road conditions or travel conditions on the authority; or	
13.2.2 Cancel the authority.	

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
LAND AND BUSINESS (SALE AND CONVEYANCING) ACT 1994**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

DELEGATED POWER	SUB DELEGATION
1. The power pursuant to Section 12(1) of the <i>Land and Business (Sale and Conveyancing) Act 1994</i> (the Act) within eight clear business days after receiving a request for information under this Section, to provide the applicant with information reasonably required as to -	GMAD, MDS
1.1 any charge or prescribed encumbrance over land within the Council's area of which the Council has the benefit; or	
1.2 insurance under Division 3 of Part 5 of the <i>Building Work Contractors Act 1995</i> , in relation to a building on land within the Council's area.	

SCHEDULE OF CONDITIONS

CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
LANDSCAPE SOUTH AUSTRALIA ACT 2019 AND
LANDSCAPE SOUTH AUSTRALIA (GENERAL) REGULATIONS 2020**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

DELEGATED POWER	SUB DELEGATION
1. Special Vesting of Infrastructure	
1.1 The power pursuant to Section 32(7) of the <i>Landscape South Australia Act 2019 (the Act)</i> to consent in writing to the Governor making a proclamation under Sections 32(1), (2) or (6) of the Act in relation to infrastructure or land vested in or under the care, control or management of the Council.	
2. Power of Delegation	
2.1 The power pursuant to Section 37(1)(c) of the Act to approve a regional landscape board delegating a function or power of the board under the Act or any other Act to the Council or an officer of the Council.	
3. Use of Facilities	
3.1 The power pursuant to Section 41 of the Act to make arrangements with a regional landscape board for the regional landscape board to make use of the services of the staff, equipment or facilities of the Council.	
4. Key Features of Plan	
4.1 The power pursuant to Section 47(7) of the Act to, when performing functions or exercising powers under the <i>Local Government Act 1999</i> or any other Act, have regard to any regional landscape plan that applies within the relevant area and in particular to give consideration to the question	

whether the Council should implement changes to the manner in which, or the means by which, it performs a function or exercises a power or undertakes any other activity that has been identified in the plan as requiring change.	
5. Annual Business Plan	
5.1 The power pursuant to Section 51(5)(b) of the Act, if a regional landscape board is intending to include in its annual business plan any proposal referred to in Section 51(4) of the Act, which relates to the payment (or proposed payment) of contributions by the Council under Part 5 Division 1 Subdivision 1 of the Act, to make submissions to the regional landscape board to the extent required by the regulations.	
6. Payment of Contributions by Councils	
6.1 The power pursuant to Section 67(1) of the Act, subject to Section 67(2) of the Act to pay the Council's share of the amount to be contributed by the constituent councils in approximately equal instalments on 30 September, 31 December, 31 March and 30 June in each year to which the contribution relates.	GMSC, MF
6.2 The power pursuant to Section 67(2) of the Act, if notice of a regional landscape levy imposed by the Council in respect of a financial year could not be included in the notice of general rates for that year because the regional landscape board's annual business plan was not finalised (and, if necessary, approved by the Minister) on or before 1 June preceding that year, to pay the Council's share in approximately equal instalments on 31 December, 31 March and 30 June in that year.	GMSC, MF
7. Imposition of Levy by Councils	
7.1 The power pursuant to Section 69(10) of the Act, if the Council writes off a debt constituted by an unpaid regional landscape levy (or part of a regional landscape levy) under Section 143 of the <i>Local Government Act 1999</i> , to apply to the regional landscape board in accordance with the regulations, for a refund of an amount equal to the amount of the levy (not including any related interest) that has been written off.	GMSC, MF
8. Board May Declare a Levy	
8.1 The power pursuant to Section 72(6) of the Act to arrange with a regional landscape board for service of a notice to be affected as part of any other notice served by the Council and arrange with a regional landscape board for collection of a levy to be affected by the Council.	GMSC, MF

9. Declaration of Prescribed Water Resources	
9.1 The power pursuant to Section 101(6) of the Act to make submissions to the Minister in accordance with the notice served by the Minister on the Council.	
10. Authorised Officers	
10.1 The power pursuant to Section 202(4) of the Act to agree to the Minister appointing an officer of the Council as an authorised officer under Section 202 of the Act.	GMAD, GMCB, GMSC
11. Management Agreements	
11.1 The power pursuant to Section 219(3) of the Act to make submissions to the Minister within a period specified by the Minister in relation to a proposal to provide for the remission of any Council rates under Section 219(2)(j) of the Act.	

**LANDSCAPE SOUTH AUSTRALIA (GENERAL)
REGULATIONS 2020**

DELEGATED POWER	SUB DELEGATION
12. Refunds to Councils in Relation to Unpaid Regional Landscape Levies (Section 69(10) of the Act)	
12.1 The power pursuant to Regulation 13(3) of the <i>Landscape South Australia (General) Regulations 2020</i> if:	GMSC, MF
12.1.1 the Council writes off a debt constituted by an unpaid regional landscape levy (or part of a levy); and	
12.1.2 a refund is made to the Council under Section 69(10) of the Act in relation to the unpaid levy; and	
12.1.3 the Council subsequently recovers an amount with respect to the unpaid levy as part of steps taken by the Council to recover rates in arrears under the <i>Local Government Act 1999</i> ,	
to pay the relevant amount to the regional landscape board that made the refund under Section 69(10) of the Act.	

13. Cost of Councils (Section 70 of the Act)	
13.1 The power pursuant to and subject to Regulation 14(4) of to recover establishment costs the amount being:	GMSC, MF
13.1.1 fair costs incurred by the Council with respect to:	
13.1.1.1 consulting with the relevant regional landscape board in relation to the basis for the regional landscape levy; and	
13.1.1.2 establishing the ability of the Council's rating system to deal with the regional landscape levy; and	
13.1.1.3 making any amendments to the Council's rating system on account of the imposition of the regional landscape levy; and	
13.1.1.4 conducting any tests involving the Council's rating system on account of the imposition of the regional landscape levy; and	
13.1.1.5 setting up and assigning codes within the Council's rating system on account of the imposition of the regional landscape levy; and	
13.1.1.6 obtaining any new assessment or valuation information on account of the imposition of the regional landscape levy; and	
13.1.1.7 confirming the imposition of the appropriate levy with respect to rateable land in the area of the Council; or	
13.1.2 \$10,848 (indexed), plus 71 cents (indexed) for each assessment of levy against a piece of rateable land, adjusted, if necessary under Regulation 14(6) of the General Regulations.	
13.2 The power pursuant to and subject to Regulation 14(7) to recover as ongoing costs the amount being:	GMSC, MF
13.2.1 fair costs as described in Regulation 14(3)(b); or	
13.2.2 \$2,532 (indexed), plus 25 cents (indexed) for each assessment of levy against a piece of rateable land.	

<p>13.3 The power pursuant to Regulation 14(9) and subject to Regulation 14(11), if the Council is seeking to recover any costs with respect to a particular financial year, other than the 2020/2021 financial year, to as a preliminary step, furnish to the relevant regional landscape board or boards, a reasonable estimate of the costs that the Council expects to claim under Regulation 14.</p>	<p>GMSC, MF</p>
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SCHEDULE OF CONDITIONS

CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
LIQUOR LICENSING ACT 1997**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Application for review of Commissioner’s decision	SUB DELEGATION
1.1 The power pursuant to Section 22(1) and subject to Sections 22(2) and (3) of the <i>Liquor Licensing Act 1997</i> (the Act), to apply to the Court for a review of the Commissioner’s decision.	DOP, GMSC, MDS, DSPBL
2. Extension of trading area	
2.1 The power pursuant to Section 69(3)(e) of the Act, on application by a licensee who holds a licence authorising the sale of liquor for consumption on the licensed premises to the extent the authority conferred by the licence so that the licensee is authorised to sell liquor in a place adjacent to the licensed premises for consumption in that place, to approve or not approve the application for extension where the relevant place is under the control of the Council.	DOP, GMSC, MDS, DSPBL
3. Rights of intervention	
3.1 The power pursuant to Section 76(2) of the Act where licensed premises exist or premises propose to be licensed are situated in the Council area, to introduce evidence or make representations on any question before the licensing authority where proceedings are on foot or underway.	DOP, GMSC, MDS, DSPBL
4. General right to make written submissions	
4.1 The power pursuant to Section 77(1) of the Act, subject to Section 77(2) of the Act, for the Council to make written submissions to the Commissioner in response to an application that has been advertised.	DOP, GMSC, MDS, DSPBL

5. Right to make submissions in relation to application for small venue licence	
5.1 The power pursuant to Section 77A(1) of the Act for the Council, by notice in the prescribed form lodge with the Commissioner at least 7 days before the day appointed for the hearing of the application, make submissions to the Commissioner in respect of the application.	DOP, GMSC, MDS, DSPBL
6. Variation of objections	
6.1 The power pursuant to Section 79 of the Act, subject to the permission of the licensing authority, for the Council to vary an objection it has made in respect of an application any time before the proceedings of the application are determined.	DOP, GMSC, MDS, DSPBL
7. Noise	
7.1 The power pursuant to Section 106(2)(b) of the Act to lodge a complaint about an activity on, or the noise emanating from licensed premises, or the behaviour of persons making their way to or from licensed premises in the Council area with the Commissioner under Section 106(1).	DOP, GMSC, MDS, DSPBL
7.2 The power pursuant to Section 106(4) of the Act to engage in conciliation between the parties facilitated by the Commissioner.	DOP, GMSC, MDS, DSPBL
7.3 The power pursuant to Section 106(5) of the Act to request the Commissioner to determine the matter where the complaint is not to be conciliated, or is not resolved by conciliation under Section 106(4).	DOP, GMSC, MDS, DSPBL
8. Disciplinary action before the Court	
8.1 The power pursuant to Section 120(1) and (2) of the Act to lodge a complaint, provided the subject matter of the complaint is relevant to the responsibilities of the Council and within whose area the licensed premises are situated, with the Court alleging that proper grounds for disciplinary action exists on those grounds stated in the complaint, against a specified person.	DOP, GMSC, MDS, DSPBL
9. Commissioner's power to suspend or impose conditions pending disciplinary action	
9.1 The power pursuant to Section 120A(3) of the Act to apply to the Court for a review of the Commissioner's decision as if the Council were a party to proceedings before the Commissioner.	DOP, GMSC, MDS, DSPBL

9A. Preparation of draft local liquor accords		
9A.1	The power pursuant to Section 128E(1) of the act to prepare a draft local liquor accord and give it to the Commissioner for approval.	DOP, GMSC, MDS, DSPBL
9A.2	The power pursuant to Section 128E(2) of the Act to include in a draft local liquor accord the following details:	DOP, GMSC, MDS, DSPBL
9A.2.1	the name of each party to the draft	
9A.2.2	the name and address of the coordinator for the local liquor accord (being a party to the draft or a representative of a party to the draft);	
9A.2.3	the proposed accord area;	
9A.2.4	any other details prescribed by the regulations	
9B. Terms of local liquor accords		
9B.1	the power pursuant to Section 128F of the Act to, in a local liquor accord, make provision for or with respect to authorising or requiring any licensees who are parties to it to do one or more of the following:	DOP, GMSC, MDS, DSPBL
9B.1.1	to cease or restrict either or both of the following on their licensed premises:	
9B.1.1.1	the sale of liquor on those premises (including the sale of liquor for consumption off premises)	
9B.1.1.2	allowing the consumption of liquor on those premises;	
9B.1.2	to restrict the public's access to the licensed premises in the manner and to the extent provided by the local liquor accord;	
9B.1.3	to take any other measure prescribed by the regulations as a measure that may be taken to prevent or reduce alcohol-related violence	
9C. Approval of local liquor accords		
9C.1	The power pursuant to section 128H(3) of the Act to apply to the Commissioner to vary the accord (including the accord area).	DOP, GMSC, MDS, DSPBL
9C.2	The power pursuant to Section 128H(5) of the Act to give to the Commissioner a written request for the Council to be removed or added as a party to the local liquor accord.	DOP, GMSC, MDS, DSPBL

9C.3	The power pursuant to Section 128H(6) of the Act to apply to the Commissioner to terminate a local liquor accord where the Council is the coordinator.	DOP, GMSC, MDS, DSPBL
9C.4	The power pursuant to Section 128H(7) of the Act to:	DOP, GMSC, MDS, DSPBL
9C.4.1	only make an application under Section 128H(6) of the act as coordinator with the consent of the parties to the local liquor accord; or	
9C.4.2	consent as a party to a local liquor accord to the coordinator making an application under Section 128H(6) of the Act.	
10. Control of consumption etc of liquor in public places		
10.1	The power pursuant to Section 131(1ab) of the Act and subject to Section 131 of the Act, to, by notice in the Gazette, prohibit the consumption or possession or both of liquor in the public place or public places within the area of the Council specified in the notice during the period (not exceeding 48 hours) specified in the notice.	DOP, GMSC, MDS, DSPBL
10.2	The power pursuant to Section 131(1ad) of the Act to, within 7 days after publishing a notice under Section 131(1ab) of the Act, give a copy of the notice to the Commissioner of Police.	DOP, GMSC, MDS, DSPBL
10.3	The power pursuant to Section 131(1c)(c) of the Act to vary or revoke a notice under Section 131(1ab) of the Act by further notice in the Gazette.	DOP, GMSC, MDS, DSPBL

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
LOCAL GOVERNMENT ACT 1999**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the 12 March 2024.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Composition and wards	SUB DELEGATION
1.1 The power pursuant to Section 12(1) of the <i>Local Government Act 1999</i> (the Act) to, by notice in the Gazette, after complying with the requirements of Section 12 of the Act,	REMAINS WITH COUNCIL
1.1.1 alter the composition of the Council;	
1.1.2 divide, or redivide, the area of the Council into wards, alter the division of the area of the Council into wards, or abolish the division of the area of the Council into wards.	
1.2 The power pursuant to Section 12(2) of the Act, also by notice under Section 12 of the Act, to:	REMAINS WITH COUNCIL
1.2.1 change the Council from a municipal Council to a district Council or change the Council from a district Council to a municipal Council;	
1.2.2 alter the name of:	
1.2.2.1 the Council;	
1.2.2.2 the area of the Council	
1.2.3 give a name to, or alter the name of, a ward, (without the need to comply with Section 13 of the Act).	
1.3 The power pursuant to Section 12(4) of the Act to review a specific aspect of the composition of the Council, or of the wards of the Council, or of those matters generally and the function to ensure that all aspects of the composition of the Council, and the issue of the division, or potential division,	GMSC

<p>of the area of the Council into wards, are comprehensively reviewed at least once in each relevant period that is prescribed by the regulations.</p>	
<p>1.4 At the conclusion of public consultation under Section 12(7), the power pursuant to Section 12(11) of the Act to prepare a report, covering those matters in Section 12(11a).</p>	<p>GMSC</p>
<p>1.5 With respect to a proposal within the ambit of Section 12(11a), the power to refer the report to the Electoral Commissioner.</p>	<p>GMSC</p>
<p>1.6 Where a report has been referred to the Electoral Commissioner under Section 12(11a) of the Act, and referred back to the Council pursuant to Section 12(11d), the power pursuant to section 12(11e) of the Act to:</p>	<p>GMSC, MSG</p>
<p>1.6.1 undertake such action as is necessary so that the report proposes an alteration in the composition of the Council so that it is constituted of a number of Members equal to or less than the Member cap; and</p>	
<p>1.6.2 The power to refer the report back to the Electoral Commissioner pursuant to subsection (12).</p>	
<p>1.7 The power pursuant to Section 12(15)(b) of the Act to provide by notice in the Gazette, for the operation of any proposal that is recommended in the report, where a certificate is given by the Electoral Commissioner.</p>	<p>GMSC, MSG</p>
<p>1.8 The power pursuant to Section 12(16)(a) of the Act to take such action as is appropriate in circumstances (including the power, as the Delegate thinks fit, to alter the report) where the matter is referred back to the Council by the Electoral Commissioner and the power pursuant to section 12(16)(b) of the Act to refer the report back to the Electoral Commissioner.</p>	<p>GMSC, MSG</p>
<p>1.9 Where the Council or the Delegate makes an alteration to the report under Section 12(16)(a) of the Act, the function pursuant to Section 12(17) of the Act to comply with the requirements of Section 12(7) of the Act as if the report, as altered, constituted a new report, unless the Council or the Delegate determines the alteration is of a minor nature only.</p>	<p>GMSC, MSG</p>
<p>2. Status of a Council or Change of Various Names</p>	
<p>2.1 The power pursuant to Section 13(1) of the Act, to, by notice in the Gazette, after complying with the requirements of Section 13 of the Act:</p>	

2.1.1 change the Council from a municipal Council to a district Council, or change the Council from a district Council to a municipal Council;	
2.1.2 alter the name of:	
2.1.2.1 the Council;	
2.1.2.2 the area of the Council;	
2.1.3 alter the name of a ward.	
2.2 The function, pursuant to Section 13(2) of the Act, to, before publishing a notice, comply with the following requirements:	GMSC, MSG
2.2.1 to give public notice of the proposal and invite any interested persons to make written submissions on the matter within a specified period, being no less than six weeks;	
2.2.2 publish the notice in a newspaper circulating within the area; and	
2.2.3 give any person who makes written submissions in response to the invitation an opportunity to appear personally or by representative before the Council, Council committee, or the Delegate and be heard on those submissions.	
3 Commission to receive proposals	
3.1 The power pursuant to Section 28(1) of the Act to, subject to Section 28 of the Act, refer a proposal for the making of a proclamation under Chapter 3 of the Act to the Commission.	REMAINS WITH COUNCIL
3.2 The power pursuant to Section 28(3) of the Act, to in relation to a proposal under Section 28 of the Act:	
3.2.1 set out in general terms the nature of the proposal; and	
3.2.2 comply with any requirements of the proposal guidelines	
3A. Inquiries – general proposals	
3A.1 The power pursuant to Section 31(2) of the Act to make a submission to the South Australian Local Government Boundaries Commission (the Commission) on the proposed appointments of investigations to conduct inquiries under Section 31 of the Act.	

3A.2	The power pursuant to section 31(10) of the Act to request the Minister consult with the relevant councils about the matter	
4	General powers and capabilities	
4.1	The power pursuant to Section 36(1)(a)(i) of the Act to enter into any kind of contract or arrangement where the common seal of the Council is not required.	Refer to APPENDIX 22A
4.2	The power pursuant to Section 36(1)(c) of the Act to do anything necessary, expedient or incidental but within any policy or budgetary constraints set by the Council to perform or discharge the Council's functions or duties or to achieve the Council's objectives.	AMC, GMA, GMAD, GMCB, GMSC
4.3	The power pursuant to Section 36(2) of the Act to act outside the Council's area to the extent considered by the Delegate to be necessary or expedient to the performance of the Council's functions; or in order to provide services to an unincorporated area of the State.	GMA, GMAD, GMCB, GMSC
5	Provision relating to contract and transactions	
5.1	The power pursuant to Section 37(b) of the Act to authorise another officer, employee or agent of the Council to enter into a contract, on behalf of the Council, where the common seal of the Council is not required.	Refer to APPENDIX 22A
6	Committees	
6.1	The power pursuant to Section 41(1) and (2) of the Act to establish committees.	REMAINS WITH COUNCIL
6.2	The power pursuant to Section 41(3) of the Act to determine the membership of a Committee.	REMAINS WITH COUNCIL
6.3	The power pursuant to Section 41(4) of the Act to appoint a person as a presiding member of a Committee, or to make provision for the appointment of a presiding member.	REMAINS WITH COUNCIL
6.4	The power pursuant to Section 41(6) of the Act to appoint the principal member of the Council as an ex officio member of a Committee.	REMAINS WITH COUNCIL
6.5	The power and function pursuant to Section 41(8) of the Act to, when establishing a Committee, determine the reporting and other accountability requirements that are to apply in relation to the Committee.	REMAINS WITH COUNCIL
7	Principal office	
7.1	The power pursuant to Section 45(1) of the Act to	REMAINS WITH

nominate a place as the principal office of the Council for the purposes of the Act.	COUNCIL
7.2 The power pursuant to Section 45(2) of the Act to determine the hours the principal office of the Council will be open to the public for the transaction of business and the function to keep the principal office of Council open to the public for the transaction of business during hours determined by the Delegate or the Council.	
7.3 The power pursuant to Section 45(3) of the Act to undertake public consultation about the manner, places and times at which the Council's offices will be open to the public for the transaction of business and about any significant changes to those arrangements.	GMSC
8 Commercial activities	
8.1 Subject to the Act, the power pursuant to Section 46(1) of the Act to, in the performance of the Council's functions, engage in a commercial activity or enterprise ('a commercial project').	
8.2 The power pursuant to Section 46(2) of the Act, to, in connection with a commercial project:	
8.2.1 Establish a business; 8.2.2 Participate in a joint venture, trust, partnership or other similar body.	
9 Interests in companies	
9.1 The power pursuant to Section 47(2)(b) of the Act to participate in the formation of, or to become a member of a company limited by guarantee established as a national association to promote and advance the interests of an industry in which local government has an interest.	

10 Prudential requirements for certain activities	
<p>10.1 The power and function pursuant to Section 48(aa1) of the Act and in accordance with Section 48(a1) of the Act, to develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure that the Council -.</p>	GMSC, MSG
<p>10.1.1 Acts with due care, diligence and foresight; and 10.1.2 Identifies and manages risks associated with a project; and 10.1.3 Makes informed decisions; and 10.1.4 Is accountable for the use of Council and other public resources.</p>	
<p>10.2 Without limiting Section 48(aa1) of the Act, the power pursuant to Section 48(1) of the Act to obtain and consider a report, that addresses the prudential issues set out at Section 48(2) of the Act, before the Council:</p>	GMSC
<p>10.2.1 engages in any project (whether commercial or otherwise and including through a subsidiary or participation in a joint venture, trust, partnership or other similar body):</p>	
<p>10.2.1.1 where the expected operating expenses calculated on an accrual basis of the Council over the ensuing five years is likely to exceed 20% of the Council's average annual operating expenses over the previous five financial years (as shown in the Council's financial statements); or</p>	
<p>10.2.1.2 where the expected capital cost of the project over the ensuing five years is likely to exceed \$4,000,000.00 (indexed) or</p>	
<p>10.2.1.3 where the Council or delegate considers that it is necessary or appropriate.</p>	
11 Contracts and tender policies	
<p>11.1 The power pursuant to Section 49(a1) of the Act to develop and maintain procurement policies, practices and procedures directed towards: 11.1.1 obtaining value in the expenditure of public money; and</p>	GMSC, MSG

<p>11.1.2 providing for ethical and fair treatment of participants; and</p> <p>11.1.3 ensuring probity, accountability and transparency in procurement operations.</p>	
<p>11.2 Without limiting Section 49(a1) of the Act the power and function pursuant to Section 49(1) of the Act to prepare and adopt policies on contracts and tenders, including policies on the following:</p>	GMSC, MSG
<p>11.2.1 the contracting out of services; and</p>	
<p>11.2.2 competitive tendering and the use of other measures to ensure that services are delivered cost effectively; and</p>	
<p>11.2.3 the use of local goods and services; and</p>	
<p>11.2.4 the sale or disposal of land or other assets.</p>	
<p>11.3 The power pursuant to Section 49(3) of the Act to, at any time, alter a Policy under Section 49 of the Act, or substitute a new Policy or Policies (but not so as to affect any process that has already commenced).</p>	
12 Public consultation policies	
<p>12.1 The power pursuant to Section 50(1) and (2) of the Act to prepare and adopt a public consultation policy in accordance with the Act.</p>	GMCB, MCE
<p>12.2 The function pursuant to Section 50(3) of the Act to include in the steps set out in the public consultation policy reasonable opportunities for interested persons to make submissions in cases where the Act requires the Council to follow its public consultation policy and to make other arrangements appropriate to other classes of decisions, within the scope of the policy.</p>	GMCB, MCE
<p>12.3 The power pursuant to Section 50(5) of the Act, to, from time to time, alter the Council's public consultation policy, or substitute a new Policy.</p>	GMCB, MCE
<p>12.4 Before the Council or the Delegate adopts a public consultation policy or alters, or substitutes a public consultation policy, the function pursuant to Section 50(6) of the Act to -</p>	GMCB, MCE
<p>12.4.1 prepare a document that sets out its proposal in relation to the matter; and</p>	
<p>12.4.2 publish in a newspaper circulating within the area of the Council, a notice of the proposal inviting interested persons to make submissions on the</p>	

	proposal within a period stated in the notice, which must be at least one month;	
12.4.3	consider any submissions made in response to an invitation made under Section 50(6)(d) of the Act.	
12.5	The power pursuant to Section 50(7) of the Act to determine if the alteration of a public consultation policy is of minor significance that would attract little or no community interest.	GMCB, MCE
12.6	The function pursuant to Section 50(8) of the Act to ensure the public consultation policy is available for inspection (without charge) at the principal office of Council during ordinary office hours.	GMCB, MCE
13	Register of Interests	
13.1	The power under Section 68(3b) to apply to SACAT for an order disqualifying a Member of the Council from the Office of Member under the Act.	
14	Council behavioural support policies	
14.1	The power under section 75F(1) to prepare and adopt a behavioural support policy.	REMAINS WITH COUNCIL
14.2	The power under section 75F(5) to alter or substitute a behavioural support policy.	REMAINS WITH COUNCIL
14.3	The function under section 75F(6) to undertake public consultation before adopting, altering or substituting a behavioural support policy council.	
14.4	The power under section 75F(7)(a) to review the operation of the behavioural support policies and consider whether to adopt additional behavioural support policies.	REMAINS WITH COUNCIL
14.5	The power under section 75F(7)(b) to review within 6 months of a periodic election any behavioural support policy in place and consider whether to adopt additional behavioural support policies.	
15	Reimbursement of expenses	
15.1	The power pursuant to Section 77(1)(b) of the Act to reimburse to Members of the Council expenses of a kind prescribed for these purposes of Section 77(1)(b) of the Act and approved by the Council (either specifically or under a policy established by the Council for these purposes) incurred in performing or discharging official functions and duties.	EO & A MAYOR

16 Insurance of members	
16.1 The power pursuant to Section 80 of the Act to take out a policy of insurance insuring every member of the Council and a spouse, domestic partner or another person who may be accompanying a member of the Council, against risks associated with the performance or discharge of official functions and duties by members.	GMSC
17 Training and development	
17.1 The function pursuant to Section 80A(2) of the Act to ensure that the Council's training and development policy is aimed at assisting the Council's members in the performance and discharge of their functions and duties.	EO & A MAYOR
17.2 The requirement to suspend a Member from Office of Member of the Council under Section 80A(2b) for failure to comply with the prescribed mandatory training requirements.	REMAINS WITH COUNCIL
17.3 The power to revoke the suspension under Section 80A(2e) if satisfied the Member has complied with the prescribed mandatory requirements and give public notice of the revocation.	REMAINS WITH COUNCIL
17.4 The power under section 80A(2f) to apply to SACAT for an order disqualifying the Member from Office of Member of the Council.	REMAINS WITH COUNCIL
17.5 The power under section 80A(3) Alter or substitute a Training and Development Policy for Members	REMAINS WITH COUNCIL
18 Suspension of member subject to an order	
18.1 The power under Section 80B(1)(a) to suspend a Member subject to a relevant interim intervention order from the Office of Member of the Council where person protected by the order is another Member.	REMAINS WITH COUNCIL
18.2 The power to revoked a suspension under Section 80B(3).	REMAINS WITH COUNCIL
18.3 The power under section 80B(9) to apply to SACAT for an order disqualifying the Member from the Office of Member of the Council.	REMAINS WITH COUNCIL

19 Calling and timing of committee meetings	
19.1 The power pursuant to Section 87(1) of the Act and in accordance with Section 87(2) of the Act to determine the times and places of ordinary meetings of Council committees.	AMC – AMC Meetings
20 Access to meetings and documents – code of practice	
20.1 The function pursuant to Section 92(5) of the Act to ensure that before the Council adopts, alters or substitutes a Code of Practice that public consultation is undertaken.	EO & A MAYOR
21 Meetings of electors	
21.1 The power pursuant to Section 93(1) of the Act to convene a meeting of electors in the area or part of the area of the Council.	
21.2 The power pursuant to Section 93(14) of the Act to determine the procedure for the purposes of making a nomination under Sections 93(3)(a)(ii) or 93(3)(b)(ii).	
22. Obstructing meetings	
22.1 The power pursuant to Section 95 of the Act to take proceedings under this Act against a person who intentionally obstructs or hinders proceedings at a meeting of the Council or a Council Committee or at a meeting of electors.	GMSC
23. Certain period of service to be regarded as continuous	
23.3 The power pursuant to Section 106(5) of the Act to hold and apply a payment or contribution received by the Council in accordance with the Regulations.	GMA, MFA, MPCA, GMSC, MF, MAL, MPC
24. Application of Division	
24.1 The power pursuant to section 111(b) of the Act to declare any other officer, or any other officer of a class, to be subject to the operation of Chapter 7, Part 4, Division 1 of the Act.	
24A Behavioural Standards	
24A.1 The power under section 120A(1) of the Act to prepare and adopt employee behavioural standards.	REMAINS WITH COUNCIL
24A.2 The power under section 120A(4) to alter or substitute employee behavioural standards.	REMAINS WITH COUNCIL

24A.3 The power under section 120A(5) of the Act to consult with any registered industrial association that represents interests of employees of councils before adopting, altering or substituting employee behavioural standards.	
24A.4 The power under section 120A(6)(a) of the Act to Review the operation of the employee behavioural standards.	
24A.5 The power under section 120A(6)(b) of the Act to consider whether to adopt employee behavioural standards within 6 months of a periodic election.	REMAINS WITH COUNCIL
25. Strategic management plans	
<p>25.1 In conjunction with the development of the plans required under Section 122(1) of the Act, within the prescribed period, to</p> <p>25.1.1 provide information relating to long-term financial plan and infrastructure and asset management plan to designated authority un accordance with Section 122(1c) of the Act;</p> <p>25.1.2 provide to the designated authority all relevant information on the matters specified in this section in accordance with guidelines determined by designated authority in accordance with Section 122(1e) of the Act;</p> <p>25.1.3 ensure advice provided by designated authority and any response of the Council is published in the Council's annual business plan (draft and adopted) in the relevant financial year and subsequent financial year (until next relevant financial year) in accordance with section 122(1h) of the Act;</p> <p>25.1.4 provide to the designated authority within time and in manner specified in notice information the designated authority reasonably requires in accordance with Section 122(1j) of the Act.</p> <p>25.1.5 The function pursuant to Section 122(6) of the Act to undertake public consultation in the Council's development and review of its strategic management plans.</p>	GMSC, MF, MSG, GMAD, ME
26. Annual business plans and budget documents	
26.1 Before the Council adopts an annual business plan, the function pursuant to Section 123(3) of the Act to, -	GMSC, MF, MSG
26.1.1 prepare a draft annual business plan; and	
26.1.2 follow the relevant steps set out in the Council's public consultation policy.	

<p>26.2 After the Council has adopted an annual business plan and a budget, the function pursuant to Section 123(9) of the Act, to ensure is complies with the Act.</p>	
<p>26.2.1 that a summary of the annual business plan is prepared so as to assist in promoting public awareness of the nature of the Council's services and the Council's rating and financial management policies, taking into account its objectives and activities for the ensuing financial year; and</p>	
<p>26.2.2 that a copy of the summary of the annual business plan accompanies the first rates notice sent to ratepayers after the declaration of the Council's rates for the financial year.</p>	
<p>27. Accounting records to be kept</p>	
<p>27.1 The power pursuant to Section 124(1) of the Act to:</p>	<p>GMSC, MF</p>
<p>27.1.1 keep such accounting records as correctly and adequately record and explain the revenues, expenses, assets and liabilities of the Council;</p>	
<p>27.1.2 keep the Councils accounting records in such manner as will enable –</p>	
<p>27.1.2.1 the preparation and provision of statements that fairly present financial and other information; and</p>	
<p>27.1.2.2 the financial statements of the Council to be conveniently and properly audited.</p>	
<p>27.2 The power pursuant to Section 124(2) to determine the form or forms and the place or places (within the state) to keep the accounting records of the Council.</p>	
<p>28. Internal control policies</p>	
<p>28.1 The power pursuant to Section 125(1) of the Act and subject to Section 125(2) of the Act to ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner, to achieve its objectives, to ensure adherence to management policies, to safeguard the Council's assets, and to secure (as far as possible) the accuracy and reliability of the Council's records.</p>	<p>GMSC, MF</p>

29. Audit committee		
29.1	The power pursuant to Section 126(1) of the Act to appoint an audit committee in accordance with Section 126 of the Act.	REMAINS WITH COUNCIL
29.2	If an audit committee is appointed by the Delegate of the Council, the power to determine the membership of any audit committee in accordance with Section 126(2) of the Act.	REMAINS WITH COUNCIL
30. Financial statements		
30.1	The function pursuant to Section 127(1) of the Act to prepare for each financial year:	GMSC, MF
	30.1.1 financial statements and notes in accordance with standards prescribed by the regulations; and	
	30.1.2 other statements and documentation referring to the financial affairs of the Council required by the Regulations.	
30.2	The function pursuant to Section 127(2) of the Act to ensure that the financial statements prepared for the Council pursuant to Section 127(1) of the Act -	GMSC, MF
	30.2.1 are prepared as soon as is reasonably practicable after the end of the relevant financial year and in any event before the day prescribed by the Regulations; and	
	30.2.2 comply with standards and principles prescribed by the Regulations; and	
	30.2.3 include the information required by the Regulations.	
30.3	The function pursuant to Section 127(3) of the Act to submit for auditing by the Council's auditor the statements prepared for each financial year.	GMSC, MF
30.4	The function pursuant to Section 127(4) of the Act to submit a copy of the auditor's statements to the persons or bodies prescribed by the Regulations on or before the day prescribed by the Regulations.	GMSC, MF
31. The auditor		
31.1	The power and function pursuant to and in accordance with Section 128(2) of the Act to appoint an auditor on the recommendation of the relevant audit committee.	REMAINS WITH COUNCIL

<p>31.2 The function pursuant to Section 128(9) of the Act to ensure that the following information is included in the Council's annual report:</p>	<p>GMSC, MF</p>
<p>31.2.1 information on the remuneration payable to the Council's auditor for work performed during the relevant financial year, distinguishing between -</p>	
<p>31.2.1.1 remuneration payable for the annual audit of the Council's financial statements; and</p>	
<p>31.2.1.2 other remuneration;</p>	
<p>31.2.2 if a person ceases to be the auditor of the Council during the relevant financial year, other than by virtue of the expiration of his or her term of appointment and is not being reappointed to the office - the reason or reasons why the appointment of the Council's auditor came to an end.</p>	
<p>32. Conduct of audit</p>	
<p>32.1 The function pursuant to Section 129(9) of the Act to ensure the opinions under Section 129(3) of the Act provided to Council under Section 129 of the Act accompany the financial statements of the Council.</p>	<p>GMSC, MF</p>
<p>33. Investigations</p>	
<p>33.1 The power, pursuant to and in accordance with Sections 130A(1) and (2) of the Act, as the Delegate thinks fit, to request the Council's auditor, or some other person determined by the Delegate to be suitably qualified in the circumstances, to examine and report on any matter relating to financial management, or the efficiency and economy with which the Council manages or uses its resources to achieve its objectives, that would not otherwise be addressed or included as part of an annual audit under Division 4 of Chapter 8 of the Act and that is considered by the Delegate to be of such significance as to justify an examination under this Section.</p>	
<p>33.2 Unless Section 130A(7) of the Act applies, the function pursuant to Section 130A(6) of the Act to place the report prepared pursuant to Section 130(A)(1) of the Act on the agenda for consideration:</p>	
<p>33.2.1 unless Section 130A(6)(b) of the Act applies – at the next ordinary meeting of the Council in accordance with Section 130A(6)(a), of the Act;</p>	

<p>33.2.2 if the agenda for the next ordinary meeting of the Council has already been sent to members of the Council at the time that the report is provided to the principal member of the Council – at the ordinary meeting of the Council next following the meeting for which the agenda has already been sent unless the principal member of the Council determines, after consultation with the Chief Executive Officer, that the report should be considered at the next meeting of the Council as a late item on the agenda in accordance with Section 130A(6)(b) of the Act.</p>	
<p>34. Annual report to be prepared and adopted</p>	
<p>34.1 The function pursuant to Section 131(5) of the Act to submit a copy of the annual report to:</p>	<p>GMSC, MSG</p>
<p>34.1.1 the Presiding Member of both Houses of Parliament; and</p>	
<p>34.1.2 to the persons or body prescribed by the Regulations,</p>	
<p>on or before the date determined under the Regulations.</p>	
<p>34.2 The power pursuant to Section 131(7) of the Act to provide to the electors for the area an abridged or summary version of the annual report.</p>	<p>GMSC, MSG</p>
<p>35. Access to documents</p>	
<p>35.1 The function pursuant to Section 132(1) of the Act to:</p>	<p>GMA, GMAD, GMCB, GMSC, BFM, EO&PA MAYOR, MCA, MCE, MCS, MCW, MCELS, MDS, ME, MFS, MF, MIT, MPCA, MPC, MPRUD, MRSA, MCCA, MSG, PDJRP</p>
<p>35.1.1 publish a document referred to in Schedule 5 on a website determined by the chief executive officer; and</p>	
<p>35.1.2 on request, provide a person with a printed copy of a document referred to in Schedule 5 (on payment of a fee (if any) fixed by the Council).</p>	
<p>35.2 The function, in accordance with Section 132(3a) of the Act, to, when an order under section 91(7) of the Act expires or ceases to apply in relation to a document (or part thereof) ensure that the document (or part thereof) requires) is published on the website determined by the chief executive officer (in accordance with subsection (1)(a)).</p>	<p>GMA, GMAD, GMCB, GMSC, BFM, EO&PA MAYOR, MCA, MCE, MCS, MCW, MCELS, MDS, ME, MFS, MF, MIT, MPCA, MPC, MPRUD, MRSA, MCCA, MSG,</p>

		PDJRP
36. Related administrative standards		
36.1 The power and function pursuant to Section 132A of the Act to ensure that appropriate policies, practices and procedures are implemented and maintained in order -		GMA, GMAD, GMCB, GMSC, BFM, EO&PA MAYOR, MCA, MCE, MCS, MCW, MCELS, MDS, ME, MFS, MF, MIT, MPCA, MPC, MPRUD, MRSA, MCCA, MSG, PDJRP
36.1.1 to ensure compliance with any statutory requirements; and		
36.1.2 to achieve and maintain standards of good public administration.		
37. Sources of funds		
37.1 Subject to the Act, the power pursuant to Section 133 of the Act to obtain funds as permitted under the Act or another Act and as may otherwise be appropriate in order to carry out the Council's functions under this or another Act.		GMSC, GMA, MFA, MF, MAL
38. Ability of a council to give security		
38.1 The power pursuant to Section 135(1) of the Act and subject to Section 135(2) of the Act to provide various forms of security, including:		GMSC, GMA, MFA, MF, FAL
38.1.1 guarantees (including guarantees relating to the liability of a subsidiary of the Council);		GMSC, GMA, MFA, MF, FAL
38.1.2 debentures charged on the general revenue of the Council (including to support a guarantee provided under Section 135(1) of the Act);		GMSC, GMA, MFA, MF, FAL
38.1.3 bills of sale, mortgages or other charges (including to support a guarantee provided under Section 235(1)(a) of the Act.		GMSC, GMA, MFA, MF, FAL
38.2 The power and function pursuant to Section 135(2) of the Act, if the Council or the Delegate proposes to issue debentures on the general revenue of the Council to:		GMSC, GMA, MFA, MF, FAL
38.2.1 assign a distinguishing classification to the debentures to be included in the issue so as to distinguish them from those included or to be included in previous or subsequent issues; and		GMSC, GMA, MFA, MF, FAL
38.2.2 if the debentures are being offered generally to members of the public, appoint a trustee for the debenture holders.		GMSC, GMA, MFA, MF, FAL

39. Expenditure of funds	
39.1 Subject to the Act or another Act the power pursuant to Section 137 of the Act to expend Council's approved budgeted funds in the exercise, performance or discharge of the Council's powers, functions or duties under the Act or other Acts.	Refer to APPENDIX 22A
40. Investment powers	
40.1 The power pursuant to Section 139(1) of the Act to invest money under the Council's control.	GMA, MFA, GMSC, MF
40.2 The function pursuant to Section 139(2) of the Act in exercising the power of investment, to:	GMA, MFA, GMSC, MF
40.2.1 exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and	
40.2.2 avoid investments that are speculative or hazardous in nature.	
40.3 The power pursuant to Section 139(5) of the Act to obtain and consider independent and impartial advice about the investment of funds or the management of the Council's investments from the person whom the Delegate reasonably believes to be competent to give the advice.	GMA, MFA, GMSC, MF
41. Review of investment	
41.1 The function pursuant to Section 140 of the Act to review the performance (individually and as a whole) of the Council's investments, at least once in each year.	GMSC, MF
42. Gifts to a council	
42.1 Within the confines of Section 44(3) of the Act:	
42.1.1 the power pursuant to Section 141(1) of the Act to accept a gift made to the Council;	GMSC, EO & A MAYOR
42.1.2 the power pursuant to Section 141(2) of the Act to carry out the terms of any trust (if any) that affects a gift to Council;	
42.1.3 the power pursuant to Section 141(3) of the Act to apply to the Supreme Court for an order varying the terms of a trust for which the Council has been constituted a trustee;	
42.1.4 where a variation is sought in the terms of a trust, the function pursuant to Section 141(4) of the Act to give notice describing the nature of the	

	variation by public notice and in any other such manner as may be directed by the Supreme Court; and	
	42.1.5 the function pursuant to Section 141(6) of the Act to publish a copy of any order of the Supreme Court to vary the terms of the trust, in the Gazette, within 28 days after that order is made.	
43. Function to insure against liability		
43.1	The power pursuant to Section 142 of the Act to take out and maintain insurance to cover the Council's civil liabilities at least to the extent prescribed by the Regulations.	GMSC, MF, MAL, GMA, MFA
44. Writing off bad debts		
44.1	The power pursuant to Section 143(1) of the Act to write off any debts owed to the Council –	AMC, GMSC, MF Refer to APPENDIX 22A
44.1.1	if the Council has no reasonable prospect of recovering the debts; or	
44.1.2	if the costs of recovery are likely to equal or exceed the amount to be recovered.	
44.2	The power pursuant to Section 143(2) of the Act to ensure that no debt is written off unless the Chief Executive Officer has certified –	AMC, GMSC, MF
44.2.1	reasonable attempts have been made to recover the debt; or	AMC, GMSC, MF
44.2.2	the costs of recovery are likely to equal or exceed the amount to be recovered.	AMC, GMSC, MF
45. Recovery of amounts due to council		
45.1	The power pursuant to Section 144(1) of the Act to recover as a debt, by action in a Court of competent jurisdiction, any fee, charge, expense or other amount recoverable from a person or payable by a person under this or another Act.	AMC, GMSC, MF

<p>45.2 The power pursuant to Section 144(2), (3) and (4) of the Act to recover any fee, charge, expense or other amount as if it were a rate declared on the property, after giving at least 14 days' notice requiring payment, where the fee, charge, expense or other amount payable to the Council relates to something done in respect of rateable or other property.</p>	<p>AMC, GMSC, MF</p>
<p>46. Land against which rates may be assessed</p>	
<p>46.1 The power and function pursuant to Section 148(2) of the Act to make decisions about the division of land and the aggregation of land for the purposes of Section 148(1) of the Act fairly and in accordance with principles and practices that apply on a uniform basis across the area of the Council.</p>	<p>GMSC, MF, RS</p>
<p>47. Basis of rating</p>	
<p>47.1 Before the Council -</p>	<p>GMSC, MF</p>
<p>47.1.1 changes the basis of the rating of any land (including by imposing differential rates on land that has not been differentially rated in the preceding financial year, or by no longer imposing differential rates on land that has been differentially rated in the preceding financial year); or</p>	
<p>47.1.2 changes the basis on which land is valued for the purposes of rating; or</p>	
<p>47.1.3 changes the imposition of rates on land by declaring or imposing a separate rate, service rate or service charge on any land;</p>	
<p>the power and function pursuant to Section 151(5)(d) and (e) of the Act to:</p>	
<p>47.1.4 prepare a report on the proposed change in accordance with Section 151(6) of the Act; and</p>	
<p>47.1.5 undertake public consultation in accordance with the Act.</p>	
<p>48. General rates</p>	
<p>48.1 the power pursuant to Section 152(2)(d) and (3) of the Act to determine, on application, if two or more pieces of rateable land within the area of the Council constitute a single farm enterprise.</p>	<p>GMSC, MF</p>
<p>49. Service rates and service charges</p>	

49.1	The power pursuant to Section 155(6) of the Act, subject to Section 155(7) of the Act, to apply any amounts held in a reserve established in connection with the operation of Section 155(5) of the Act for purposes associated with improving or replacing Council assets for the purposes of the relevant prescribed service.	GMSC, MF
49.2	The power pursuant to Section 155(7) of the Act, if a prescribed service under Section 155(6) of the Act is, or is to be, discontinued, to apply any excess funds held by the Council for the purposes of the service (after taking into account any expenses incurred or to be incurred in connection with the prescribed service) for another purpose specifically identified in the Council's annual business plan as being the purpose for which the funds will now be applied.	GMSC, MF
50. Basis of differential rates		
50.1	The power pursuant to Section 156(3), (9), (10), (11) of the Act to attribute the use of the land for any basis for a differential rate and to decide objections to any of those attributions.	GMSC, MF, RS, MAL
50.2	The function pursuant to Section 156(14a) of the Act, before the Council changes from declaring differential rates in relation to any land on the basis of a differentiating factor under either paragraphs (a), (b) or (c) of Section 156(1) of the Act to a differentiating factor under another of those paragraphs, to -	GMSC, MF
	50.2.1 prepare a report on the proposed change in accordance with Section 156(14b) of the Act; and	GMSC, MF
	50.2.2 undertake public consultation in accordance with the Act.	GMSC, MF
50.3	The function pursuant to Section 156(14e) of the Act to ensure that copies of the report required under Section 156(14a)(a) of the Act are available at the meeting held under Section 156(14d)(a)(i); and for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council at least 21 days before the end of the period for public consultation.	GMSC, MF

51. Notice of differentiating factors	
51.1 If the Council declares differential rates, the function pursuant to Section 157 of the Act in each rates notice, to specify the differentiating factor or combination of factors that governs the calculation of rates on the land to which the account relates.	GMSC, MF, RS, MAL
52. Preliminary	
52.1 The power pursuant to Section 159(1) of the Act to determine the manner and form and such information as the Delegate may reasonably require, for a person or body to apply to the Council to determine if grounds exist for the person or body to receive a rebate of rates.	GMSC, MF
52.2 The power pursuant to Section 159(3) to grant a rebate of rates if satisfied that it is appropriate to do so (whether on application or on the Delegate's own initiative).	GMSC, MF, MAL, RA
52.3 The power pursuant to Section 159(4) of the Act to increase the rebate on the Delegate's initiative, if a rebate specifically fixed by Division 5 Chapter 10 of the Act is less than 100%.	GMSC, MF
52.4 The power pursuant to Section 159(10) of the Act to determine, for proper cause, that an entitlement to a rebate of rates in pursuance of Division 5 no longer applies.	GMSC, MF, RS, MAL
53. Rebate of rates – community services	
53.1 The power pursuant to Section 161(1) and (3) of the Act to grant a rebate of more than 75% of the rates on land being predominantly used for service delivery or administration (or both) by a community service organisation, where that organisation –	GMSC, MF, MAL, RS
53.1.1 is incorporated on a not-for-profit basis for the benefit of the public; and	
53.1.2 provides community services without charge or for charge that is below the cost to the body of providing their services; and	
53.1.3 does not restrict its services to persons who are members of the body.	

54. Rebate of rates – educational purposes		
54.1	The power pursuant to Section 165(1) and (2) of the Act to grant a rebate of rates at more than 75% on land –	GMSC, MF, MAL, RS
54.1.1	occupied by a Government school under a lease or license and being used for educational purposes; or	
54.1.2	occupied by a non-Government school registered under the Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes; or	
54.1.3	land being used by a University or University College to provide accommodation and other forms of support for students on a not-for-profit basis.	
55. Discretionary rebates of rates		
55.1	The function pursuant to Section 166(1a) of the Act to take into account, in deciding an application for a rebate under Section 166(1)(d), (e), (f), (g), (h), (i) or (j):	GMSC, MF, MAL, RS
55.1.1	the nature and extent of the Council’s services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and	
55.1.2	the community need that is being met by activities being carried out on the land for which the rebate is sought; and	
55.1.3	the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons;	
55.1.4	any other matter considered relevant by the Council or the Delegate.	
55.2	The power pursuant to Section 166(1), (2) and (4) of the Act and taking into account Section 166(1a) of the Act and in accordance with Section 166(3b) of the Act to grant a rebate of rates or service charges on such conditions as the Delegate sees fit and such rebate may be up to and including 100% of the relevant rates or service charge, in the following cases:	GMSC, MF, MAL, RS
55.2.1	where the rebate is desirable for the purpose of securing the proper development of the area or part of the area;	

55.2.2	where the rebate is desirable for the purpose of assisting or supporting a business in the area;
55.2.3	where the rebate will be conducive to the preservation of buildings or places of historic significance;
55.2.4	where the land is being used for educational purposes;
55.2.5	where the land is being used for agricultural, horticultural or floricultural exhibitions;
55.2.6	where the land is being used for a hospital or health centre;
55.2.7	where the land is being used to provide facilities or services for children or young persons;
55.2.8	where the land is being used to provide accommodation for the aged or disabled;
55.2.9	where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Commonwealth) or a day therapy centre;
55.2.10	where the land is being used by an organisation which, in the opinion of the Delegate, provides a benefit or a service to the local community;
55.2.11	where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;
55.2.12	where the rebate is considered by the Delegate to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to:
55.2.12.1	a redistribution of the rates burden within the community arising from a change to the basis or structure of the Council's rates; or
55.2.12.2	a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations.

55.2.13	where the rebate is considered by the Delegate to be appropriate to provide relief in order to avoid what would otherwise constitute:	
55.2.13.1	a liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the Council in its annual business plan; or	
55.2.13.2	liability that is unfair or unreasonable;	
55.2.14	where the rebate is to give effect to a review of a decision of the Council under Chapter 13 Part 2; or	
55.2.15	where the rebate is contemplated under another provision of the Act.	
55.3	The power pursuant to Section 166(3) of the Act to grant a rebate of rates or charges for a period exceeding 1 year but not exceeding 10 years in the following cases:	GMSC, MF, MAL, RS
55.3.1	where the rebate is desirable for the purpose of securing a proper development of the area or part of the area; or	
55.3.2	where the rebate is desirable for the purpose of assisting or supporting a business in the area; or	
55.3.3	where the rebate relates to common property or land vested in a community corporation under the <i>Community Titles Act 1996</i> over which the public has a free and unrestricted right of access and enjoyment.	
55.4	The power pursuant to Section 166(3a) of the Act to grant a rebate of rates or charges under Section 166(1)(l) of the Act for a period exceeding 1 year but not exceeding 3 years.	GMSC, MF, MAL, RS
56. Valuation of land for the purposes of rating		
56.1	The power pursuant to Section 167(1) of the Act to adopt valuations that are to apply to land within the Council's area, for rating purposes for a particular financial year.	REMAINS WITH COUNCIL
56.2	For the purpose of adopting a valuation of land for rating, the function pursuant to Section 167(2) of the Act and in accordance with Section 167(3), (4) and (5) of the Act, to adopt -	GMSC, MAL, RS
56.2.1	valuations made, or caused to be made, by the Valuer-General; or	

56.2.2	valuations made by a valuer employed or engaged by the Council, or by a firm or consortium of valuers engaged by the Council;	
	or a combination of both.	
56.3	The function pursuant to Section 167(6) of the Act to publish a notice of the adoption of valuations in the <i>Gazette</i> , within 21 days after the date of the adoption.	GMSC, MF, MAL, RS
57. Valuation of land		
57.1	The power pursuant to Section 168(1) of the Act to request the Valuer-General to value any land within the Council's area (being land that is capable of being separately rated).	GMSC, MF, MAL, RS
57.2	The function pursuant to Section 168(2) of the Act to furnish to the Valuer-General any information requested by the Valuer General for the purposes of valuing land within the area of the Council.	GMSC, MF, MAL, RS
57.3	The power and function pursuant to Section 168(3)(b) and (c) of the Act to enter a valuation in the assessment record, as soon as practicable after the valuation has been made and to give notice of the valuation to the principal ratepayer in accordance with the Regulations.	GMSC, MF, MAL, RS
58. Objections to valuations made by Council		
58.1	The power pursuant to Section 169(1), (2), (3), (4) and (5) of the Act to refer an objection to a valuation of land to the valuer who made the valuation and to request the valuer to reconsider the valuation, where –	GMSC, MF, MAL, RS
58.1.1	the objection does not involve a question of law; and	
58.1.2	the objection is made in writing (setting out a full and detailed statement of the grounds on which the objection is based); and	
58.1.3	is made within 60 days after the date of service of the notice of the valuation to which the objection relates (unless the Delegate, in his/her discretion, allows an extension of time for making the objection).	
58.2	The power pursuant to Section 169(3)(b) of the Act to grant an extension of time for making an objection to a valuation of land.	GMSC, MF, MAL, RS
58.3	The function pursuant to and in accordance with Section 169(8) and (9) of the Act to refer the valuation to the	

Valuer-General for further review, if the objector remains dissatisfied with the valuation and requests such further review, provided the request is –	GMSC, MF, MAL, RS
58.3.1 in the prescribed manner and form;	
58.3.2 made within 21 days after the objector receives notice of the outcome of his or her initial objection; and	
58.3.3 accompanied by the prescribed fee.	
58.4 The power pursuant to Section 169(15)(b) of the Act to apply to SACAT for a review of the decision of a valuer after a further review on a request under Section 169(8) of the Act, in accordance with Section 169(15a) of the Act	GMSC, MF, MAL, RS
59. Notice of declaration of rates	
59.1 The function pursuant to Section 170 of the Act to ensure public notice of declaration of a rate or service charge is provided in accordance with the Act within 21 days after the date of the declaration.	GMSC, MF, MAL, RS
60. Alterations to assessment record	
60.1 The power pursuant to Section 173(3) and (5) of the Act to determine the procedure for a review of a decision by the Chief Executive Officer on an application for alteration of the assessment record.	GMSC, MF, MAL, RS
60.2 The function pursuant to Section 173(6) of the Act to give a person written notice of Council's decision on a review of a decision of the Chief Executive Officer concerning alteration of the assessment record.	GMSC, MF, MAL, RS
61. Inspection of assessment record	
61.1 The function pursuant to Section 174(1) and (2) of the Act to ensure that the assessment record is available for inspection and purchase of an entry (on payment of a fee fixed by the Council), by the public at the principal office of the Council during ordinary office hours.	GMSC, MF, MAL, RS, FORP

62. Liability for rates	
62.1 The power pursuant to Section 178(3) of the Act and subject to Section 178(9) of the Act to recover rates as a debt from -	GMSC, MF, MAL, RS, FORP
62.1.1 the principal ratepayer; or	
62.1.2 any other person (not being a principal ratepayer) who is an owner or occupier of the land; or	
62.1.3 any other person who was at the time of the declaration of the rates an owner or occupier of the land.	
62.2 The power pursuant to Section 178(4) of the Act by written notice to a lessee or a licensee of land in respect of which rates have fallen due, to require him or her to pay to the Council rent or other consideration payable under the lease or a licence in satisfaction of any liability for rates.	GMSC, MF, MAL, RS
62.3 Where a notice under Section 178(4) of the Act is given to a lessee or a licensee of land, the power pursuant to Section 178(5) of the Act to make and give notice of an additional charge of 5% of the amount in arrears, as payable and recoverable as part of the debt for unpaid rates.	GMSC, MF, MAL, RS
62.4 The power pursuant to Section 178(6) of the Act to remit the charge of 5% of the amount in arrears payable under the Act in whole or in part.	GMSC, MF, MAL, RS
63. Liability for rates if land is not rateable for the whole of the financial year	
63.1 The power pursuant to Section 179(2) of the Act to adopt a valuation of land that has become rateable after the adoption of valuations by the Council for the relevant financial year.	REMAINS WITH COUNCIL
63.2 The function pursuant to Section 179(5) of the Act to refund to the principal ratepayer an amount proportionate to the remaining part of the financial year, if land ceases to be rateable during the course of a financial year and the rates have been paid.	REMAINS WITH COUNCIL
64. Service of rate notice	
64.1 The function pursuant to Section 180(1) of the Act and in accordance with Section 180(2) of the Act to send to the principal ratepayer or, in the case of a service charge, the	GMSC, MF, MAL, RS, FORP

owner or occupier of the relevant land, a rates notice, as soon as practicable after –	
64.1.1 the declaration of a rate; or	
64.1.2 the imposition of a service charge; or	
64.1.3 a change in the rates liability of land.	
65. Payment of rates – general principles	
65.1 The power pursuant to Section 181(2) of the Act to determine the day on which each instalment of rates falls due in the months of September, December, March and June of the financial year for which the rates are declared.	GMSC, MF, MAL, RS
65.2 If the Council declares a general rate for a particular financial year after 15 August in that financial year, the power, pursuant to Section 181(3) of the Act, to adjust the months in which instalments would otherwise be payable under Section 181(1) (taking into account what is reasonable in the circumstances).	GMSC, MF, MAL, RS
65.3 The power pursuant to Section 181(4)(b) of the Act to agree with the principal ratepayer that rates will be payable in such instalments falling due on such days as may be specified in the agreement and in that event, the ratepayer's rates will then be payable accordingly.	GMSC, MF, MAL, RS
65.4 The function pursuant to Section 181(5) of the Act in relation to each instalment of rates to send a rates notice to the principal ratepayer shown in the assessment record in respect of the land setting out in accordance with Sections 181(6) and (7) of the Act –	GMSC, MF, MAL, RS
65.4.1 the amount of the instalment; and	
65.4.2 the date on which the instalment falls due, or in the case where payment is to be postponed under another provision of the Act, the information prescribed by the Regulations.	
65.5 The power pursuant to Section 181(7a) of the Act where the Council has entered into an agreement with a principal rate payer under Section 181(4)(b) of the Act, as part of the agreement, to vary the periods for the provision of a notice under Section 181(7) of the Act.	GMSC, MF, MAL, RS
65.6 The power pursuant to Section 181(9) of the Act to remit any amount payable under Section 181(8) of the Act in whole or in part.	GMSC, MF, MAL, RS, FORP
65.7 The power pursuant to Section 181(11) of the Act to grant discounts or other incentives in order to encourage -	GMSC, MF, MAL, RS

65.7.1	the payment of instalments of rates in advance; or	
65.7.2	prompt payment of rates.	
65.8	The power pursuant to Section 181(12)(b) of the Act to impose a surcharge or administrative levy not exceeding 1% of the rates payable in a particular financial year with respect to the payment of rates by instalments under Section 181(4)(b) of the Act.	GMSC, MF, MAL, RS
65.9	The power pursuant to Section 181(13) and subject to Section 44(3)(b) of the Act in relation to the payment of separate rates or service rates, by written notice incorporated in a notice for the payment of those rates sent to the principal ratepayer shown in the assessment record in respect of the land at the address shown in the assessment record, at least 30 days before an amount is payable in respect of the rates for a particular financial year, to impose a requirement that differs from the requirements of Section 181 of the Act.	GMSC, MF, MAL, RS
65.10	The power pursuant to Section 181(15) of the Act to decide that rates of a particular kind will be payable in more than 4 instalments in a particular financial year and in such case –	GMSC, MF, MAL, RS
65.10.1	the instalments must be payable on a regular basis (or essentially a regular basis) over the whole of the financial year, or the remainder of the financial year depending on when the rates are declared; and	
65.10.2	the Delegate must give at least 30 days' notice before an instalment falls due.	
66. Remission and postponement of payment of rates		
66.1	The power pursuant to Section 182(1) of the Act to decide on the application of a ratepayer that payment of rates in accordance with the Act would cause hardship and, if so, to –	GMSC, MF, MAL, RS
66.1.1	postpone payment in whole or in part for such period as the Delegate thinks fit; or	
66.1.2	remit the rates in whole or in part.	
66.2	The power pursuant to Section 182(2) of the Act on a postponement of rates –	GMSC, MF, MAL, RS
66.2.1	to grant the postponement on condition that the ratepayer pay interest on the amount affected by the postponement at a rate fixed by the Delegate	

	(but not exceeding the cash advance debenture rate);	
66.2.2	to grant the postponement on other conditions determined by the Delegate; and	
66.2.3	to revoke the postponement, at the Delegate's discretion (in which case the Delegate must give the ratepayer at least 30 days written notice of the revocation before taking action to recover rates affected by the postponement).	
66.3	The power pursuant to Section 182(3) of the Act to grant other or additional postponements of rates –	GMSC, MF, MAL, RS
66.3.1	to assist or support a business in the Council's area; or	
66.3.2	to alleviate the effects of anomalies that have occurred in valuations under the Act.	
66.4	The power pursuant to Section 182(4) of the Act to grant other or additional remissions of rates on the same basis as applies under the Rates and <i>Land Tax Remission Act 1986</i> , (such remissions will be in addition to the remissions that are available under that Act).	GMSC, MF, MAL, RS
66.5	The power pursuant to Section 182(5) of the Act to require a ratepayer who claims to be entitled to a remission of rates by virtue of a determination under Section 182(4) of the Act to provide evidence to the satisfaction of the Delegate verifying that entitlement.	GMSC, MF, MAL, RS
66.6	The power pursuant to Section 182(6) of the Act to revoke a determination under Section 182(4) of the Act at any time (but the revocation will not affect an entitlement to remission in relation to rates declared before the revocation takes effect).	GMSC, MF, MAL, RS
67. Postponement of rates - Seniors		
67.1	The power pursuant to Section 182A(2) of the Act to require that an application pursuant to Section 182A(1) of the Act be accompanied by such information as the Delegate may reasonably require.	GMSC, MF, MAL, RS

67.2	The power pursuant to Section 182A(3) of the Act, on an application for a postponement of the payment of the prescribed proportion of rates for the current or future financial made in accordance with Sections 182A(1) and (2) of the Act to -	GMSC, MF, MAL, RS
67.2.1	reject an application for the postponement of rates; or	
67.2.2	impose conditions on the postponement of rates,	
	but only in accordance with the Regulations.	
68. Application of money in respect of rates		
68.1	The power and the function to apply monies received or recovered in respect of rates pursuant to and in accordance with Section 183 of the Act.	GMSC, MF, MAL, RS
69. Sale of land for non-payment of rates		
69.1	The power pursuant to Section 184(1) of the Act to sell land, if an amount payable by way of rates in respect of the land, has been in arrears for 3 years or more.	
69.2	The function pursuant to Section 184(2) of the Act before selling land for non-payment of rates, to send a notice to the principal ratepayer at the address appearing in the assessment record –	GMSC, MF
69.2.1	stating the period for which the rates have been in arrears; and	
69.2.2	stating the amount of the total liability for rates presently outstanding in relation to the land; and	
69.2.3	stating that if that amount is not paid in full within 1 month of service of the notice (or such longer time as the Delegate may allow), the Council intends to sell the land for non-payment of rates.	
69.3	The function pursuant to Section 184(3) of the Act to send a copy of a notice sent to a principal ratepayer under Section 184(2) of the Act -	GMSC, MF
69.3.1	to any owner of the land who is not the principal ratepayer; and	
69.3.2	to any registered mortgagee of the land; and	
69.3.3	to the holder of any caveat over the land; and	
69.3.4	if the land is held from the Crown under a lease, licence or agreement to purchase, to the Minister	

	who is responsible for the administration of the Crown Lands Act 1929.	
69.4	If -	
69.4.1	the Delegate cannot, after making reasonable enquiries, ascertain the name and address of a person to whom a notice is to be sent under Section 184(2) or (3) of the Act; or	GMSC, MF
69.4.2	the Delegate considers that it is unlikely that a notice sent under Section 184(2) or (3) of the Act would come to the attention of the person to whom it is to be sent,	
	the power pursuant to Section 184(4) of the Act to effect service of the notice by –	GMSC, MF
69.4.3	placing a copy of the notice in a newspaper circulating throughout the State; and	
69.4.4	leaving a copy of the notice in a conspicuous place on the land.	
69.5	The power pursuant to Section 184(5) of the Act to proceed to have the land sold, if the outstanding amount of rates is not paid in full within the time allowed in the notice given under Section 184(2) of the Act.	GMSC, MF
69.6	The function pursuant to Section 184(6) and (7) of the Act to conduct the sale of land for non-payment of rates by public auction and the power to set the reserve price for the purposes of the auction, except in the case of land held from the Crown under a lease, licence or agreement to purchase, unless the Minister responsible for the administration of the <i>Crown Lands Act 1929</i> grants consent to sale by public auction.	GMSC, MF
69.7	The function pursuant to Section 184(8) of the Act to advertise the auction of land under Section 184 of the Act on at least 2 separate occasions in a newspaper circulating throughout the State.	GMSC, MF
69.8	The function pursuant to Section 184(9) of the Act to call off the auction, if before the date of such an auction, the outstanding amount and the costs incurred by the Council in proceeding under this Section are paid to the Council.	GMSC, MF
69.9	The power pursuant to Section 184(10) of the Act to sell the land by private contract for the best price that can be reasonably obtained, if an auction fails or an auction is not held because the land is held from the Crown under a lease, licence or agreement to purchase.	GMSC, MF
69.10	The power and function to apply monies received by the Council in respect of the sale of land for non-payment of	GMSC, MF

	rates pursuant to and in accordance with Section 184(11) of the Act.	
69.11	The function pursuant to Section 184(12) of the Act to make reasonable enquiries to find the owner of land to be sold for non-payment of rates and where the owner cannot be found, the power to deal with the amount payable to the owner as unclaimed money under the <i>Unclaimed Moneys Act 1981</i> .	GMSC, MF
70. Recovery of rates not affected by an objection or review		
70.1	If an objection, review or appeal in respect of a valuation of land results in the alteration of a valuation or of a decision to attribute a particular land use to land, and a due adjustment is made, the power pursuant to Section 186(2) of the Act and subject to Section 186(3), (4) and (5) of the Act –	GMSC, MF, RS, MAL
	70.1.1 to refund or credit the overpaid amount against future liabilities for rates on the land subject to the rates; or	
	70.1.2 to recover an additional amount payable on account of an alteration of the value as arrears after at least 30 days have expired from the date on which notification of the alteration is given to the person who initiated the objection, review or appeal.	
71. Certificate of liabilities		
71.1	The power pursuant to Section 187(1) of the Act to issue a certificate, on application by or on behalf of a person who has an interest in land within the area, stating that:	GMSC, MF, MAL, RS, FORP
	71.1.1 the amount of any liability for rates or charges on the land imposed under Part 1 of Chapter 10 or Schedule 1B of the Act (including rates and charges under Part 1 of Chapter or Schedule 1B of the Act that have not yet fallen due for payment, and outstanding interest or fines payable in respect of rates and charges under Part 1 of Chapter 10 or Schedule 1B of the); and	
	71.1.2 any amount received on account of rates or charges on the land imposed under this part, that is held in credit against future liabilities for rates or charges in relation to the land.	
72. Investigation by Ombudsman		
72.1	The function pursuant to Section 187B(6) of the Act if the Ombudsman's report prepared pursuant to Section 187B(3) of the Act makes any recommendations as to	GMSC, MSG

	action that should be taken by the Council, to within 2 months after receipt of that report, provide a written response to-	
	72.1.1 the Ombudsman; and	
	72.1.2 if relevant, the person who made the complaint.	
72.2	The power pursuant to Section 187B(7) of the Act to grant a rebate or remission of any rate or service charge, or of any charge, fine or interest under Part 1 of Chapter 10 of the Act, if the Ombudsman recommends that the Council do so on the ground of special circumstances pertaining to a particular ratepayer.	GMSC, MF
73. Fees and charges		
73.1	The power pursuant to Section 188(1) and (2) of the Act to impose fees and charges –	GMA, GMAD, GMCB, GMSC, MF, MCA, MCE, MCS, MCW, MCELS, MDS, ME, MFS, MFA, MIT, MPCA, MPC, MPRUD, MRSA, MCCA, PDJRP
73.1.1	for the use of any property or facility owned, controlled, managed or maintained by the Council;	
73.1.2	for services supplied to a person at his or her request;	
73.1.3	for carrying out work at a person's request;	
73.2	The power pursuant to Section 188(3) of the Act to provide for -	ACSO, FORP, GMSC, GMA, GMAD, GMCB, MF, MCA, MCE, MCS, MCW, MCELS, MDS, ME, MFS, MFA, MIT, MPCA, MPC, MPRUD, MRSA, MCCA, RS, PDJRP, EL, CS
73.2.1	specific fees and charges;	
73.2.2	maximum fees and charges and minimum fees and charges;	
73.2.3	annual fees and charges;	
73.2.4	the imposition of fees or charges according to specified factors;	
73.2.5	the variation of fees or charges according to specified factors in respect of fees and charges set under Section 188(1)(a) – (c) of the Act inclusive; and	
73.2.6	the reduction, waiver or refund, in whole or in part, of any fees and charges.	
73.3	The power pursuant to Section 188(5) of the Act to fix, vary or revoke those fees and charges set under Section 188(1)(a),(b) and (c) of the Act.	CSO, GMSC, GMA, GMAD, GMCB, MF, MCA, MCE, MCS, MCW, MCELS, MDS, ME, MFS, MFA, MIT, MPCA,

		MPC, MPRUD, MRSA, MCCA, PDJRP
73.4	The function pursuant to Section 188(7) of the Act to, if the Council fixes or varies a fee imposed under this Section, to take reasonable steps to bring the fee or charge, or variation of the fee or charge, to the notice of persons who may be affected.	CSO, GMSC, GMA, GMAD, GMCB, MF, MCA, MCE, MCS, MCW, MCELS, MDS, ME, MFS, MFA, MIT, MPCA, MPC, MPRUD, MRSA, MCCA, PDJRP
74. Acquisition of land by agreement		
74.1	The power pursuant to Section 190 of the Act to acquire land by agreement.	
75. Compulsory acquisition of land		
75.1	The power pursuant to Section 191(1) of the Act to acquire land compulsorily, in circumstances which require the Minister's written approval, after the Council has obtained the Minister's approval.	
75.2	The power pursuant to Section 191(2) of the Act to acquire land compulsorily for a purpose classified by the Regulations as an approved purpose.	
76. Assumption of care, control and management of land		
76.1	The power pursuant to Section 192(1) of the Act to assume the care, control and management of land in the Council area that has been set aside for the use or enjoyment of the public or a section of the public under the circumstances specified in Section 192(1)(a) and (b) of the Act.	
76.2	The function pursuant to Section 192(4) of the Act to immediately cause a copy of a resolution under Section 192(1) of the Act to assume the care, control and management of land to be published in the <i>Gazette</i> .	GMSC, MDS
77. Classification		
77.1	The function pursuant to Section 193(6) of the Act to give public notice as required by the Act of a resolution –	GMSC, MDS
77.1.1	to exclude land from classification as community land under Section 193(4) of the Act; or	

77.1.2	to classify as community land, land that had previously been excluded from classification as such under Section 193(5) of the Act.	
78. Revocation of classification of land as community land		
78.1	The function pursuant to Section 194(2) of the Act before the Council revokes the classification of land as community land to –	GMSC, MDS
78.1.1	prepare and make publicly available a report on the proposal containing –	
78.1.1.1	a summary of reasons for the proposal; and	
78.1.1.2	a statement of any dedication, reservation or trust to which the land is subject; and	
78.1.1.3	a statement of whether revocation of the classification is proposed with a view to sale or disposal of the land and, if so, details of any Government assistance given to acquire the land and the statement of how the Council proposes to use the proceeds; and	
78.1.1.4	an assessment of how implementation of the proposal would affect the area and the local community; and	
78.1.1.5	if the Council is not the owner of the land, a statement of any requirements made by the owner of the land as a condition of approving the proposed revocation of the classification; and	
78.1.2	undertake public consultation in accordance with the Act.	
78.2	After complying with the requirements of Section 194(2) of the Act, the function pursuant to Section 194(3) of the Act to prepare a report on all submissions made on it as part of the public consultation process.	GMSC, MDS
78.3	The power pursuant to Section 194(4) of the Act to consult with the Minister in relation to a regulation made under Section 194(1) over a specific piece of land.	GMSC, MDS
79. Effect of revocation of classification		
79.1	If it appears from the Register Book that the land is subject to a dedication, reservation or trust, other than a dedication, reservation or trust under the Crown Lands	GMSC, MDS

<p>Act 1929, the function pursuant to Section 195(2) of the Act immediately after the revocation of the classification of the land as community land, to give notice of the revocation to the Registrar-General in the manner and form approved by the Registrar-General.</p>	
<p>80. Management plans</p>	
<p>80.1 The power and function pursuant to and in accordance with Section 196(1), (2), (3) and (7) of the Act to prepare and adopt a management plan or management plans for the Council's community land, for which a management plan must be prepared, that –</p>	<p>GMSC, MDS</p>
<p>80.1.1 identifies the land to which it applies; and</p>	
<p>80.1.2 states the purpose for which the land is held by the Council; and</p>	
<p>80.1.3 states the Council's objectives, policies (if any) and proposals for the management of the land; and</p>	
<p>80.1.4 states performance targets and how the Council proposes to measure its performance against its objectives and performance targets.</p>	
<p>80.2 If a management plan relates to land that is not in the Council's ownership, the power and function pursuant to Section 196(4) of the Act to consult with the owner of the land at an appropriate stage during the preparation of the plan and the plan must –</p>	<p>GMSC, MDS</p>
<p>80.2.1 identify the owner of the land; and</p>	
<p>80.2.2 state the nature of any trust, dedication or restriction to which the land is subject apart from the Act; and</p>	
<p>80.2.3 contain any provisions that the owner reasonably requires and identify those provisions as provisions required by the owner.</p>	
<p>80.3 The function pursuant to Section 196(5) of the Act to ensure (as far as practicable) that the management plan is consistent with other relevant official plans and policies about conservation, development and use of the land and contains any special provisions required under the Regulations.</p>	<p>GMSC, MDS</p>
<p>81. Public Consultation on proposed management plan</p>	

81.1	Before the Council adopts a management plan for community land, the function pursuant to undertake public consultation in accordance with the Act.	GMSC, MDS
81.2	The function pursuant to Section 197(3) of the Act to give public notice of the adoption of a management plan.	GMSC, MDS
82. Amendment or revocation of management plan		
82.1	The power pursuant to Section 198(1) of the Act and in accordance with Section 198(2) and (3) of the Act to amend or revoke a management plan by the adoption of a proposal for its amendment or revocation.	
82.2	The power pursuant to Section 198(2) and (3) of the Act to conduct public consultation prior to the Council or the Delegate adopting a proposal for amendment to or revocation of a management plan, unless in the opinion of the Delegate the amendment has no impact or no significant impact on the interests of the community.	GMSC, MDS

82.3	The function pursuant to Section 198(4) of the Act to give public notice of Council's or the Delegate's adoption of a proposal for the amendment or revocation of a management plan.	GMSC, MDS
83. Effect of management plan		
83.1	The function pursuant to Section 199 of the Act to manage community land in accordance with any management plan for the relevant land.	GMSC, MDS
84. Use of community land for business purposes		
84.1	The power pursuant to Section 200(1), (2) and (3) of the Act to approve a person's use of community land for a business purpose, consistent with provisions of the management plan and on any conditions the Delegate considers appropriate.	CS, GMAD, GMCB, GMSC, MCA, MCS, PO, MDS, EHO, EHL, ACSO, CSOL, EL, EC, CS
85. Sale or disposal of local government land		
85.1	The power pursuant to Section 201(1) of the Act to sell or otherwise dispose of an interest in land:	
	85.1.1 vested in the Council in fee simple; or	
	85.1.2 vested in the Council as lessee.	
85.2	The power pursuant to Section 201(2)(d) and (e) of the Act to:	
	85.2.1 grant an easement (including a right of way) over community land; and	GMCS, MDS
	85.2.2 grant an easement (excluding a right of way) over a road or part of a road.	GMCS, MDS
86. Alienation of community land by lease or licence		
86.1	The power pursuant to Section 202(1) and (5) of the Act, and subject to Section 202(2)-(3), (6) and (7) of the Act, inclusive, to grant a lease or licence over community land (including community land that is, or forms part of, a park or reserve), and to make provision in a lease or licence for –	GMSC, MDS
	86.1.1 the erection or removal of buildings and other structures for the purpose of activities conducted under the lease or licence;	

86.1.2	the exclusion, removal or regulation of persons, vehicles or animals from or on the land, and the imposition of admission or other charges (subject to the fixing or varying of the charge by Council, pursuant to Section 44(3)(j) of the Act);	
86.1.3	any other matter relevant to the use or maintenance of the land.	
86.2	The function pursuant to Section 202(2) and (3) of the Act and subject to Section 202(7) of the Act before granting a lease or licence relating to community land to undertake public consultation in accordance with the Act, unless –	GMSC, MDS
86.2.1	the grant of the lease or the licence is authorised in an approved management plan for the land and the term of the proposed lease or licence is 5 years or less; or	
86.2.2	the Regulations provide, in the circumstances of the case, for an exemption from compliance with undertaking public consultation.	
86.3	The power pursuant to Section 202(4) of the Act, and subject to Section 202(4a) (7) of the Act, to grant or renew a lease or a licence for a term (not exceeding 42 years) and to extend the term of the lease or licence but not so that the term extends beyond a total of 42 years.	GMSC, MDS
86.4	The function pursuant to Section 202(6) of the Act to ensure that a lease or licence relating to community land is consistent with any relevant management plan.	GMSC, MDS
87. Register		
87.1	The function pursuant to Section 207(1) of the Act to keep a register of all community land in the Council's area.	GMSC, MDS
87.2	The function pursuant to Section 207(2)(a) and (b) of the Act to ensure that the register -	
87.2.1	contains the information required by the Regulations; and	
87.2.2	contains copies of current management plans.	
87.3	The power pursuant to Section 207(2)(c) of the Act to include in the register (if the Delegate so decides) a computer record of the relevant information.	GMSC, MDS

88. Ownership of public roads	
88.1 The function pursuant to Section 208(4) of the Act to cause a copy of a resolution declaring a road or land to be a public road, or preserving an easement under Section 208(3) of the Act, to be published in the <i>Gazette</i> .	GMAD, ME, SPMID
89. Ownership of fixtures and equipment installed on public roads	
89.1 The power pursuant to Section 209(3) of the Act to enter into an agreement with the provider of public infrastructure or the holder of an authorisation or permit under Section 209(1) and (2) of the Act which provides for the vesting of property in fixtures and equipment in the Council.	GMAD, ME, SPMID
90. Conversion of private road to public road	
90.1 The function pursuant to Section 210(1)(b) of the Act to make reasonable enquiries to find the owner of a private road which the Council is seeking to declare be a public road.	GMAD, ME, SPMID
90.2 The function pursuant to Section 210(2) of the Act at least 3 months before the Council makes a declaration under Section 210 of the Act to:	GMAD, ME, SPMID
90.2.1 if the identity and whereabouts of the owner of the road are known to the Council, give written notice to the owner of land subject to the proposed declaration; and	
90.2.2 if a person has some other form of registered legal interest over the road and the identity and whereabouts of that person are known to the Council – give written notice to the person of the proposed declaration; and	
90.2.3 to give public notice of the proposed declaration.	
90.3 The function pursuant to Section 210(5) to publish in the <i>Gazette</i> a declaration of the Council made in accordance with Section 210(1) of the Act.	GMAD, ME, SPMID
90.4 The function pursuant to Section 210(7) of the Act to furnish to the Registrar-General a copy of any declaration under Section 210 of the Act in a manner and form approved by the Registrar-General immediately after it is made.	GMAD, ME, SPMID

91. Highways	
91.1 The power pursuant to Section 211(1)(a) of the Act to enter into an agreement with the Commissioner of Highways in order for the Council to exercise its powers under Part 2 of Chapter 11 of the Act in relation to a highway.	GMAD, ME, SPMID
92. Power to carry out roadwork	
92.1 The power pursuant to Section 212(1) of the Act to have road works carried out in the Council's area or, by agreement with another Council, in the area of another Council.	GMAD, ME, SPMID
92.2 The power pursuant to Section 212(3) of the Act to do anything reasonably necessary for, or incidental, to roadwork pursuant to Section 212(2) of the Act, providing that –	GMAD, ME, SPMID
92.2.1 the roadwork is carried out in compliance with any relevant requirement under the <i>Road Traffic Act 1961</i> ; and	
92.2.2 before carrying out roadwork in relation to a road that runs into or intersects with a highway (and that may have an effect on the users of that highway), consult with the Commissioner of Highways; and	
92.2.3 the roadwork in relation to a private road is only carried out if –	
92.2.3.1 the owner agrees; or	
92.2.3.2 the Council has given the owner reasonable notice of the proposed roadwork and a reasonable opportunity to make representations and has considered any representations made in response to the notice; or	
92.2.3.3 the identity or whereabouts of the owner is unknown; and	
92.2.4 the roadwork on other private land is carried out with the agreement of the owner (unless otherwise provided in the Act).	

93. Recovery of cost of roadwork		
93.1	Where roadwork has been carried by agreement, the power pursuant to Section 213(1) of the Act to recover the whole of the cost or an agreed contribution determined by the Delegate under the terms of the agreement.	GMAD, ME, SPMID
93.2	Where roadwork has been carried out to repair damage to a road, the power pursuant to Section 213(2) of the Act to recover the cost of carrying out the work, as a debt, from –	GMAD, ME, SPMID
93.2.1	the person who caused the damage; or	
93.2.2	in the case of damage caused by the bursting, explosion or fusion of any pipe, wire, cable, fitting or other object – the person who is the owner, or who has control of that infrastructure.	
93.3	If the Council carries out roadwork on a private road, the power pursuant to Section 213(3) of the Act to recover the cost of the work or a contribution towards the cost of the work determined by the Delegate as a debt from the owner of the private road.	GMAD, ME, SPMID
94. Contribution between councils where road is on boundary between council areas		
94.1	Where roadwork is a carried out on a road on the boundary between 2 Council areas, the power pursuant to Section 214(1) and (2) of the Act to recover a reasonable contribution from the other Council towards the cost of the work, being an amount agreed between the Councils or, in the absence of an agreement, an amount determined by the Court in which the action for contribution is brought.	GMAD, ME, SPMID
95. Special provisions for certain kinds of roadwork		
95.1	If the Council changes the level of a road, the function pursuant to Section 215(1) of the Act to –	GMAD, ME, MFS, SPMID
95.1.1	ensure that adjoining properties have adequate access to the road; and	
95.1.2	construct any retaining walls, embankments or other structures necessary to provide protection required in consequence of the change of level.	
95.2	The power pursuant to Section 215(2) of the Act to carry out road work to allow water from a road to drain into adjoining property if, in the Delegate’s opinion –	GMAD, ME, MFS, SPMID
95.2.1	there is no significant risk of damage to the adjoining property; or	

95.2.2	the road work does not significantly increase the risk of damage to adjoining property.	
95.3	The function pursuant to Section 215(4) of the Act to give reasonable notice of proposed action to drain water into land under Section 215(2) of the Act to the owner of the land, except in a case of urgency.	GMAD, ME, MFS, SPMID
96.	Power to order owner of Private Road to carry out specific roadwork	
96.1	The power pursuant to Section 216(1) of the Act to, by order in writing in accordance with Section 216(2) of the Act to the owner of a private road, require the owner to carry out specified roadwork to repair or improve the road.	GMAD, ME, SPMID
96.2	The function pursuant to Section 216(2) of the Act to apply Divisions 2 and 3 of Part 2 of Chapter 12 of the Act with respect to any proposal to make an order; and if an order is made, any order, under Section 216(1) of the Act.	GMAD, ME, SPMID
97.	Power to order owner of infrastructure on road to carry out specified maintenance or repair work	
97.1	The power pursuant to Section 217(1) of the Act by order in writing to the owner of a structure or equipment installed in, on, across, under or over a road, to require the owner –	APO, GMAD, ME, SPMID
97.1.1	to carry out specified work by way of maintenance or repair; or	
97.1.2	to move the structure or equipment in order to allow the Council to carry out roadwork.	
97.2	Where the order made pursuant to Section 217(1) of the Act is not complied with within a reasonable time fixed in the order, the power pursuant to Section 217(2)(a) of the Act to take action required by the order and to recover the cost of doing so as a debt from the owner.	APO, GMAD, ME, SPMID
98.	Power to require owner of adjoining land to carry out specific work	
98.1	The power pursuant to Section 218(1) of the Act to, by order in writing in accordance with Section 218(2) of the Act to the owner of land adjoining the road, require the owner to carry out specified work.	APO, GMAD, ME, SPMID
98.2	The function pursuant to Section 218(2) of the act to apply Divisions 2 and 3 of Part 2 of Chapter 12 of the Act with respect to any proposal to make an order; and if an order is made, any order, under Section 218(1) of the Act.	APO, GMAD, ME, SPMID

99. Power to assign a name, or change the name of a road or public place	
99.1 The power pursuant to Section 219(1) of the Act to assign a name to a public or private road, or to a public place, or change the name of a public or private road, or of a public place.	GMSC, MDS
99.2 The function pursuant to Section 219(1a) to assign a name to a public road created after the commencement of Section 219(1a) of the Act by land division.	GMSC, MDS
99.3 Where it is proposed to change the name of a public road that runs into the area of an adjoining council, the function pursuant to Section 219(2) of the Act to –	GMSC, MDS
99.3.1 give the adjoining council at least 2 months' notice of the proposed change; and	
99.3.2 consider any representations made by the adjoining council in response to that notice.	
99.4 The function pursuant to Section 219(3) of the Act to –	GMSC, MDS
99.4.1 immediately notify the Registrar-General, the Surveyor-General and the Valuer-General of the assignment of a name, or the change of a name, under Section 219 of the Act; and	
99.4.2 on request by the Registrar-General, the Surveyor-General or the Valuer-General, provide information about the names of roads or public places in the Council's area.	
99.5 The function pursuant to Section 219(4) of the Act to give public notice of the assigning or changing of a name under Section 219(1) of the Act.	GMSC, MDS
99.6 The power pursuant to Section 219(5) of the Act to prepare and adopt a policy relating to the assigning of names under Section 219 of the Act.	GMSC, MDS
99.7 The power pursuant to Section 219(6) of the Act to, at any time, alter a policy or substitute a new policy.	GMSC, MDS
99.8 The function pursuant to Section 219(7) of the Act to give public notice of the adopting or altering of a Policy under Section 219 of the Act.	GMSC, MDS
100. Numbering of premises and allotments	

100.1	The power pursuant to Section 220(1) of the Act to adopt a numbering system for buildings and allotments adjoining a road.	GMSC, MDS
100.2	The function pursuant to Section 220(1a) of the Act to assign a number (as part of its primary street address) to all buildings or allotments adjoining a public road created after the commencement of Section 220(1a) of the Act by land division.	GMSC, MDS
100.3	The function pursuant to Section 220(1b) of the Act to ensure that an assignment under Section 220(1a) of the Act occurs within 30 days after the issue of certificate of title in relation to the relevant land division in accordance with any requirements prescribed by regulations made for the purposes of this subsection 220(1b) of the Act.	GMSC, MDS
100.4	The power pursuant to Section 220(2) of the Act to, from time to time, alter a numbering system, or substitute a new numbering system, under Section 220 of the Act.	GMSC, MDS
100.5	The function pursuant to Section 220(3) of the Act to give public notice of the adopting, altering or substituting of a numbering system for a particular road.	GMSC, MDS
100.6	The function pursuant to Section 220(4) of the Act to notify the Valuer-General of the decision to adopt, alter or substitute a numbering system under section 220 of the Act.	GMSC, MDS
100.7	The power pursuant to Section 220(6) of the Act to request an owner of land to ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Delegate.	GMSC, MDS
101. Alteration of Road		
101.1	The power pursuant to Section to 221(1) and (2) of the Act to authorise a person (other than the Council or a person acting under some other statutory authority) to make an alteration to a public road, such as	GMAD, ME, MFS, SPMID, TTL, APO, SUFO, OSL, UFO
101.1.1	altering the construction or arrangement of the road to permit or facilitate access from an adjacent property; or	
101.1.2	erecting or installing a structure (including pipes, wires, cables, fixtures, fittings and other objects) in, on, across, under or over the road; or	
101.1.3	changing or interfering with the construction, arrangement or materials of the road; or	

101.1.4	changing, interfering with or removing a structure (including pipes, wires, cables, fixtures, fittings and other objects) associated with the road; or	
101.1.5	planting a tree or other vegetation on the road, interfering with vegetation on the road or removing vegetation from the road.	
101.2	Before authorising the erection or installation of a structure under Section 221(2)(b) of the Act the function pursuant to Section 221(4) of the Act to give consideration as to whether the structure will –	GMAD, ME, MFS, SPMID, TTL, APO
101.2.1	unduly obstruct the use of the road; or	
101.2.2	unduly interfere with the construction of the road; or	
101.2.3	have an adverse effect on road safety.	
101.3	The power pursuant to Section 221(6) of the Act to grant an authorisation under Section 221 of the Act –	GMAD, GMCB, MCS, ME, MFS, SPMID, TTL, APO
101.3.1	for a particular act or occasion; or	
101.3.2	for a term which is, subject to revocation for breach of a condition, to remain in force for a term (not exceeding 42 years) stated in the authorisation and, at the expiration of the term, the power to renew the term for a further term (not exceeding 42 years) fixed by the Delegate at the time of the renewal.	
102. Permits for business purposes		
102.1	The power pursuant to Section 222(1) of the Act to authorise a person to use a public road for business purposes and to give a permit to do so.	GMAD, GMCB, MCS, ME, SPMID, TTL, ACSO, CSOL, CSO, EHL, EHO, CS
102.2	Subject to the Act, the power pursuant to Section 222(2) of the Act to issue a permit that grants rights of exclusive occupation in relation to part of a public road.	GMAD, GMCB, MCS, ME, SPMID, TTL, ACSO, CSOL, CSO
102.3	The power pursuant to Section 222(3) of the Act to issue a permit to use a public road for a particular occasion or for a term stated in the permit.	GMAD, GMCB, MCS, ME, SPMID, TTL, ACSO, CSOL, CSO, DAdminL
103. Public consultation		

103.1	The function pursuant to Section 223(1) of the Act before granting the authorisation to alter a public road or the permit to use a public road for business purposes, to undertake public consultation in accordance with the Act, if the Delegate proposes to grant an authorisation or permit –	GMAD, GMCB, MCS, ME, SPMID, TTL
103.1.1	that confers a right of exclusive occupation; or	
103.1.2	that would have the effect of restricting access to a road; or	
103.1.3	in relation to a use or activity for which public consultation is required under the Regulations.	
103.2	The function pursuant to Section 223(2) of the Act to give written notice of the proposal to agencies that are, under the Regulations, to be notified of the proposal to grant an authorisation to alter a public road or to permit the use of a public road for business purposes.	GMAD, GMCB, MCS, ME, SPMID, TTL
104. Conditions of authorisation or permit		
104.1	The power pursuant to Section 224 of the Act subject to Section 224(2) of the Act to grant an authorisation or permit on conditions which comply with any requirements prescribed by regulation.	GMAD, GMCB, MCS, ME, SPMID, TTL, ACSO, CSOL, CSO, EHL, EHO, CS
105. Cancellation of Authorisation or Permit		
105.1	The power pursuant to Section 225(1) of the Act and subject to sections 225(2) and 225(3) of the Act to cancel the authorisation or permit for a breach of a condition.	GMAD, GMCB, MCS, ME, SPMID, TTL, ACSO, CSOL, CSO, EHL, EHO, CS
105.2	The function pursuant to Section 225(2) of the Act before cancelling an authorisation or permit, to -	GMAD, GMCB, MCS, ME, SPMID, TTL, ACSO, CSOL, CSO, EHL, EHO, CS
105.2.1	give the holder of the authorisation or permit a written notice of the proposed cancellation stating the grounds on which the Delegate proposes to act and allowing the holder a reasonable period to make written representations to the Delegate on the proposed cancellation; and	
105.2.2	consider any representations made in response to the notice.	
105.3	The power pursuant to Section 225(3) of the Act to determine if a shorter period of notice should apply under Section 225(2)(a) of the Act, to protect the health or safety	GMAD, GMCB, MCS, ME, SPMID, TTL, ACSO, CSOL,

of the public, or otherwise to protect the public interest.	CSO, EHL, EHO, CS
106. Register	
106.1 The power and function pursuant to Section 231(1) and (2) of the Act to keep a register of public roads in the Council's area, which -	GMAD, GMCB, ME, SPMI
106.1.1 includes the information required by regulation; and	
106.1.2 may consist (if the Delegate so decides) of a computer record of the relevant information.	
107. Trees	
107.1 The power pursuant to Section 232 of the Act to plant vegetation or authorise or permit the planting of vegetation, on a road, only after complying with the following matters (in addition to complying with any other statutory requirement) –	GMAD, ME, MFS, SUFO, SPMID
107.2 giving consideration to whether the vegetation is, on balance, appropriate to the proposed site taking into account -	
107.2.1 environmental and aesthetic issues; and	
107.2.2 the use and construction of the road (including the potential for interference with the construction of the road or with structures (including pipes, wires, cables, fixtures, fittings or other objects) in the road); and	
107.2.3 road safety matters; and	
107.2.4 other matters (if any) considered relevant by the Delegate; and	
107.3 where the vegetation may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area, to follow the relevant steps set out in its public consultation policy.	

108. Damage	
108.1 The power pursuant to Section 233(1) and (2) of the Act to recover damages, in the same way as damages for a tort, where a person, without the Council's permission, intentionally or negligently damages a road or a structure (including pipes, wires, cables, fixtures, fittings and other objects) belonging to the Council associated with the road.	GMAD
109. Council's power to remove objects from roads	
109.1 The power pursuant to Section 234(1) of the Act to remove and dispose of any structure, object or substance from a road if -	ACSO, CSO, GMAD, GMCB, MCS, ME, SPMID, MFS
109.1.1 it has been erected, placed or deposited on the road without the authorisation or permit required under Part 2 of Chapter 11 of the Act; or	
109.1.2 an authorisation or permit has been granted but has later expired or been cancelled.	
109.2 The power pursuant to Section 234(2) of the Act to recover the cost of acting under Section 234 of the Act as a debt from the person who erected, placed or deposited the structure, object or substance on the road.	GMAD, GMCB, MCS, ME, SPMID, MFS
109.3 Where, as a result of an accident involving a vehicle or vehicles, any wreckage, objects or materials are left on a road, the power pursuant to Section 234(3) of the Act to clear the area and to recover the cost from the driver of the vehicle or, if more than one vehicle was involved, the driver of any one of the vehicles.	GMAD, GMCB, MCS, ME, SPMID, MFS
110. Abandonment of vehicles and farm implements	
110.1 The power pursuant to Section 236(2) of the Act to seek an order from the court by which a person is convicted of an offence against Section 236(1) of the Act, that the convicted person pay to the Council any costs incurred by the Council in removing or disposing of a vehicle or farm implement abandoned on a public road or public place.	GMAD, GMCB, MCS, ME, SPMID, MFS
111. Removal of vehicles	
111.1 The function pursuant to Section 237(4) of the Act to ensure that the owner of the vehicle is notified of the removal of the vehicle:	ACSO, CSO, CSOL, GMAD, GMCB, MCS, ME, SPMID
111.1.1 by written notice in the prescribed form •served on the owner personally; or by the use of person-to-person registered post as soon as practicable after the removal of the vehicle; or -	

<p>111.1.2 if the owner is unknown or cannot be found by public notice in accordance with the Act within 14 days after the removal of the vehicle</p>	
<p>111.2 If the owner of a removed vehicle does not within 1 month after service or publication of the notice, pay all expenses in connection with the removal, custody and maintenance of the vehicle, and of serving, publishing or posting the notice, and take possession of the vehicle, the power and function pursuant to Section 237(5) of the Act to, subject to Section 237(6)(b) of the Act, offer the vehicle for sale by public auction or public tender.</p>	<p>GMAD,GMCB, MCS, ME, SPMID, ACSO, CSO, CSOL</p>
<p>111.3 The power pursuant to Section 237(6) of the Act to dispose of the vehicle in such manner as the Delegate thinks fit if:</p>	<p>GMAD,GMCB, MCS, ME, SPMID</p>
<p>111.3.1 the vehicle is offered for sale but not sold; or</p> <p>111.3.2 the Delegate reasonably believes that the proceeds of the sale of the vehicle would be unlikely to exceed the costs incurred in selling the vehicle or the costs incidental to removing or holding the vehicle, or those costs combined.</p>	
<p>111.4 The function pursuant to Section 237(7) of the Act, where the vehicle is sold, to apply the proceeds of sale as follows:</p>	<p>GMAD,GMCB, MCS, ME, SPMID</p>
<p>111.4.1 firstly, in payment of the costs of and incidental to the sale;</p> <p>111.4.2 secondly, in payment of the costs of and incidental to the removal, custody and maintenance of the vehicle and of the notice served, posted or published under Section 237 of the Act;</p> <p>111.4.3 thirdly, in payment of the balance to the owner of the vehicle.</p>	
<p>111.5 The function pursuant to Section 237(8) of the Act to make reasonable inquiry to find the owner of the vehicle following sale and, if after that reasonable inquiry, the owner cannot be found, the function to pay the balance of the proceeds of sale to the Council.</p>	<p>GMAD,GMCB, MCS, ME, SPMID, ACSO, CSO, CSOL</p>
<p>111.6 The function pursuant to Section 237(9) of the Act to take reasonable steps to return property found in the vehicle, and where the property cannot be returned, the function to deal with the property as unclaimed goods under the <i>Unclaimed Goods Act 1987</i> as if the Council were the bailee of those goods.</p>	<p>GMAD,GMCB, MCS, ME, SPMID, ACSO, CSO, CSOL</p>

112. Time limits for dealing with certain applications		
112.1	Where the power to decide upon certain applications to which the Section applies has been delegated, the function pursuant to Section 242(1) and (2) of the Act within two months after the relevant date, to make a decision in respect of the application and, if not so decided, it is taken to have been refused.	GMA, GMAD, GMCB, GMSC
112.2	The function pursuant to Section 242(3) of the Act to notify the applicant in writing as soon as practicable of a decision or presumptive decision on an application to which Section 242 of the Act applies.	GMA, GMAD, GMCB, GMSC
113. Registrar-General to issue certificate of title		
113.1	The function pursuant to Section 243(1) of the Act to apply to the Registrar-General for the issue of a Certificate of Title for the land under the <i>Real Property Act 1896</i> , where land vests for an estate in fee simple in the Council under this Act.	GMSC, GMAD
113.2	The function pursuant to Section 243(2) of the Act to make such application to the Registrar-General for the issue of a Certificate of Title as follows:	GMSC, GMAD
113.2.1	in a manner and form approved by the Registrar-General; and	
113.2.2	accompanied by -	
	<ul style="list-style-type: none"> any surveys of the land and other materials that the Registrar-General may reasonably require; and 	
	<ul style="list-style-type: none"> a fee fixed by the Registrar-General. 	
114. Liability for injury, damage or loss caused by certain trees		
114.1	The power pursuant to Section 245 of the Act to take reasonable action in response to a written request by an owner or occupier of property adjacent to a road for the Council to take reasonable action to avert a risk of damage to property of the owner or occupier from a tree growing in the road (whether planted by the Council or not).	GMAD, ME, SPMID, MFS, SUFO

115. Council may require bond or other security in certain circumstances	
<p>115.1 Subject to Section 245A of the Act, if,</p> <p>115.1.1 a person has approved to carry out development under the <i>Planning, Development and Infrastructure Act 2016</i>; and</p> <p>115.1.2 the delegate has reason to believe that the performance of work in connection with the development could cause damage to any local government land (including a road) within the vicinity of the site of the development,</p> <p>the power, pursuant to Section 245A of the Act, to, by notice in writing served on the person who has the benefit of the approval, require the person to enter into an agreement that complies with any requirements prescribed by the regulations so as to ensure that money is available to address the cost of any damage that may be caused.</p>	GMSC, GMAD, MDS
<p>115.2 The power pursuant to Sections 37(b) and 245A of the Act, where a person has approval to carry out development under the <i>Planning, Development and Infrastructure Act 2016</i> and a notice in writing has been served pursuant to Section 245A of the Act on the person who has the benefit of the approval, to enter into an agreement that complies with any requirements prescribed by the Regulations so as to ensure that money is available to address the cost of any damage that may be caused.</p>	GMSC, MDS
116. Power to make by-laws	
<p>116.1 The function pursuant to Section 246(4a) of the Act, if the Council makes a determination under Section 246(3)(e) of the Act, to ensure that the Council gives public notice of the alteration in accordance with the Act.</p>	GMCB, MCS
117. Passing by-laws	
<p>117.1 If it is proposed that the Council make a by-law, then at least 21 days before the Council resolves to make the by-law, the function pursuant to Section 249(1) of the Act to make copies of the proposed by law (and any code, standard or other document proposed to be applied or incorporated by the by-law) are made available to the public.</p>	GMCB, MCS
<p>117.2 Before the Council makes a by-law, the function pursuant to Section 249(4) of the Act to obtain a certificate, in the prescribed form, signed by a legal practitioner certifying that, in the opinion of the legal practitioner –</p>	GMCB, MCS

117.2.1	the Council has power to make the by-law by virtue of a statutory power specified in the certificate; and	
117.2.2	the by-law is not in conflict with the Act.	
117.3	The function pursuant to Section 249(5) of the Act to publish a by-law in the <i>Gazette</i> .	GMCB, MCS
117.4	The function pursuant to Section 249(7) to give public notice in accordance with the Act.	GMCB, MCS
118. Model by-laws		
118.1	The function pursuant to Section 250(5) of the Act to publish the resolution adopting a model by-law or alteration made under Section 250 of the Act in the <i>Gazette</i> .	GMCB, MCS
118.2	The function pursuant to Section 250(7) to give public notice in accordance with the Act.	GMCB, MCS
119. Register of by-laws and certified copies		
119.1	The function pursuant to Section 252(1) and (2) to cause a separate register to be kept of all by-laws made or adopted by the Council, including a copy of any code, standard or other document referred to or incorporated.	GMCB, MCS
119.2	The function pursuant to Section 252(5) of the Act to make available, on payment of a fee fixed by the Council, a certified copy of a by-law of the Council in force at the particular time.	GMCB, MCS
120. Power to make orders		
120.1	The power pursuant to Section 254 of the Act to order a person to do or to refrain from doing a thing specified in Column 1 of the Table in Part 2 of Chapter 12, if in the opinion of the Delegate, the circumstances specified in Column 2 of the Table exist and the person is within the description in Column 3 of the Table.	ACSO, CSO, GMCB, MCS, CSOL
121. Procedures to be followed		
121.1	The function pursuant to Section 255(1) of the Act before taking action to make an order under Part 2 of Chapter 12 (but subject to this Section), to give the person to whom it is proposed that the order be directed a notice in writing -	ACSO, CSO, GMCB, MCS, CSOL

121.1.1	stating the proposed action, including the terms of the proposed order and the period within which compliance with the order will be required; and	
121.1.2	stating the reasons for the proposed action; and	
121.1.3	inviting the person to show, within a specified time (being a reasonable period), why the proposed action should not be taken (by making representations to the Delegate).	
121.2	If a notice of intention to make an order is directed to a person who is not the owner of the relevant land, the function pursuant to Section 255(2) of the Act to take reasonable steps to serve a copy of the notice on the owner.	ACSO, CSO, GMCB, MCS, CSOL
121.3	The power pursuant to Section 255(3) of the Act after considering representations made within the time specified under Section 255(1) of the Act –	ACSO, CSO, GMCB, MCS, CSOL
121.3.1	to make an order in accordance with the terms of the original proposal; or	
121.3.2	to make an order with modifications from the terms of the original proposal; or	
121.3.3	to determine not to proceed with an order.	
121.4	The power pursuant to Section 255(5) of the Act to -	ACSO, CSO, GMCB, MCS, CSOL
121.4.1	include two or more orders in the same instrument;	
121.4.2	direct two or more persons to do something specified in the order jointly.	
121.5	The function pursuant to Section 255(6) of the Act to ensure that the order -	ACSO, CSO, GMCB, MCS, CSOL
121.5.1	subject to Section 255 of the Act, specifies a reasonable period within which compliance with the order is required; and	
121.5.2	states the reasons for the order.	
121.6	The function pursuant to Section 255(7) of the Act to serve an order in accordance with Part 2 of Chapter 14 of the Act on the person to whom it is addressed.	ACSO, CSO, GMCB, MCS, CSOL

121.7	If an order is directed to a person who is not the owner of the relevant land, the function pursuant to Section 255(8) of the Act to take reasonable steps to serve a copy of the order on the owner.	ACSO, CSO, GMCB, MCS, CSOL
121.8	The power pursuant to Section 255(11) of the Act at the request or with the agreement of the person to whom an order is directed, to vary the order on the Delegate's own initiative, or to revoke an order if satisfied that it is appropriate to do so.	ACSO, CSO, GMCB, MCS, CSOL
121.9	If the Delegate, in the circumstances of a particular case, considers -	ACSO, CSO, GMCB, MCS, CSOL
121.9.1	that an activity constitutes, or is likely to constitute, a threat to life or an immediate threat to public health or public safety; or	
121.9.2	that an emergency situation otherwise exists,	
	the Delegate has the power pursuant to Section 255(12) of the Act to -	
121.9.3	Proceed immediately to make an order under this Section without giving notice under Section 255(1); and	
121.9.4	require immediate compliance with an order despite Section 255(6)(a).	
122. Rights of review of an order		
122.1	The function pursuant to Section 256(1) and (2) of the Act to ensure that an order made under Part 2 of Chapter 12 includes a statement setting out the rights of the person to seek a review of the order under the Act, and to include the information specified by the Regulations to the Act.	GMCB, MCS, CSOL
123. Action on non-compliance		
123.1	The power pursuant to Section 257(1) of the Act, where the requirements of an order are not complied with within the time fixed for compliance, or if there is an application for review, within 14 days after the determination of the review, to (subject to the outcome of any review) take the action required by the order.	GMCB, MCS
123.2	The power pursuant to Section 257(2) of the Act to authorise an employee or another person to take action under Section 257(1) of the Act.	GMCB, MCS

123.3	The power pursuant to Section 257(3) of the Act to take action to recover the reasonable costs and expenses incurred by the Council in taking action for the non-compliance with an order, as a debt from the person who failed to comply with the requirements of the order.	GMCB, MCS
123.4	The power pursuant to Section 257(5) of the Act where an amount is recoverable from a person by the Council for action of non-compliance with an order, by notice in writing to the person, to fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid and, if the amount is not paid by the person within that period -	GMCB, MCS
123.4.1	the person is liable to pay interest charged at the prescribed rate per annum on the amount unpaid; and	GMCB, MCS
123.4.2	if the person is the owner of the land to which the order relates – the power, in accordance with Schedule 6, to impose a charge over the land for the unpaid amount, together with interest.	GMCB, MCS
124. Councils to develop policies		
124.1	The power pursuant to Section 259(1) of the Act to take reasonable steps to prepare and adopt policies concerning the operation of Part 2 of Chapter 12 of the Act.	GMCB, MCS, MSG
124.2	The function pursuant to Section 259(2) of the Act to prepare a draft of a policy and undertake public consultation in accordance with the Act.	GMCB, MCS, MSG
124.3	The function pursuant to Section 259(3) of the Act to consider any submission made on the proposed policy in response to an invitation under Section 259(2) of the Act.	GMCB, MCS, MSG
124.4	The power pursuant to Section 259(4) of the Act to amend a policy at any time.	GMCB, MCS, MSG
124.5	The function pursuant to Section 259(5) of the Act before adopting an amendment to a Policy, to take the steps specified in Section 259(2) and (3) (as if the amendment were a new policy), unless the Council or the Delegate determines the amendment is only of minor significance.	GMCB, MCS, MSG
124.6	The function pursuant to Section 259(8) of the Act in considering whether to make an order, to deal with the particular case on its merits and take into account any relevant policy under this Division.	GMCB, MCS, MSG
125. Appointment of Authorised Persons		

125.1	The power, pursuant to Section 260(1) of the Act by instrument in writing, to appoint a person (other than a member of the Council) to be an authorised person.	GMAD, GMCB, GMSC
125.2	The power pursuant to Section 260(2) of the Act to make an appointment of an authorised person subject to such conditions or limitations as the Delegate determines and specified in the instrument of appointment.	GMAD, GMCB, GMSC
125.3	The power and function pursuant to Section 260(3) of the Act to issue to an authorised person an identity card –	GMCB, MCS, MSG, SGL
	125.3.1 containing a photograph of the authorised person; and	
	125.3.2 identifying any conditions or limitations imposed under Section 260(2) of the Act.	
125.4	The power pursuant to Section 260(5) of the Act to at any time revoke an appointment under Section 260 of the Act, or to vary or revoke a condition or limitation, or impose a further condition or limitation on the appointment.	
126. Member Behaviour		
6	126.1 The power under Section 262B(1) to prepare and adopt a behavioural management policy.	REMAINS WITH COUNCIL
7	126.2 The power under section 262B(6) to alter or substitute a behavioural management policy.	REMAINS WITH COUNCIL
8	126.3 The function under section 262B(7) to review the operation of the behavioural management policy within 12 months of the conclusion of each periodic election.	REMAINS WITH COUNCIL
9	126.4 The function under Section 262D of the Act to provide a complainant with written reasons for refusal or determination to take no action.	
10	126.5 The function under Section 262W(3)(b)(ii) to provide a report to the Panel detailing a Member's compliance with the Panel's requirement; or Council's compliance with Panel's requirement.	

127. Procedures for review of decisions and requests for services	
127.1 The power and function pursuant to Section 270(a1) of the Act and in accordance with Sections 270(a2) and (4a) of the Act, to develop and maintain policies, practices and procedures for dealing with:	GMSC, MSG
127.1.1 any reasonable request for the provision of a service by the Council or for the improvement of a service provided by the Council; and	
127.1.2 complaints about the actions of the Council, employees of the Council, or other persons acting on behalf of the Council.	
127.2 The power and function pursuant to Section 270(a2) of the Act to ensure the policies, practices and procedures required under Section 270(a1) of the Act, are directed towards:	GMSC, MSG
127.2.1 dealing with the relevant requests or complaints in a timely, effective and fair way; and	
127.2.2 using information gained from the Council's community to improve its services and operations.	
127.3 Without limiting Sections 270(a1) and (a2) of the Act the power and function pursuant to Section 270(1) of the Act and in accordance with Sections 270(2) and (4a) of the Act, to establish procedures for the review of decisions under this Section.	GMSC, MSG
127.4 The power allow an application made more than 6 months of the making of the decision under Section 270(2a).	GMSC, MSG
127.5 The power pursuant to Section 270(3a) of the Act to reduce, waive or refund (in whole or part) the fee under Section 270(3) of the Act.	GMSC, MSG
127.6 The power pursuant to Section 270(4) of the Act to refuse to consider an application for review of a decision under Section 270 of the Act, if -	GMSC, MSG
127.6.1 the application was made by an employee of the Council and relates to an issue concerning his or her employment; or	
127.6.2 it appears that the application is frivolous or vexatious; or	
127.6.3 the applicant does not have a sufficient interest in the matter; or	

127.6.4	the Council or Delegate or person (as the case requires) is satisfied that the subject matter of the application has been or is already the subject of a review by the Council or an investigation, inquiry or review by another authority.	
127.8	The power pursuant to Section 270(6) of the Act, from time to time to amend the policies, practices and procedures established under Section 270 of the Act.	GMSC, MSG
127.9	The power pursuant to Section 270(8) of the Act to initiate and consider a report that relates to -	GMSC, MSG
	127.9.1 the number of applications for review made under Section 270; and	
	127.9.2 the kinds of matters to which the applications relate; and	
	127.9.3 the outcome of applications under this Section; and	
	127.9.4 such other matters as may be prescribed by the Regulations.	
127.10	The power pursuant to Section 270(9) of the Act on an application for the provision of relief or concession with respect to the payment of rates, to, if appropriate, in view of the outcome of the application, refund the whole or a part of any amount that has been paid.	
128. Mediation, conciliation and neutral evaluation		
128.1	The power pursuant to Section 271(1) of the Act as part of, or in addition to, the procedures established under Section 270 of the Act, to make provision for disputes between a person and the Council to be dealt with under a scheme involving mediation, conciliation or neutral evaluation.	GMSC, MSG
128.2	The function pursuant to Section 271(2) of the Act to provide for the constitution of panels of persons who are available to act as mediators, conciliators and evaluators, and for the selection of an appropriate mediator, conciliator or evaluator, to deal with a dispute under a Scheme established under Section 271(1) of the Act.	GMSC, MSG

129. Provision of information to the Minister	
129.1 The power and function, pursuant to Section 271A of the Act, to, at the request of the Minister, provide to the Minister specified information, or information of a specified kind, relating to the affairs or operations of the Council.	
129.2 The power pursuant to Section 271A(3) of the Act to, provide information in accordance with a request under Section 271A(1) of the Act, even if:	
126.2.1 the information was given to the Council in confidence; or 126.2.2 is held on a confidential basis under Chapter 6 Part 4.	
130. Minister may refer investigation of a council to Ombudsman	
130.1 The power pursuant to Section 272(3) of the Act, to, before the Minister refers a matter, explain the Council's actions and make submissions to the Minister.	
130.2 The power pursuant to Section 272(5) of the Act, to make submissions to the Minister in relation to the matter.	
131. Action on a report	
131.1 The power pursuant to Section 273(3) of the Act to make submissions to the Minister on any report on which the action is based under this Section.	
132. Investigation of a subsidiary	
132.1 The power to investigate and report to the Minister under section 274.	
133. Action on a report	
133.1 The power pursuant to Section 275(2) of the Act to make submissions to the Minister.	
134. Special jurisdiction	
134.1 The power pursuant to Section 276(1) and (2) of the Act to commence, defend or participate in the following proceedings before the District Court, on behalf of the Council –	
134.1.1 proceedings to try the title of a member to an office;	

134.1.2 proceedings to try the right of a person to be admitted or restored to an office;	
134.1.3 proceedings to compel restoration or admission;	
134.1.4 proceedings to compel the Council to proceed to an election, poll or appointment;	
134.1.5 proceedings to try the validity of a rate or service charge;	
134.1.6 proceedings to try the validity of a by-law;	
134.1.7 proceedings to compel the production or delivery of any books, voting papers, or other documents or papers to the production or possession of which the Council or person is entitled under this Act.	
135. Service of documents by councils etc	
135.1 Where a document is required or authorised to be served on or given to a person by the Council, the power and function to effect service in accordance with and pursuant to Section 279 of the Act.	GMA, GMAD, GMCB, GMDC, MCS
136. Service of documents on councils	
136.1 The power pursuant to Section 280(1)(c) and (d) of the Act to determine the means available for service of documents on the Council and the power to accept or authorise a person to accept documents on Council's behalf.	GMA, GMAD, GMCB, GMDC, MCS
137. Recovery of amounts from lessees or licensees	
137.1 Where an owner of land is liable to pay an amount to the Council, the power pursuant to Section 281(1) of the Act by written notice to a lessee or licensee of the land, to require him or her to pay to the Council rent or other consideration payable under the lease or license in satisfaction of the liability to the Council.	GMSC, MDS
138. Ability of occupiers to carry out works	
138.1 Where an owner of land fails to carry out work that the Council has required the owner to carry out under an Act, the power pursuant to Section 282(1) of the Act to give approval to the occupier of the land to cause the work to be carried out.	GMAD, ME, MDS
139. Power to enter and occupy land in connection with an activity	

<p>139.1 The function pursuant to Section 294(1a) of the Act and subject to Section 294(1b) of the Act, to give an owner or occupier of land at least 48 hours' notice in writing of an intention to exercise a power under Section 294(1)(b) or (c) of the Act.</p>	<p>GMAD, GMSC, ME, MDS</p>
<p>139.2 The function pursuant to Section 294(3) of the Act:</p>	<p>GMAD, GMSC, ME, MDS, MF</p>
<p>139.2.1 to pay the owner or occupier of the Land rent on a quarterly or half yearly basis, at a rate to be determined by agreement between the Council and the owner or occupier or, in default of agreement, by the Land and Valuation Court; and</p>	
<p>139.2.2 to pay to the owner or occupier of the land within 1 month after occupying the land - reasonable compensation for damage caused to any crops on the land; and</p>	
<p>139.2.3 within 6 months of ceasing to occupy the land –</p> <ul style="list-style-type: none"> • remedy damage to land caused by the Council while in occupation of the land (to such extent as this may be reasonably practicable); and • to pay to the owner or occupier of the land reasonable compensation for any other loss or damage caused by the Council, including the full value of any earth, minerals or resources taken from the land. 	
<p>139.3 The function pursuant to Section 294(5) of the Act, at the request of an owner or occupier of the land entered and occupied by Council, to erect a fence of reasonable quality and design between the occupied land and the adjoining land.</p>	
<p>140. Reclamation of land</p>	
<p>140.1 Where the Council raises, fills in, improves, drains, levels or reclaims land in the area of the Council, the power pursuant to Section 296(1) of the Act to recover the whole or a proportion of the cost of the work from the owners of adjacent or adjoining rateable land improved by the performance of the work in proportion to additional value the work has added to the land.</p>	<p>GMAD, GMSC, MDS</p>
<p>140.2 The power pursuant to Section 296(2) of the Act to appoint a valuer to determine the additional value added to the land by Council's activities, under Section 296(1) of the Act.</p>	<p>GMAD, GMSC, MDS</p>

140.3	The function pursuant to Section 296(3) of the Act to give notice of a valuation to the relevant owner under this Section of the Act.	GMAD, GMSC, MDS
140.4	The function pursuant to Section 296(5) of the Act to conduct an objection or review in the same manner as an objection to or appeal against a valuation under Division 6 of Part 1, Chapter 10 of the Act.	GMAD, GMSC, MDS
141. Property in rubbish		
141.1	The power pursuant to Section 297 of the Act to sell or dispose of any rubbish that the Council collects within its area, as the Delegate thinks appropriate.	GMAD, GMCB, MCS, ME, SP MID, CSO, MFS, ACSO, CSOL
142. Power to act in an emergency		
142.1	Where flooding in the area of the Council has occurred or is imminent and the Delegate is of the opinion that a situation of emergency has arisen in which there is danger to life or property, the power pursuant to Section 298(1) of the Act to order that action be taken as the Delegate thinks fit to avert or reduce the danger.	AMC, GMA, GMAD, GMCB, GMSC, MCS, ME, SP MID, MFS
143. Costs of advertisements		
143.1	The function pursuant to Section 300(1) of the Act to pay the cost of an advertisement required by the Act, or where the Council or an employee of the Council takes any action that immediately necessitates the advertisement.	GMA, GMAD, GMCB, GMSC, MCE
144. Use of facilities		
144.1	The power pursuant to Clause 13 of Schedule 1A of the Act to arrange with the Authority for the Authority to make use of the services of the staff, equipment or facilities of the Council.	GMA, GMAD, GMCB, GMSC,
145. Preparation of stormwater management plans by councils		
145.1	The power pursuant to Clause 17(1) of Schedule 1A of the Act to prepare a stormwater management plan which: 145.1.1 complies with the guidelines issued by the Authority; and 145.1.2 is prepared in consultation with the relevant regional NRM board or boards; and 145.1.3 is prepared in accordance with any other procedures or requirements prescribed by the Regulations.	GMAD, ME
146. Authority may issue order		

146.1	The power pursuant to Clause 20(5) of Schedule 1A of the Act, before the Authority takes any action under Clause 20(4) of Schedule 1A of the Act, to make submissions to the Authority in relation to the matter.	GMAD
146.2	The power pursuant to Clause 20(6) of Schedule 1A, if costs and expenses are to be recovered from the Council as a debt, to enter into an agreement with the Authority for the debt to be repaid over a period of time, subject to the provisions of this clause.	GMAD
147. Special powers in relation to land		
147.1	The power, pursuant to Clause 24(1) of Schedule 1A of the Act and in accordance with Clause 24(2) of Schedule 1A of the Act, for the purpose of taking action consistent with the provisions of an approved stormwater management plan or a condition imposed on approval of a stormwater management plan or action required by an order under Clause 20 of Schedule 1 of the Act, to	GMAD
147.1.1	enter and occupy any land; and	
147.1.2	construct, maintain or remove any infrastructure; and	
147.1.3	excavate any land; and	
147.1.4	inspect, examine or survey any land and for that purpose – (a) fix posts, stakes or other markers on the land; and (b) dig trenches or sink test holes in the land to determine the nature of the top soil and underlying strata; and (c) remove samples for analysis;	
147.1.5	alter water table levels, stop or reduce the flow of water in a watercourse, divert water flowing in a watercourse to another watercourse or to a lake or control the flow of water in any other manner; and	
147.1.6	hold any water in a watercourse or lake or by any other means; and	
147.1.7	divert water to an underground aquifer, dispose of water to a lake, underground aquifer or the sea, or deal with water in any other manner; and	
147.1.8	deepen, widen or change the course of a watercourse, deepen or widen a lake or take	

	action to remove any obstruction to the flow of water; and	
	147.1.9 undertake any other form of work (including work undertaken for the purposes of stormwater management or flood mitigation); and	
	147.1.10 undertake any testing, monitoring or evaluation; and	
	147.1.11 undertake any other activity of a prescribed kind.	
147.2	The power pursuant to Clauses 24(2)(b) and 25 of Schedule 1A of the Act to acquire an easement or other appropriate interest over the relevant land by agreement with the owner or in accordance with the <i>Land Acquisition Act 1969</i> and any other applicable laws.	GMAD
148. Entry and occupation of land other than council land		
148.1	The power pursuant to Clause 25(2) of Schedule 1A of the Act, subject to Clause 25(3) of Schedule 1A of the Act, to give reasonable notice of an intention to enter, or to enter and occupy, land in accordance with Clause 24 of Schedule 1A of the Act to the occupier of the Land.	GMAD
148.2	The power pursuant to Clause 25(3)(b) of Schedule 1A of the Act to, in an emergency, give such notice (if any) as the delegate considers is reasonable in the circumstances.	GMAD
149. Vesting in infrastructure etc		
149.1	The power pursuant to Clause 26(3) of Schedule 1A of the Act to, before the Minister publishes a notice vesting the care, control and management of infrastructure or land in the Council under Clauses 26(1) or (2) of Schedule 1A of the Act make submissions to the Minister in relation to the proposed notice.	GMAD

150. Building upgrade agreement	
<p>150.1 The power pursuant to Clause 2(1) of Schedule 1B of the Act, subject to Clause 2 of Schedule 1B of the Act, to, in relation to a building situated on land within the area of the Council, enter into an agreement (<i>a building upgrade agreement</i>) under which:</p>	CAN ONLY BE DELEGATED TO CEO
<p>150.1.1 the building owner agrees to undertake upgrade works in respect of the building; and</p>	
<p>150.1.2 a finance provider agrees to advance money to the building owner for the purpose of funding those upgrade works; and</p>	
<p>150.1.3 the Council agrees:</p> <p style="padding-left: 40px;">150.1.3.1 to levy a charge on the relevant land (<i>a building upgrade charge</i>), to be paid by the building owner, for the purpose of recouping the money advanced by the finance provider for the upgrade works (and any interest or other charges payable to the finance provider under the agreement); and</p>	
<p style="padding-left: 40px;">150.1.3.2 to pay to the finance provider any money paid to the Council by way of the building upgrade charge (other than any service fee or late payment fee that the Council is permitted by the agreement to deduct and retain).</p>	
<p>150.2 The power pursuant to Clause 2(3) of Schedule 1B of the Act to include in a building upgrade agreement, payment to the finance provider of penalty interest on money advanced by the finance provider under the agreement, at such rate as determined in accordance with the regulations, and, if the regulations do not provide for the determination of the rate at such rate as determined in accordance with the agreement.</p>	
<p>150.3 The power pursuant to Clause 2(4) of Schedule 1B of the Act to agree that a building upgrade agreement may be entered into by any other persons that the delegate considers should be parties to the agreement.</p>	
151. Variation or termination of agreement	
<p>151.1 The power pursuant to Clause 4 of Schedule 1B of the Act to vary or terminate a building upgrade agreement by further agreement between the primary parties.</p>	CAN ONLY BE DELEGATED TO CEO
152. Contents of agreement	

152.1	The power pursuant to Clause 5(1) of Schedule 1B of the Act to make a building upgrade agreement in writing and specify:	CAN ONLY BE DELEGATED TO CEO
152.1.1	the upgrade works to be undertaken by or on behalf of the building owner under the agreement; and	
152.1.2	the amount of money to be advanced by the finance provider under the agreement; and	
152.1.3	the amount of the building upgrade charge to be levied by the Council under the agreement; and	
152.1.4	the schedule for the payment, by the building owner, of a building upgrade charge to the Council; and	
152.1.5	the amount of, or a method for calculating the amount of, any service fee or late payment fee that the Council may deduct and retain; and	
152.1.6	any prescribed matters	
150.2	The power pursuant to Clause 5(2) of Schedule 1B of the Act to, in a building upgrade agreement:	
150.2.1	provide for the early repayment of any amount payable under the agreement; and	
150.2.2	include and agree to other provisions	
153. Declaration of building upgrade charge		
153.1	The power pursuant to Clause 6(1) of Schedule 1B of the Act, after the Council enters into a building upgrade agreement, to, in accordance with the terms of the agreement, declare a building upgrade charge in respect of the relevant land (being a charge of the agreed amount specified in the building upgrade agreement).	CAN ONLY BE DELEGATED TO CEO
153.2	The power pursuant to Clause 6(2) of Schedule 1B of the Act, if the Council or delegate declares a building upgrade charge, to, within 28 days after the declaration give the building owner written notice in accordance with Clauses 6(3) and (4) of Schedule 1B of the Act specifying:	
153.2.1	the name and address of the building owner; and	
153.2.2	a description of the relevant land in respect of which the building upgrade charge is being levied; and	

153.2.3	the building upgrade agreement under which the building upgrade charge is being levied; and	
153.2.4	the amount for which the building owner is liable; and	
153.2.5	the manner of payment of the amount; and	
153.2.6	the due date for payment of the amount, in accordance with the schedule for the payment of the building upgrade charge to the Council (specified in the building upgrade agreement); and	
153.2.7	the amount of, or method of calculating, any service fee of the Council authorised by the building upgrade agreement and any late payment fee that may be imposed by the Council if the building owner fails to pay an amount for which the building owner is liable by the due date; and	
153.2.8	any prescribed matters.	
153.3	The power pursuant to Clause 6(4) of Schedule 1B of the Act, to, in relation to each payment in respect of a building upgrade charge for which a building owner is liable, give a notice under Clause 6(2) of Schedule 1B of the Act to the building owner at least 28 days before the date for payment specified in the notice.	
154. Payment of building upgrade charge		
1541	The power pursuant to Clause 7(2) of Schedule 1B of the Act, on payment of money in respect of a building upgrade charge to the Council, to deduct and retain any service fee and late payment fee authorised by the building upgrade agreement.	GMSC, MF
154.2	The power pursuant to Clause 7(3) of Schedule 1B of the Act in relation to money paid to the Council in respect of a building upgrade charge, to, other than any service fee and late payment fee retained by the Council,	GMSC, MF
154.2.1	hold that money on behalf of the finance provider pending payment to the finance provider; and	

<p>154.2.2 pay that money to the finance provider in accordance with the terms of the building upgrade agreement under which the charge was levied.</p>	
<p>155. Sale of land for non-payment of building upgrade charge</p>	
<p>155.1 The power pursuant to Clause 9(1) of Schedule 1B of the Act, subject to Clause 9 of Schedule 1B of the Act to, if an amount for which a building owner is liable in respect of the building upgrade charge remains unpaid for more than 3 years, sell the relevant land in accordance with the regulations.</p>	
<p>155.2 The power pursuant to Clause 9(2) of Schedule 1B of the Act to, apply any money received by the Council in respect of the sale of land under Clause 9 of Schedule 1B of the Act as follows:</p>	<p>GMSC, MF</p>
<p>155.2.1 firstly – in paying the costs of the sale and any other costs incurred in proceeding under Clause 9 of Schedule 1B of the Act;</p>	
<p>155.2.2 secondly – in discharging any liabilities to the Council in respect of the land (other than any building upgrade charge, service fee or late payment fee in relation to a building upgrade charge);</p>	
<p>155.2.3 thirdly – in discharging any liability to the Council for a building upgrade charge, service fee or late payment fee in relation to a building upgrade charge;</p>	
<p>155.2.4 fourthly – in discharging any liability to the Crown for rates, charges or taxes, or any prescribed liability to the Crown in respect of the land;</p>	
<p>155.2.5 fifthly – in discharging any liabilities secured by registered mortgages, encumbrances or charges;</p>	
<p>155.2.6 sixthly – in discharging any other mortgages, encumbrances or charges of which the Council has notice;</p>	
<p>155.2.7 seventhly – in payment to the owner of the land.</p>	

155.3	The power pursuant to Clause 9(3) of Schedule 1B of the Act, if the owner cannot be found after making reasonable inquiries as to his or her whereabouts, to deal with an amount payable to the owner as unclaimed money under the <i>Unclaimed Moneys Act 1891</i> .	GMSC, MF
156. Repayment of advances to finance provider		
156.1	The power pursuant to Clause 10(2) of Schedule 1B of the Act, if a building upgrade agreement is terminated before all the money that the finance provider agreed to advance to the building owner is advanced, to:	GMSC, MF
	156.1.1 adjust the building upgrade charge to reflect the lower amount advanced to the building owner; and	
	156.1.2 give the building owner written notice of the adjustment	
156.2	The power pursuant to Clause 10(3) of Schedule 1B of the Act, if, as a result of an adjustment being made to a building upgrade charge under Clause 10 of Schedule 1B of the Act:	GMSC, MF
	156.2.1 the building owner has made payment in respect of the charge in excess of the adjusted amount; and	
	156.2.2 the excess amount has been paid by the Council to the finance provider,	
	to refund the building owner the excess amount paid.	
157. Register of building upgrade agreements		
157.1	The power pursuant to Clause 13(1) of Schedule 1B of the Act to keep a register of building upgrade agreements in accordance with Clause 13(2) of Schedule 1B of the Act.	GMSC, MDS
157.2	The power pursuant to Clause 13(3) of Schedule 1B of the Act to make available the register for inspection (without charge) by a member of the public at the principal office of the Council during ordinary office hours and to provide a person with an extract from the register (without charge).	GMSC, MDS

SCHEDULE OF CONDITIONS

CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
139	The power of the General Manager Alwyndor (GMA) to invest money under the Council's control is to be read in conjunction with the Council's Investment Policy, including as amended from time to time.
152	The power to enter into, or to vary or terminate, a building upgrade agreement on behalf of the Council may not, despite Section 44(4)(b) of the <i>Local Government Act 1999</i> , be subdelegated by the Chief Executive Officer
153	The power to enter into, or to vary or terminate, a building upgrade agreement on behalf of the Council may not, despite Section 44(4)(b) of the <i>Local Government Act 1999</i> , be subdelegated by the Chief Executive Officer
154	The power to enter into, or to vary or terminate, a building upgrade agreement on behalf of the Council may not, despite Section 44(4)(b) of the <i>Local Government Act 1999</i> , be subdelegated by the Chief Executive Officer
155	The power to declare and levy a building upgrade charge under a building upgrade agreement may not, despite Section 44(4)(b) of the <i>Local Government Act 1999</i> , be subdelegated by the Chief Executive Officer

**FINANCIAL DELEGATIONS UNDER THE
LOCAL GOVERNMENT ACT 1999**

Amount \$	Position	Management Team	Department	Conditions for Coles/Bunnings Cards
Unlimited	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer	N/A
\$350,000.00	GM Assets & Delivery	General Manager	Assets & Delivery	N/A
\$350,000.00	GM Community & Business	General Manager	Community & Business	N/A
\$350,000.00	GM Strategy & Corporate	General Manager	Strategy & Corporate	N/A
\$150,000.00	Manager Engineering	Engineering	Assets & Delivery	N/A
\$150,000.00	Senior Project Manager Infrastructure Delivery	Engineering	Assets & Delivery	N/A
\$80,000.00	Buildings & Facilities Manager	Buildings & Facilities	Assets & Delivery	N/A
\$50,000.00	Manager Financial Services	Financial Services	Strategy & Corporate	N/A
\$50,000.00	Manager People & Culture	People & Culture	Strategy & Corporate	N/A
\$50,000.00	Manager Development Services	Development Services	Strategy & Corporate	N/A
\$50,000.00	Manager Public Realm & Urban Design	Public Realm & Urban Design	Strategy & Corporate	N/A
\$50,000.00	Manager Field Services	Field Services	Assets & Delivery	N/A
\$50,000.00	Project Manager Civil	Engineering	Assets & Delivery	N/A
\$50,000.00	Manager Community Wellbeing	Community Wellbeing	Strategy & Corporate	N/A
\$50,000.00	Manager Customer Experience & Library Services	Customer Experience & Library Services	Strategy & Corporate	N/A
\$50,000.00	Manager Communications & Engagement	Communications & Engagement	Community & Business	N/A

\$50,000.00	Manager Innovation & Technology Services	Innovation & Technology	Strategy & Corporate	N/A
\$50,000.00	Manager City Activation	City Activation	Community & Business	N/A
\$50,000.00	Jetty Road Development Coordinator	City Activation	Community & Business	N/A
\$50,000.00	Manager Strategy & Governance	Strategy & Governance	Strategy & Corporate	N/A
\$50,000.00	Asset Management Lead	Engineering	Assets & Delivery	N/A
\$50,000.00	Manager Community Safety	Community Safety	Community & Business	N/A
\$50,000.00	Development Administration Lead	Development Services	Strategy & Corporate	N/A
\$50,000.00	Project Manager Capital Renewal Delivery	Engineering	Assets & Delivery	N/A
\$20,000.00	Business Development Partner	City Activation	Community & Business	N/A
\$20,000.00	Project Officer Capital Renewal Delivery	Engineering	Assets & Delivery	N/A
\$20,000.00	Operations & Fleet Support Officer	Field Services	Assets & Delivery	Coles card \$500 per transaction
\$20,000.00	Buildings & Facilities Project Officer	Building & Facilities	Assets & Delivery	N/A
\$20,000.00	Buildings & Facilities Technical Officer	Building & Facilities	Assets & Delivery	N/A
\$20,000.00	Traffic & Transport Lead	Engineering	Assets & Delivery	N/A
\$20,000.00	Environment & Coast Lead	Engineering	Assets & Delivery	N/A
\$20,000.00	Event Lead	City Activation	Community & Business	N/A
\$20,000.00	Project Manager Public Realm & Urban Design	Public Realm & Urban Design	Strategy & Corporate	N/A

\$20,000.00	Civil Works Lead	Field Services	Assets & Delivery	Bunnings card \$1,000 per transaction
\$20,000.00	Open Space Lead	Field Services	Assets & Delivery	Bunnings card \$1,000 per transaction
\$20,000.00	Recreation & Sport Planning Lead	Public Realm & Urban Design	Strategy & Corporate	N/A
\$20,000.00	Rapid Response/City Cleansing Lead	Field Services	Assets & Delivery	Bunnings card \$1,000 per transaction
\$20,000.00	Commercial Specialist	City Activation	Community & Business	N/A
\$20,000.00	Project Manager Recreation & Sport	Public Realm & Urban Design	Strategy & Corporate	N/A
\$15,000.00	Urban Greening Officer	Engineering	Assets & Delivery	N/A
\$10,000.00	Snr Urban Forest Officer	Field Services	Assets & Delivery	N/A
\$10,000.00	Environmental Officer	Engineering	Assets & Delivery	N/A
\$10,000.00	Project Delivery Lead	Innovation & Technology	Strategy & Corporate	N/A
\$10,000.00	Curator - Exhibitions & History	City Activation	Community & Business	Woolworths card \$500 per transaction
\$10,000.00	Community Recreation & Sport Coordinator	Public Realm & Urban Design	Strategy & Corporate	N/A
\$10,000.00	Community Development Coordinator	Community Wellbeing	Community & Business	N/A
\$10,000.00	Team Leader Information & Technology	Innovation & Technology	Strategy & Corporate	N/A
\$10,000.00	Property Officer	Development Services	Strategy & Corporate	N/A
\$10,000.00	EO & Assistant to the Mayor	Office of Chief Executive	Office of Chief Executive	N/A

\$10,000.00	Event Coordinator	City Activation	Community & Business	N/A
\$5,000.00	Information Management Specialist	Innovation & Technology	Strategy & Corporate	N/A
\$5,000.00	Library Officer Systems	Customer Experience & Library Services	Community & Business	N/A
\$5,000.00	Tourism Development Coordinator	City Activation	Community & Business	N/A
\$5,000.00	Management Accountant Lead	Financial Services	Strategy & Corporate	N/A
\$5,000.00	Library Collections Lead	Customer Experience & Library Services	Community & Business	N/A
\$5,000.00	Library Operations Lead	Customer Experience & Library Services	Community & Business	N/A
\$5,000.00	Library Learning Lead	Customer Experience & Library Services	Community & Business	N/A
\$5,000.00	Digital Engagement Partner	Communications & Engagement	Community & Business	N/A
\$5,000.00	Marketing & Design Advisor	Communications & Engagement	Community & Business	N/A
\$5,000.00	Community Youth & Recreation Coordinator	Community Wellbeing	Community & Business	N/A
\$5,000.00	Financial Accountant Lead	Financial Services	Strategy & Corporate	N/A
\$5,000.00	EA to GM Assets & Delivery	Office of Chief Executive	Office of Chief Executive	N/A
\$5,000.00	Technical Officer Traffic	Engineering	Assets & Delivery	N/A
\$5,000.00	Communications Advisor	Communications & Engagement	Community & Business	N/A
\$5,000.00	Arts & Culture Coordinator	City Activation	Community & Business	N/A
\$3,000.00	Operations Planner	Field Services	Assets & Delivery	N/A
\$1,000.00	Community Centre Support Officer	Community Wellbeing	Community & Business	N/A
\$1,000.00	Executive Support Officer	Office of Chief Executive	Office of Chief Executive	N/A

\$1,000.00	EA to CEO / GM Strategy and Corporate	Office of Chief Executive	Office of Chief Executive	Coles card \$500 per transaction
\$1,000.00	Senior ICT Infrastructure Officer	Innovation & Technology	Strategy & Corporate	N/A
\$1,000.00	People & Capability Advisor	People & Culture	Strategy & Corporate	N/A
\$1,000.00	Function & Venue Coordinator Partridge House	City Activation	Community & Business	Coles card \$500 per transaction
\$1,000.00	Community Wellbeing Intake Support Officer	Community Wellbeing	Community & Business	N/A
\$1,000.00	Strategic Planner (Policy)	Strategy & Governance	Strategy & Corporate	N/A
\$1,000.00	Senior Field Worker - Civil	Field Services	Assets & Delivery	Bunnings card \$1,000 per transaction
\$1,000.00	Senior Field Worker - Rapid Response/City Cleansing	Field Services	Assets & Delivery	Bunnings card \$1,000 per transaction
\$1,000.00	Senior Field Worker - Open Space	Field Services	Assets & Delivery	Bunnings card \$1,000 per transaction
\$1,000.00	Operations Support Officer	Field Services	Assets & Delivery	N/A
\$1,000.00	Fieldworker - Builder	Field Services	Assets & Delivery	Bunnings card \$1,000 per transaction
\$1,000.00	Electrician	Field Services	Assets & Delivery	Bunnings card \$1,000 per transaction
\$1,000.00	Fieldworker - Rapid Response/City Cleansing	Field Services	Assets & Delivery	Bunnings card \$1,000 per transaction

\$1,000.00	Fieldworker Irrigation Technician - Open Space	Field Services	Assets & Delivery	Bunnings card \$1,000 per transaction
\$1,000.00	Caretaker	Field Services	Assets & Delivery	Coles card \$500 per transaction
\$1,000.00	Volunteering Services Coordinator	Community Wellbeing	Community & Business	N/A
\$1,000.00	Community Transport Coordinator	Community Wellbeing	Community & Business	N/A
\$1,000.00	Marketing & Design Assistant	Communications & Engagement	Community & Business	N/A
\$1,000.00	EA to GM Community & Business	Community & Business	Community & Business	Coles card \$500 per transaction

ALWYNDOR FINANCIAL DELEGATIONS

APPENDIX 22A

Amount \$	Position	Department	Management Team
350,000	General Manager Alwyndor	General Manager Alwyndor	General Manager Alwyndor
50,000	Community Connections Manager	Community Connections	Community Connections
50,000	Residential Services Manager	Residential Services	Residential Services
20,000	Finance Manager	Finance	Finance
20,000	People & Culture Manager	People & Culture	People & Culture
10,000	Catering Services Manager	Residential Services	Residential Services
10,000	Team Leader Gardening & Maintenance	Property & Infrastructure	Property Maintenance

10,000	Information & Technology Manager	Innovation & Technology	Innovation & Technology
5,000	Team Leader Community Connections	Community Connections	Community Connections
5,000	Gardening Coordinator	Property & Infrastructure	Property Maintenance
5,000	Team Leader Technology Operations	Innovation & Technology	Innovation & Technology
2,000	Lifestyle Coordinator	Community Connections	Community Connections
2,000	Customer Care Team Leader	Community Connections	Community Connections
2,000	Personal Assistant to General Manager	General Manager Alwyndor	General Manager Alwyndor
1,000	Support at Home Community Participation	Community Connections	Community Connections
1,000	Community Participation Officer	Community Connections	Community Connections
1,000	Support At Home Coordinators	Community Connections	Community Connections

**INSTRUMENT OF DELEGATION UNDER THE
LOCAL NUISANCE AND LITTER CONTROL ACT 2016**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extends to any person appointed to act in the position of Chief Executive Officer at its meeting held on **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Authorised officers	SUB DELEGATION
1.1 The power pursuant to Section 12(3) of the <i>Local Nuisance and Litter Control Act 2016 (the Act)</i> , to appoint:	GMAD, GMCB, GMSC
1.1.1 specified officers or employees of the Council; or	
1.1.2 a specified class of officers or employees of the Council,	
to be authorised officers for the purposes of the Act.	
1.2 The power pursuant to Section 12(4) of the Act to make an appointment subject to conditions specified in the instrument of appointment.	GMAD, GMCB, GMSC
1.3 The power pursuant to Section 12(6) of the Act to, at any time, revoke an appointment, or vary or revoke a condition specified in the instrument of an appointment or impose a further such condition.	GMAD, GMCB, GMSC
2. Identity cards	
2.1 The function pursuant to Section 13(2) of the Act where the Minister has not designated a card issued by the Council to an authorised officer appointed by the Council as an identity card for the purposes of the Act, to issue an authorised officer appointed under the Act, with an identity card in a form approved by the Minister:	GMAD, GMCB, GMSC, MCS, SGL
2.1.1 containing the person's name and a recent photograph of the person; and	
2.1.2 stating that the person is an authorised officer for the purposes of the Act; and	
2.1.3 specifying the name of the Council.	

2.2	The function pursuant to Section 13(3) of the Act to issue an identity card as soon as is reasonably practicable after the appointment is made.	GMCB, MCS, SGL
3.	Limit of area of authorised officers appointed by councils	
3.1	The power pursuant to Section 15(a) of the Act to agree in writing to an authorised officer appointed by another council exercising powers under the Act in the Council's area.	GMAD, GMCB, GMSC, MCS
4.	Provisions relating to seizure	
4.1	The function pursuant to Section 16(1)(a) of the Act if a substance, material or thing has been seized under Division 3 of the Act, to hold the substance, material or thing seized pending proceedings for an offence against the Act.	CSO, EHO, GMCB, MCS, EHL, CSOL, MDS
4.2	The power pursuant to Section 16(1)(a) of the Act, on application, authorise the release of the substance, material or thing seized to the person from whom it was seized, or to any person who had legal title to it at the time of its seizure, subject to such conditions as the delegate thinks fit.	CSO, EHO, GMCB, MCS, EHL, CSOL, MDS
4.3	The power pursuant to Section 16(1)(e) of the Act if a person is, under section 16 of the Act, entitled to recover any substance, material or thing, to request the person do so.	CSO, EHO, GMCB, MCS, EHL, CSOL, MDS
4.4	The power pursuant to Section 16(1)(f) of the Act to direct that any substance, material or thing forfeited under Section 16 of the Act be disposed of.	CSO, EHO, GMCB, MCS, EHL, CSOL, MDS
5.	Exemptions from application of section 18	
5.1	The power pursuant to Section 19(1) of the Act to declare by notice in writing in accordance with Section 19 of the Act that a person is exempt from the application of Section 18 of the Act in respect of a specified activity to be carried on in the Council's area.	GMCB, MCS, MDS, EHL, CSOL, MDS
5.2	The power pursuant to Section 19(2) of the Act to require an application for a declaration under Section 19 of the Act made to the Council to be accompanied by any other information in connection with the application that the delegate may require.	GMAD, GMCB, MCS, MDS
5.3	The function pursuant to Section 19(3) of the Act to not make a declaration under Section 19 of the Act unless the delegate is satisfied that:	GMAD, GMCB, MCS, MDS

5.3.1	there are exceptional circumstances that justify the making of the declaration; and	
5.3.2	the applicant's nuisance management plan adequately sets out the measures that the person will take to prevent, minimise or address any anticipated adverse effects from the specified activity on the amenity value of the area concerned.	
5.4	The power pursuant to Section 19(4) of the Act to make a declaration unconditional or subject to conditions, including (but not limited to) conditions relating to:	GMAD, GMCB, MCS, MDS
5.4.1	the permitted times or periods of time for carrying on the activity; or	
5.4.2	the manner of carrying on the activity.	
5.5	The power pursuant to Section 19(5) of the Act to, by further notice in writing, vary or revoke a declaration under Section 19 of the Act.	GMAD, GMCB, MCS, MDS
5.6	The:	
5.6.1	power pursuant to Section 19(7) of the Act to determine the website for publishing a declaration made under Section 19 of the Act and any variations of the declaration; and	GMAD, GMCB, MCS, MDS
5.6.2	function pursuant to Section 19(7) of the Act to publish a declaration made under Section 19 of the Act and any variations of the declaration, on a website determined by the Council or the delegate.	GMAD, GMCB, MCS, MDS
6.	Disposing of litter	
6.1	The power pursuant to Section 22(3)(a)(i) of the Act to provide a bin or other receptacle in the Council's area for the disposal of litter.	CSO, GMCB, MCS, EHL, CSOL, EHO
6.2	The power pursuant to Section 22(3)(a)(ii) of the Act to approve or authorise the manner of the disposal of litter in the Council's area.	CSO, GMCB, MCS, EHL, CSOL, EHO

7. Liability of vehicle owners	
7.1 The function pursuant to Section 26(3) of the Act, to accompany an expiation notice or expiation reminder notice given under the <i>Expiation of Offences Act 1996</i> to the owner of a vehicle for an alleged offence against Section 26 of the Act involving the vehicle with a notice inviting the owner, if he or she was not the alleged principal offender, to provide the Council or officer specified in the notice, within the period specified in the notice, with a statutory declaration:	GMCB, MCS, CSO, CSOL, ACSO
7.1.1 setting out the name and address of the person who the owner believes to have been the alleged principal offender; or	
7.1.2 if he or she had transferred ownership of the vehicle to another prior to the time of the alleged principal offence and has complied with the Motor Vehicles Act 1959 or the Harbors and Navigation Act 1993 (as the case may require) in respect of the transfer – setting out details of the transfer (including the name and address of the transferee).	
7.2 The power pursuant to Section 26(4) of the Act, to bring a prosecution for an offence against Section 26 of the Act against one of the owners or against some or all of the owners jointly as co-defendants.	GMCB, MCS
7.3 The function pursuant to Section 26(5) of the Act, before proceedings are commenced against the owner of a vehicle for an offence against Section 26 of the Act to send the owner a notice:	GMCB, MCS
7.3.1 setting out particulars of the alleged principal offence; and	
7.3.2 inviting the owner, if he or she was not the alleged principal offender or the owner of the vehicle at the time of the alleged principal offence, to provide the Council, within 21 days of the date of the notice, with a statutory declaration setting out any matters referred to in subsection 3(a)(and (b).	
7.4 The function pursuant to Section 26(9) of the Act, if:	GMCB, MCS, CSOL, ACSO, CSO
7.4.1 an expiation notice is given to a person named as the alleged principal offender in a statutory declaration under Section 26, or	
7.4.2 proceedings are commenced against such a person,	

<p>to accompany the notice or summons, as the case may be, with a notice setting out particulars of the statutory declaration that named the person as the alleged principal offender.</p>	
<p>7.5 The function pursuant to Section 26(10) of the Act to not include in the particulars of the statutory declaration provided to the alleged principal offender the address of the person who provided the statutory declaration.</p>	<p>GMCB, MCS, , CSOL, ACSO, CSO</p>
<p>8. Notification to EPA of serious or material environmental harm</p>	
<p>8.1 The function pursuant to Section 29 of the Act, if the delegate has reason to believe that an offence committed under Sections 18 or 22 of the Act has, or may have, resulted in material environmental harm, or serious environmental harm, within the meaning of the <i>Environment Protection Act 1993</i>, to, as soon as practicable, notify the Environment Protection Authority of that belief.</p>	<p>EHO, GMCB, MCS, EHL</p>
<p>9. Nuisance and litter abatement notices</p>	
<p>9.1 The power pursuant to Section 30(1)(a) of the Act to issue a nuisance abatement notice for or in connection with securing compliance with Part 4 Division 1 of the Act.</p>	<p>CSO, EHO, GMCB, MCS, EHL, CSOL, MDS</p>
<p>9.2 The power pursuant to Section 30(1)(b) of the Act to issue a litter abatement notice for or in connection with securing compliance with Part 4 Division 2 of the Act.</p>	<p>CSO, EHO, GMCB, MCS, EHL, CSOL, MDS</p>
<p>9.3 The:</p>	
<p>9.3.1 function pursuant to Section 30(2) of the Act in relation to a notice under Section 30 of the Act to ensure it:</p>	<p>CSO, EHO, GMCB, GMSC, MCS, MDS, EHL, CSOL</p>
<p>9.3.1.1 is in the form of a written notice served on the person to whom it is issued; and</p>	
<p>9.3.1.2 specifies the person to whom it is issued (by name or by a description sufficient to identify the person); and</p>	
<p>9.3.1.3 specifies the purpose for which it is issued; and</p>	

<p>9.3.2 power pursuant to Section 30(2)(d) and (e) of the Act, in relation to a notice under Section 30 of the Act, to:</p>	<p>CSO, CSOL, EHO, GMCB, GMSC, MCS, MDS, EHL</p>
<p>9.3.2.1 direct two or more persons to do something specified in the notice jointly; and</p>	
<p>9.3.2.2 impose a requirement that the person do one or more of the following:</p>	
<p>(a) discontinue, or not commence, a specified activity indefinitely or for a specified period or until further notice;</p>	
<p>(b) not carry on a specified activity except at specified times or subject to specified conditions;</p>	
<p>(c) take specified samples or conduct specified tests, examinations, monitoring or analyses at specified times or intervals or for a specified period or until further notice;</p>	
<p>(d) furnish to the Council specified results or reports within a specified period;</p>	
<p>(e) clean up litter that the Council or delegate considers to have been caused by a contravention of this Act;</p>	
<p>(f) make good any damage to property that the Council or delegate considers to have been caused by a contravention of this Act;</p>	
<p>(g) prepare, in accordance with specified requirements and to the satisfaction of the Council or delegate, a plan of action for the purposes of securing compliance with any requirement of the Act or preventing any future contravention of the Act;</p>	

	(h) take such other specified action in a specified way, and within a specified period or at specified times or in specified circumstances; and	
	(i) in the case of a litter abatement notice, impose a requirement that the person prepare, in accordance with specified requirements and to the satisfaction of the Council or delegate, a plan of action for the purposes of:	
	A. preventing the escape of litter from business premises; or	
	B. keeping a specified area (not exceeding 100 metres) around business premises free from litter; and	
	(j) impose any other requirement prescribed by regulation; and	
	(k) ensure it states that the person may, within 14 days, appeal against the notice to the Environment Resources and Development Court.	
9.4	The power pursuant to Section 30(3) of the Act to issue a notice under Section 30 of the Act jointly with one or more other councils to prevent the person contravening a provision of the Act in those council areas.	CSO, CSOL, EHO, GMCB, GMSC, MCS, MDS, EHL
9.5	The power pursuant to Section 30(4) of the Act to issue a notice under Section 30 of the Act that relates to an activity or conditions on premises to:	CSO, CSOL, EHO, GMCB, GMSC, MCS, MDS, EHL
9.5.1	the owner or occupier of the premises; or	
9.5.2	a person who has the management or control of the premises; or	
9.5.3	a person who is the trustee of a person referred to in paragraph (a) or (b) or Section 30(4) of the Act, or is managing the affairs of such a person on some other basis.	

9.6	The function pursuant to Section 30(6) of the Act, if an emergency notice issued orally, to advise forthwith the person to whom the notice is issued of the person's right to appeal against the notice to the Environment, Resources and Development Court.	CSO, CSOL, EHO, GMCB, GMSC, MCS, MDS, EHL
9.7	The power pursuant to Section 30(8) of the Act, to, by written notice served on a person to whom a notice under section 30 of the Act has been issued by the Council, vary or revoke the notice.	CSO, CSOL, EHO, GMCB, GMSC, MCS, MDS, EHL
10. Action on non-compliance with notice		
10.1	The power pursuant to Section 31(1) of the Act, if the requirements of a nuisance abatement notice or litter abatement notice issued by Council are not complied with, to take any action required by the notice.	CSO, CSOL, EHO, GMCB, GMSC, MCS, MDS, EHL
10.2	The power pursuant to Section 31(2) of the Act to authorise a person to take action under section 31(1) of the Act on behalf of the Council.	CSO, CSOL, EHO, GMCB, GMSC, MCS, MDS, EHL
10.3	The function pursuant to Section 30(3) of the Act, if the delegate authorises a person to take action under section 31(2) of the Act to issue the person with an instrument of authority.	CSO, CSOL, EHO, GMCB, GMSC, MCS, MDS, EHL
10.4	The power pursuant to Section 31(5) of the Act to recover the reasonable costs and expenses incurred by the Council in taking action under Section 31 of the Act as a debt from the person who failed to comply with the requirements of the notice.	CSO, CSOL, EHO, GMCB, GMSC, MCS, MDS, EHL
10.5	The power pursuant to Section 31(6) of the Act, if an amount is recoverable from a person under Section 31 of the Act, to by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person, and, if the amount is not paid by the person within that period, the person is liable to pay interest charged at the prescribed rate per annum on the amount unpaid.	CSO, CSOL, EHO, GMCB, GMSC, MCS, MDS, EHL
11. Civil remedies		
11.1	The power pursuant to Sections 33(1) and (6) of the Act to apply to the Environment, Resources and Development court for one or more of the following orders:	GMAD, GMCB, GMSC, MCS, MDS
	11.1.1 if a person has engaged, is engaging or is proposing to engage in conduct in contravention of the Act – an order restraining the person from engaging in the conduct and, if the court considers it appropriate to do so, requiring the person to take any specified action;	

11.1.2	if a person has refused or failed, is refusing or failing or is proposing to refuse or fail to take any action required by the Act – an order requiring the person to take that action;	
11.1.3	if a person has caused damage to property by a contravention of the Act – an order requiring the person to take specified action to make good the damage and, if appropriate, to take specified action to prevent or mitigate further damage;	
11.1.4	if the Council has incurred costs or expenses in taking action to prevent or mitigate damage caused by a contravention of the Act, or to make good resulting damage – an order against the person who committed the contravention for payment of the reasonable costs and expenses incurred in taking that action;	
11.1.5	if the Council has suffered injury or loss or damage to property as a result of a contravention of the Act, or incurred costs and expenses in taking action to prevent or mitigate such injury, loss or damage – an order against the person who committed the contravention for payment of compensation for the injury, loss or damage, or for payment of the reasonable costs and expenses incurred in taking that action;	
11.1.6	if the court considers it appropriate to do so, an order against a person who has contravened the Act for payment to the Council.	
11.2	The power pursuant to Section 33(6) of the Act to make an application under Section 33 of the Act.	GMAD, GMCB, GMSC, MCS, MDS
11.3	The power pursuant to Section 33(8) of the Act to serve a copy of the application on the Minister within three days after filing the application with the court.	GMAD, GMCB, GMSC, MCS, MDS
11.4	The power pursuant to Section 33(9) of the Act to apply to the court for the Council to be joined as a party to the proceedings.	GMAD, GMCB, GMSC, MCS, MDS
11.5	The power pursuant to Section 33(10) of the Act to make an application under Section 33 of the Act in a representative capacity (provided the consent of all persons on whose behalf the application is made is obtained).	GMAD, GMCB, GMSC, MCS, MDS
11.6	The power pursuant to Section 33(11) of the Act to make an application without notice to any person.	GMAD, GMCB, GMSC, MCS, MDS

11.7	The power pursuant to Section 33(14) of the Act to apply for an interim order without notice to any person.	GMAD, GMCB, GMSC, MCS, MDS
11.8	The power pursuant to Section 33(19) of the Act to apply to the court to vary or revoke an order previously made under Section 33 of the Act.	GMAD, GMCB, GMSC, MCS, MDS
12.	Minister or council may recover civil penalty in respect of contravention	
12.1	The power pursuant to Section 34(1) of the Act, subject to Section 34 of the Act, if the Delegate is satisfied that a person has committed an offence by contravening a provision of the Act, to, as an alternative to criminal proceedings, recover, by negotiation or by application to the Environment, Resources and Development Court an amount as a civil penalty in respect of the contravention.	GMAD, GMCB, GMSC, MCS, MDS
12.2	The function pursuant to Section 34(2) of the Act to not recover an amount under Section 34 of the Act, in respect of a contravention if the relevant offence requires proof of intention or some other state of mind, and to, in respect of any other contravention, determine whether to initiate proceedings for an offence or take action under Section 34 of the Act, having regard to the seriousness of the contravention, the previous record of the offender and any other relevant factors.	GMAD, GMCB, GMSC, MCS, MDS
12.3	The function pursuant to Section 34(3) of the Act to not make an application to the court under Section 34 of the Act to recover an amount from a person as a civil penalty in respect of a contravention:	GMAD, GMCB, GMSC, MCS, MDS
	12.3.1 unless the Council or the Delegate has served on the person a notice in the prescribed form advising the person that the person may, by written notice to the Council, elect to be prosecuted for the contravention and the person has been allowed not less than 21 days after service of the notice to make such an election; or	
	12.3.2 if the person serves written notice on the Council, before the making of such an application, that the person elects to be prosecuted for the contravention.	
12.4	The power pursuant to Section 34(4) of the Act to recover by negotiation as a civil penalty in respect of a contravention a maximum amount being the sum of the amount specified by the Act as the criminal penalty in relation to that contravention and the amount of any economic benefit acquired by the person, or accrued or accruing to the person, as a result of the contravention.	GMCB, MCS

<p>12.5 The power pursuant to Section 34(5) of the Act to apply to the Environment, Resources and Development court for an order the person pay to the Council an amount as a civil penalty (but not exceeding the sum of the amount specified by the Act as the criminal penalty in relation to that contravention and the amount of any economic benefit acquired by the person, or accrued or accruing to the person, as a result of the contravention).</p>	<p>GMCB, MCS</p>
<p>12.6 The power pursuant to Section 34(8) of the Act, if conduct of a person constitutes a contravention of two or more provisions of the Act, to recover an amount from the person under Section 34 of the Act in relation to the contravention of one or more of those provisions (provided that the person is not liable to pay more than one amount as a civil penalty in respect of the same conduct).</p>	<p>GMCB, MCS</p>
<p>12.7 The power pursuant to Section 34(13) of the Act to apply to the Attorney-General for authorisation to commence proceedings for an order under Section 34 of the Act more than three years and within 10 years after the date of the alleged contravention.</p>	<p>GMCB, MCS</p>
<p>13. Statutory declaration</p>	
<p>13.1 The power pursuant to Section 40 of the Act if a person is required by or under the Act to provide information to the Council, to require that the information be verified by statutory declaration and, in that event, the person will not be taken to have provided the information as required unless it has been so verified.</p>	<p>GMCB, MCS, EHL, RHO, CSO, CSOL, ACSO, EHO</p>
<p>14. Orders in respect of contraventions</p>	
<p>14.1 The power pursuant to Section 45(1) of the Act, if the court finds that the defendant contravened the Act and the contravention has resulted in injury to the Council or loss or damage to property, to apply to the court, in addition to any penalty it may impose, one or more of the following:</p>	<p>GMCB, MCS, MDS</p>
<p>14.1.1 an order the person to take specified action to make good any damage and, to take specified action to prevent or mitigate further damage;</p>	
<p>14.1.2 an order the person to take specified action to publicise the contravention and its consequences and any other orders made against the person;</p>	
<p>14.1.3 if the Council has incurred costs or expenses in taking action to prevent, mitigate or make good any damage (including taking action to remove or clean up, and lawfully dispose of litter); an order the person pay</p>	

<p>the reasonable costs and expenses so incurred, or compensation for the injury, loss or damage so suffered, as the case may be, in such a manner as is determined by the Court.</p>	
<p>14.2 The power pursuant to Section 45(2) of the Act if a person is found by a court to have contravened the Act, to apply to the court, for, in addition to any penalty it may impose, an order the person to pay to the Council an amount not exceeding the court's estimation of the amount of the economic benefit acquired by the person, or accrued or accruing to the person, as a result of the contravention.</p>	<p>GMCB, MCS MDS</p>
<p>14.3 The power pursuant to Section 45(5) of the Act to apply to the court for an order under Section 45 of the Act, fixing a period for compliance and imposing any other requirements the court considers necessary or expedient for enforcement of the order.</p>	<p>GMCB, MCS MDS</p>
<p>15. Recovery of administrative and technical costs associated with contraventions</p>	
<p>15.1 The power pursuant to Section 48(1) of the Act, if a person has contravened this Act and the Council:</p>	<p>GMCB, MCS MDS</p>
<p>15.1.1 has taken action to:</p>	
<p>15.1.1.1 investigate the contravention; or</p>	
<p>15.1.1.2 issue a nuisance abatement notice or litter abatement notice in respect of the contravention; or</p>	
<p>15.1.1.3 ensure that the person has complied with requirements imposed in relation to the contravention by a nuisance abatement notice or litter abatement notice or by an order of a court under the Act; or</p>	
<p>15.1.2 has, in taking such action, incurred costs and expenses in taking samples or in conducting tests, examinations, monitoring or analyses,</p>	
<p>to, by notice in writing served on the person, require the person to pay to the Council the reasonable costs and expenses incurred by the Council in taking such action.</p>	
<p>15.2 The power pursuant to Section 48(2) of the Act to specify in the notice the period within which an amount payable to the Council in accordance with a notice under Section 48 of the Act must be paid.</p>	<p>GMCB, MCS MDS</p>

15.3	The power pursuant to Section 48(3) of the Act, on application by a person who has been served a notice under Section 48 of the Act to, by notice in writing:	GMCB, MCS MDS
15.3.1	extend the time for payment of an amount payable in accordance with the notice; or	
15.3.2	waive payment of such an amount or reduce the amount payable.	
15.4	The power pursuant to Section 48(6) of the Act, if an amount payable to the Council is not paid in accordance with Section 48 of the Act to recover the amount as a debt.	GMCB, MCS MDS
16. Assessment of reasonable costs and expenses		
16.1	The function pursuant to Section 49 of the Act, to assess the reasonable costs and expenses that have been or would be incurred by the Council or some other person or body in taking any action by reference to the reasonable costs and expenses that would have been or would be incurred in having the action taken by independent contractors engaged for that purpose.	GMCB, MCS MDS
17. Evidentiary provisions		
17.1	The power pursuant to Section 50(4) of the Act to execute a certificate certifying as to the matter relating to:	GMCB, MCS
17.1.1	the appointment or non-appointment of a person as an authorised officer under the Act; or	
17.1.2	a delegation or authority under the Act; or	
17.1.3	a notice, requirement or direction of the Council or an authorised officer under the Act; or	
17.1.4	the receipt or non-receipt by the Council or an authorised officer of a notification, report or information given or required to be given or furnished to the Council or authorised officer under the Act.	
17.2	The power pursuant to Section 50(5) of the act to execute a certificate detailing the costs and expenses incurred by the Council and the purpose for which they were incurred.	GMCB, MCS

**DELEGATIONS UNDER LOCAL NUISANCE AND
LITTER CONTROL REGULATIONS 2017**

18. Exemptions from application of section 18	SUB DELEGATION
18.1 The power pursuant to Regulation 6(2) of the <i>Local Nuisance and Litter Control Regulations 2017</i> (the Regulations) to refuse to consider an application lodged pursuant to Section 19(2) of the Act if the application is not lodged as required by Regulation 6(1)(a)(ii) of the Regulations.	GMAD, GMCB, MCS, MDS
19. Action on Non-compliance with Notice	
19.1 The power pursuant to Regulation 13(2)(a) of the Regulations, to: <ul style="list-style-type: none"> 19.1.1 for the purposes of creating the charge on land, give the Registrar General a notice, in a form determined by the delegate or the Council on the recommendation or with the approval of the Registrar-General; 19.1.2 setting out the amount recoverable under Section 31 of the Act; and 19.1.3 setting out the land in relation to which the relevant action was taken; and 19.1.4 requesting the Registrar-General to make a notation under Regulation 13(2) in relation to the relevant land. 	GMAD, GMCB, MCS, CSOL, EHL, MDS
19.2 The power pursuant to Regulation 13(2)(f) of the Regulations to, in a case where Regulation 13(2)(d)(i)(B) of the Regulations applies, recover the amount as if it were a rate constituting a charge on land under Section 144(2) of the Act.	GMAD, GMCB, MCS, RS, MF
19.3 The power pursuant to Regulation 13(3) of the Regulations to recover any costs or expenses incurred by the Council in relation to creating a charge over land or cancelling a charge under Regulation 13 from the owner of the land in accordance with Section 144 of the <i>Local Government Act 1999</i> .	GMCB, MCS, MF
20. Payment of fees by instalments	
20.1 The power pursuant to regulation 15(1) of the Regulations to allow the payment of a fee in instalments.	GMCB, MCS
21. Waiver or refund of fees	
21.1 The power pursuant to Regulation 16 to waive or refund a fee or other amount payable under the Act or Regulations.	GMCB, MCS
22. Recovery of fees	
22.1 The power pursuant to Regulation 17 to recover a fee or other amount payable by a person under the Act or Regulations as a debt by action in a court of competent jurisdiction.	GMCB, MCS

SCHEDULE OF CONDITIONS

CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

[

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE PLANNING, DEVELOPMENT AND
INFRASTRUCTURE ACT 2016 AND PLANNING, DEVELOPMENT AND
INFRASTRUCTURE (GENERAL) REGULATIONS 2017**

Except where otherwise specified, in the exercise of the powers contained in Section 44 of the *Local Government Act 1999* and section 100 of the *Planning, Development and Infrastructure Act 2016* and in accordance with the resolution made by the City of Holdfast Bay (the Council) on the 24 October 2023 the following powers and functions provided in this document are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) and extend to any person appointed to act in the position of Chief Executive Officer and the Delegate is authorised to further delegate these powers and functions in accordance with Section 44 and Section 101 of the *Local Government Act 1999* and section 100 of the *Planning, Development and Infrastructure Act 2016* as the Delegate sees fit, unless otherwise indicated within this Instrument of Delegation.

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extends to any person appointed to act in the position of Chief Executive Officer at its meeting held on **24 October 2023**.

POWERS AND FUNCTIONS SUB-DELEGATED IN THIS INSTRUMENT

1. Planning regions and Greater Adelaide	SUB-DELEGATION
1.1 The power pursuant to Section 5(5)(b) of the Act to make submissions to the Minister on a proposed proclamation under Section 5 of the Act.	REMAINS WITH COUNCIL
2. Subregions	
2.1 The power pursuant to Section 6(3)(b) of the Act to make submissions to the Minister on the Minister's proposed course of action.	REMAINS WITH COUNCIL

3. Environment and food production areas – Greater Adelaide	
3.1 The power pursuant to Section 7(5) of the Act, in relation to a proposed development in an environment and food production area that involves a division of land that would create 1 or more additional allotments:	
3.1.1 to seek the concurrence of the State Planning Commission in the granting of the authorisation;	
3.1.2 to concur in the granting of the development authorisation to the development;	
3.2 The power pursuant to section 7(5)(d) of the Act to, if the proposed development will create additional allotments to be used for residential development, refuse to grant development authorisation in relation to the proposed development.	
4. Planning agreements	
4.1 The power pursuant to Section 35(1)(a) of the Act to enter into an agreement (a planning agreement) with the Minister relating to a specified area of the State in accordance with Section 35 of the Act.	REMAINS WITH COUNCIL
4.2 The power pursuant to Section 35(3) of the Act to, in a planning agreement, include provisions that outline the purposes of the agreement and the outcomes that the agreement is intended to achieve and to provide for:	REMAINS WITH COUNCIL
4.2.1 the setting of objectives, priorities and targets for the area covered by the agreement; and	
4.2.2 the constitution of a joint planning board including, in relation to such a board:	
4.2.2.1 the membership of the board, being between 3 and 7 members (inclusive); and	
4.2.2.2 subject to Section 35(4) of the Act, the criteria for membership; and	
4.2.2.3 the procedures to be followed with respect to the appointment of members; and	
4.2.2.4 the terms of office of members; and	

4.2.2.5	conditions of appointment of members, or the method by which those conditions will be determined, and the grounds on which, and the procedures by which, a member may be removed from office; and	
4.2.2.6	the appointment of deputy members; and	
4.2.2.7	the procedures of the board; and	
4.2.3	the delegation of functions and powers to the joint planning board (including, if appropriate, functions or powers under another Act); and	
4.2.4	the staffing and other support issues associated with the operations of the joint planning board; and	
4.2.5	financial and resource issues associated with the operations of the joint planning board, including:	
4.2.5.1	the formulation and implementation of budgets; and	
4.2.5.2	the proportions in which the parties to the agreement will be responsible for costs and other liabilities associated with the activities of the board; and	
4.2.6	such other matters as the Delegate thinks fit.	
4.3	The power pursuant to Section 35(5)(a) of the Act, at the expiry of a planning agreement, to replace it with a new agreement (in the same or different terms).	REMAINS WITH COUNCIL
4.4	The power pursuant to Section 35(5)(b) of the Act, to vary or terminate a planning agreement by agreement between the parties to the agreement.	REMAINS WITH COUNCIL
5.	Community Engagement Charter	
5.1	The power pursuant to Section 44(6)(a) of the Act, to, in accordance with the Charter, make submissions in relation to any proposal to prepare or amend a designated instrument under Part 5 Division 2 Subdivision 5 (unless the proposal has been initiated by the Council).	

6. Preparation and amendment of Charter	
6.1 The power pursuant to Section 45(2)(c) of the Act to make representations (in writing or via the SA Planning Portal) on a proposal to prepare or amend the Charter.	
7 Preparation and amendment	
7.1 The power pursuant to Section 73(2)(b)(iv) of the Act to initiate a proposal to amend a designated instrument with the approval of the Minister, acting on the advice of the Commissioner.	
7.2 The power pursuant to Section 73(6) of the Act where the Council is authorised or approved under Section 73 of the Act, and after all of the requirements of Section 73 have been satisfied:	GMSC, MDS
7.2.1 to prepare a draft of the relevant proposal; and	
7.2.2 to comply with the Community Engagement Charter for the purposes of consultation in relation to the proposal; and	
7.2.3 to the extent that paragraph (b) of Section 73(6) of the Act does not apply, in the case of a proposed amendment to a regional plan that has been prepared by a joint planning board where the amendment is not being proposed by the joint planning board – to consult with the joint planning board and	
7.2.4 to the extent that paragraph (b) of Section 73(6) of the Act does not apply, in the case of a proposed amendment to the Planning and Design Code that will have a specific impact on 1 or more particular pieces of land in a particular zone or subzone (rather than more generally) – to take reasonable steps to give:	
7.2.4.1 an owner or occupier of the land; and	
7.2.4.2 an owner or occupier of each piece of adjacent land,	
A notice in accordance with the regulations; and	

7.2.5	to consult with any person or body specified by the State Planning Commission and any other person or body as the delegate things fit; and	
7.2.6	to carry out such investigations and obtain such information specified by the State Planning Commission; and	
7.2.7	to comply with any requirement prescribed by the regulations.	
7.3	The function pursuant to Section 73(8) of the Act to, after the Council has furnished a report to the Minister under Section 73(7) of the Act, ensure a copy of the report is published on the SA Planning Portal in accordance with a practice direction that applies for the purposes of Section 73 of the Act.	GMSC, MDS
7.4	The power pursuant to Section 73(9) of the act to enter into an agreement with a person for the recovery of costs incurred by the Council in relation to an amendment of the Planning and Design Code or a design standard under Section 73 of the Act (subject to the requirements to charge costs under Section 73(4)(b) of the Act (if relevant)).	GMSC, MDS
8	Parliamentary scrutiny	
8.1	The power pursuant to Section 74(8) of the Act if the ERD Committee is proposing to suggest an amendment under Section 74(4) of the Act and the amendment is specifically relevant to the Council, to provide a comment and response within the period of 2 weeks.	GMSC, MDS
9	Entities constituting relevant authorities	
9.1	The power pursuant to Section 82(d) of the Act, subject to the Act, to appoint an assessment panel.	REMAINS WITH COUNCIL
10	Panels established by joint planning boards or councils	
10.1	The power pursuant to Section 83(1) of the Act in relation to an assessment panel appointed by the Council under Division 1 and Part 6 of the Act, to:	REMAINS WITH COUNCIL

10.1.1	appoint more than 1 assessment panel and if the delegate does so to clearly specify which class of development each assessment panel is to assess;	
10.1.2	determine:	
	10.1.2.1 the membership of the assessment panel, being no more than 5 members, only 1 of which may be a member of a council, and, if the delegate thinks fit, on the basis that the assessment panel will be constituted by a different number of members depending on the particular class of development that is being assessed by the assessment panel; and	
	10.1.2.2 the procedures to be followed with respect to the appointment of members; and	
	10.1.2.3 conditions of appointment of members, or the method by which those conditions will be determined, (including as to their remuneration) and the grounds on which, and the procedures by which, a member may be removed from office; and	
	10.1.2.4 the appointment of deputy members; and	
	10.1.2.5 who will act as the presiding member of the panel and the process for appointing an acting presiding member.	
10.2	The power pursuant to Section 83(1)(h) of the Act to arrange the staffing and support required for the purposes of the operations of the panel.	
10.3	The power pursuant to Section 83(1)(i) of the Act to substitute the existing members of the panel with new members if directed to do so by the Minister acting on recommendation of the State Planning Commission under Section 86 of the Act.	

<p>10.4 The power pursuant to Section 83(2) of the Act to form the opinion and be satisfied that a person to be appointed as a member of an assessment panel who is a member, or former member, of a council is appropriately qualified to act as a member of the assessment panel on account of the person's experience in local government.</p>	
<p>11 Panels established by Minister</p>	
<p>11.1 The power pursuant to Section 84(1)(c)(ii)(B) of the Act to make submissions to the Minister about the constitution of a regional assessment panel in relation to the area of the Council (or part of the area).</p>	
<p>12 Substitution of local panels</p>	
<p>12.1 The power pursuant to Section 86(2)(a) of the Act to make submissions to the State Planning Commission in relation to an inquiry.</p>	
<p>13. Determination of relevant authority</p>	
<p>13.1 The power pursuant to section 99(1)(b) of the Act to determine to act under section 99(1)</p>	
<p>13.2 The power pursuant to section 99(1)(c) of the Act and (d) to refer the assessment of the development in respect of the Building Rules to the council for the area in which the proposed development is to be undertaken or to require that the assessment of the development in respect of the Building Rules be undertaken by a building certifier.</p>	
<p>13.3 The power pursuant to section 99(2)(a) of the Act to assess the development against and, if appropriate, granting a consent in respect of, the relevant provisions of the Building Rules and, if appropriate, granting development approval.</p>	
<p>13.4 The power pursuant to section 99(2)(b) of the Act to grant development approval where the subject development is to be undertaken in the Council's area and a building certifier acts as the relevant authority for the purposes of assessing the development against and, if appropriate, granting a consent in respect of, the relevant provisions of the Building Rules.</p>	

13.5	The power pursuant to section 99(3) of the Act to grant development approval after all elements of the development have been approved by 1 or more relevant authorities under section 99.	
14.	Matters against which development must be assessed	
14.1	The power, pursuant to section 102(1)(b) of the Act, as a relevant authority to assess a development against and grant or refuse consent in respect of the provisions of the Building Rules.	DOB
14.2	The power pursuant to section 102(1)(c)(iv) of the Act to consent to the vesting of land in the Council.	
14.3	The power pursuant to section 102(1)(d)(iv) of the Act to consent to the vesting of land in the Council.	
14.4	The power pursuant to section 102(8) of the Act, when all relevant consents have been granted, to grant full development approval to a development application.	DOB, DOP, DSPBL
15.	EIS Process	
15.1	The power pursuant to section 113(5)(a)(iii) of the Act to comment and report on an EIS.	
16.	Application and provision of information	
16.1	The power pursuant to section 119(3) of the Act, subject to section 119(4) and (5) of the Act, to request an applicant:	DOB, DOP, DSPBL, MDS
16.1.1	to provide such additional documents, assessments or information (including calculations and technical details) as may reasonably be required to assess the application;	
16.1.2	to remedy any defect or deficiency in any application or accompanying document or information required by or under the Act;	
16.1.3	to consult with an authority of body prescribed by the Regulations;	
16.1.4	to comply with any other requirement prescribed by the Regulations.	

<p>16.2 The power pursuant to section 119(6)(b)(i) of the Act, to refuse an application if a request for additional information in accordance with section 119(3) of the Act is not complied with within the specified timeframe.</p>	<p>DOB, DOP, DSPBL, MDS</p>
<p>16.3 The power pursuant to section 119(9) of the Act to:</p>	<p>DOB, DOP, DSPBL, MDS</p>
<p>16.3.1 permit an applicant to vary an application;</p>	
<p>16.3.2 permit an applicant to vary any plans, drawings, specifications or other documents that accompanied an application,</p>	
<p>(provided that the essential nature of the proposed development is not changed);</p>	
<p>16.3.3 permit an applicant to lodge an application without the provision or any information or document required by the regulations;</p>	
<p>16.3.4 to the extent that the fee is payable to the relevant authority waive payment of whole or part of the application fee, or refund an application fee (in whole or in part);</p>	
<p>16.3.5 if there is an inconsistency between any documents lodged with the relevant authority for the purposes of Part 7 of the Act (whether by an applicant or other person), or between any such document and a development authorisation that has already been given that is relevant in the circumstances, return or forward any document to the applicant or to any other person and determine not to finalise the matter until any specified matter is resolved, rectified or addressed.</p>	
<p>17. Referrals to other authorities or agencies</p>	
<p>17.1 The power pursuant to section 122(10) of the Act to, on application by the applicant and subject to section 122(11) of the Act, defer referral until a particular stage in assessment.</p>	<p>DOB, DOP, DSPBL, MDS</p>
<p>18. Time within which a decision must be made</p>	

18.1	The power pursuant to section 125(1) of the Act to determine an application within the prescribed timeframe in the Regulations.	DOB, DOP, DSPBL, MDS
18.2	The power pursuant to section 125(4) of the Act to, subject to section 125(3) of the Act and receipt of a deemed consent notice, within ten (10) business days, grant planning consent itself or subject to conditions.	DOP, DSPBL, MDS
18.3	The power pursuant to section 125(6) of the Act to, where the delegate believes that consent should have been refused, apply to the Court within one (1) month for an order quashing the deemed planning consent.	DOP, DSPBL, MDS
19.	Conditions	
19.1	The power pursuant to section 127(1)(a) of the Act to, subject to section 127(2)(a) of the Act and in accordance with section 127(3) of the Act, impose conditions on an authorisation.	DOB, DOP, DSPBL, MDS
20.	Variation of authorisation	
20.1	The power pursuant to section 128 of the Act to grant consent to a variation application.	DOB, DOP, DSPBL, MDS
21.	Essential infrastructure – alternative assessment process	
21.1	The power pursuant to section 130(6) of the Act to report to the State Planning Commission on matters contained within a notice under section 130(5).	DOB, DOP, DSPBL, MDS
22.	Development assessment – Crown development	
22.1	The power pursuant to section 131(7) of the Act to report to the State Planning Commission on matters contained within a notice under section 131(6).	
23.	Land division certificate	
23.1	The power pursuant to section 138 of the Act to furnish the State Planning Commission with appropriate information as to compliance with a particular condition, or to comply with any requirement prescribed by the regulations.	DOB, MDS, GMSC
24.	Action if development not completed	

24.1	The power pursuant to section 141(1) of the Act to apply to the Court for an order under section 141.	DOB, MDS, GMSC
24.2	The power pursuant to section 141(5) of the Act to cause work contemplated by an order of the Court to be carried out and to recover the costs of that work as a debt from the relevant person.	DOB, MDS, GMSC
24.3	The power pursuant to section 141(6) of the Act to write to the relevant person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person, and, if the amount is not paid by the person within that period, the person is liable to pay interest charged at the prescribed rate on the amount unpaid; and the amount together with any interest charge so payable is until paid a charge in favour of the Council on any land owned by the person.	
25. Completion of work		
25.1	The power pursuant to section 142(1) of the Act, where approved development has been substantially but not fully completed within the period prescribed by the regulations for the lapse of the approval, to issue a notice to the owner of the land requiring them to complete the development within a period specified in the notice.	DOB, GMSC, MDS
25.2	The power pursuant to section 142(2) of the Act, if the owner fails to carry out work as required by a notice issued under section 142(1), to cause the necessary work to be carried out.	DOB, GMSC, MDS
25.3	The power pursuant to section 142(3) of the Act and subject to section 143(4) to recover the reasonable costs and expenses incurred in acting under section 142(2).	DOB, GMSC, MDS
25.4	The power pursuant to section 142(5) of the Act to defend an appeal against a notice issued under section 142(1).	DOB, GMSC, MDS
26. Cancellation of development authorisation		
26.1	The power pursuant to section 143(1) of the Act, on application of a person who has the benefit of the development authorisation, cancel a development authorisation previously given by the relevant authority.	DOB, GMSC, MDS
27. Notification during building		

27.1	The power pursuant to section 146 of the Act to direct a person who is carrying out building work to stop building work when a mandatory notification stage has been reached pending an inspection by an authorised officer who holds prescribed qualifications.	DOB, GMSC, MDS
28. Classification of buildings		
28.1	The power pursuant to section 151 of the Act to assign a building erected in the Council's area a classification that conforms with the regulations.	DOB, GMSC, MDS
28.2	The power pursuant to section 151 of the Act to give notice in writing to the owner of the building to which the classification has been assigned, of the classification assigned to the building.	DOB, GMSC, MDS
29. Certificates of occupancy		
29.1	The power pursuant to section 152(2) of the Act to issue a certificate of occupancy.	DOB, GMSC, MDS
29.2	The power to pursuant to section 152(3) of the Act to require information be included in an application for a certificate of occupancy.	DOB, GMSC, MDS
29.3	The power pursuant to section 152(5) of the Act to consider any report supplied under section 152(4) before deciding an application.	DOB, GMSC, MDS
29.4	The power pursuant to section 152(10) of the Act to refuse an application and to notify the applicant in writing of the refusal, the reasons for the refusal and the applicant's right of appeal.	DOB, GMSC, MDS
29.5	The power pursuant to section 152(13) of the Act to revoke a certificate of occupancy in accordance with the regulations in prescribed circumstances.	DOB, GMSC, MDS
30. Temporary occupation		
30.1	The power pursuant to section 153(1) of the Act to approve the occupation of a building on a temporary basis without a certificate of occupancy.	GMSC, MDS
30.2	The power pursuant to section 153(2) of the Act to impose conditions as to the temporary occupation of a building without a certificate of occupancy.	GMSC, MDS

30.3	The power pursuant to section 153(3) of the Act to refuse an application for temporary occupation and notify the applicant in writing of the refusal, the reasons for the refusal and the applicant's right of appeal under this Act.	GMSC, MDS
31. Emergency orders		
31.1	The power pursuant to section 155 of the Act to cause the necessary work required by an emergency order to be carried out where an owner fails to carry out the work required by the emergency order.	DOB, GMSC, MDS
31.2	The power pursuant to section 155(6) of the Act to recover the reasonable costs and expenses incurred by the Council in acting under section 155 as a debt due from the owner subject to the requirements of section 155(7) of the Act.	DOB, GMSC, MDS
32. Initiation of scheme		
32.1	The power pursuant to Section 163(3)(b) of the Act to request the Minister initiate a proposal to proceed under Section 163 of the Act.	
32.2	The power pursuant to Section 163(10) of the Act to consult with the Minister in relation to the draft outline.	
33. Consideration of proposed scheme		
33.1	The power pursuant to Section 166(1)(c) of the Act to consult with a scheme coordinator in relation to a scheme in accordance with the Community Engagement Charter.	
34. Adoption of scheme		
34.1	The power pursuant to Section 167(7) of the Act to consult with the Minister in relation to a variation to a scheme.	
35. Funding arrangements		
35.1	The power pursuant to Section 169(2)(b) of the Act in relation to a scheme that provides for the collection of contributions under Subdivision 8 of the Act to apply for a periodic review of the levels and amounts of those contributions and as part of such review for any matter to be considered or determined by ESCOSA.	
35.2	The power pursuant to Section 169(8) of the Act to approve a funding arrangement that provides for or	

	includes the collection of contributions under subdivision 8 in relation to prescribed infrastructure.	
35.3	The power pursuant to Section 169(9) of the Act to consult with the State Planning Commission in relation to a funding arrangement that is specifically relevant to the Council.	
36.	Contributions by constituent councils	
36.1	The power pursuant to Section 177(4) of the Act to consult with the Minister in relation to the Council's share.	
36.2	The function pursuant to Section 177(5) of the Act to, at the request of the Minister, supply the Minister with information in the possession of the Council to enable the Minister to determine shares under Sections 177(2) and (3) of the Act.	
37.	Imposition of charge by councils	
37.1	The power pursuant to Section 180(7) of the Act, if the Council incurs costs in recovering a charge as a debt, to claim the reimbursement of those costs (insofar as they are reasonable) from the relevant fund established under subdivision 9.	
38.	Authorised works	
38.1	The power pursuant to Section 187(1) of the Act, subject to Section 187(3) of the Act, to carry out any infrastructure works if the Council is authorised to so do by or under the Act or any other Act.	
38.2	The power pursuant to Section 187(5) of the Act, subject to Section 187(6) of the Act, to in relation to a proposal that involves disturbing the surface of a road, or that otherwise relates to a road to:	
38.2.1	inform the relevant road maintenance authority of the proposal at least 28 days before the proposed commencement of any work; and	
38.2.2	give the relevant road maintenance authority a reasonable opportunity to consult with the Council in relation to the matter; and	
38.2.3	ensure that proper consideration is given to the views of the road maintenance authority.	

38.3	The power pursuant to Section 187(5)(b) of the Act to consult with the relevant road maintenance authority in relation to the matter.	
38.4	The power pursuant to Section 187(6) of the Act, in a case of emergency, to only comply with Section 187(5) of the Act to such extent as is practicable in the circumstances.	
39. Entry onto land		
39.1	The power pursuant to Section 188(1) of the Act to authorise a person for the purpose of undertaking any work or activity in connection with the exercise of a power under Division 2 of Part 13 of the Act to:	
39.1.1	enter and pass over any land; and	
39.1.2	bring onto any land any vehicles, plant or equipment; and	
39.1.3	temporarily occupy land; and	
39.1.4	do anything else reasonably required in connection with the exercise of the power.	
39.2	The power pursuant to Section 188(4) of the Act to pay reasonable compensation on account of any loss or damage caused by the exercise of a power under Section 188(1) of the Act.	
40. Acquisition of land		
40.1	The power pursuant to Section 189(1) of the Act, to with the consent of the Minister, acquire land for a purpose associated with infrastructure works under and in accordance with the <i>Land Acquisition Act 1969</i> .	
41. Appointment of authorised officers		
41.1	The power pursuant to Section 210(1) of the Act to appoint a person to be an authorised officer for the purposes of the Act.	GMAD,GMCB, GMSC
41.2	The power pursuant to Section 210(2) of the Act to impose conditions on the appointment of an authorised officer.	GMAD,GMCB, GMSC
41.3	The function pursuant to Section 210(3) of the Act to issue an authorised officer with an identity card.	GMAD,GMCB, GMSC

41.4	The power pursuant to Section 210(5) of the Act to, at any time, revoke an appointment which the Delegate or the Council has made, or vary or revoke a condition of such an appointment or impose a further such condition.	GMAD,GMCB, GMSC
42. Enforcement notices		
42.1	The power pursuant to section 213(1) of the Act to, subject to section 213(2) of the Act:	GMSC, MDS
	42.1.1 direct a person to refrain, either for a specified period or until further notice, from the act, or course of action, that constitutes the breach;	
	42.1.2 direct a person to make good any breach in a manner, and within a period, specified by the delegate;	
	42.1.3 to take such urgent action as is required because of any situation resulting from the breach.	
42.2	The power pursuant to section 213(5) of the Act, if a person fails to comply with a direction issued under section 213(1)(b) within the time specified in the notice, to cause the necessary action to be taken.	GMSC, MDS
42.3	The power pursuant to section 213(6) of the Act and subject to section 213(7) of the Act to recover the reasonable costs and expenses of acting under section 213 as a debt due from the person whose failure gave rise to the action.	GMSC, MDS
42.4	The power pursuant to section 213(9) of the Act to respond to an appeal against an enforcement notice.	GMSC, MDS
43. Applications to Court		
43.1	The power pursuant to section 214(1) of the Act to apply to the Court for an order to remedy or restrain a breach of the Act or the repealed Act (whether or not any right of the Council has been or may be infringed as a consequence of that breach)	GMSC, MDS
43.2	The power pursuant to section 214(10) of the Act, to apply for an interim order.	GMSC, MDS
43.3	If the Court makes an order under section 214(6)(d) of the Act and the respondent fails to comply with the order within the period specified by the Court, the power pursuant to	GMSC, MDS

	section 214(12) of the Act and subject to section 214(13) of the Act, to cause any work contemplated by the order to be carried out and to recover the costs of that work, as a debt, from the respondent.	
43.4	The power pursuant to section 214(17) of the Act to apply to the Court to vary or revoke an order previously made.	GMSC, MDS
43.5	The power pursuant to section 214(19) of the Act to apply to the Attorney-General for an extension of time to commence proceedings under section 214.	GMSC, MDS
44.	Review of performance	
44.1	The power pursuant to Clause 3(3) of Schedule 4 of the Act to explain the Council's actions, and to make submissions (including, if relevant, an indication of undertakings that the Council is willing to give in order to take remedial action), to the Minister.	GMSC, MDS
44.2	The power pursuant to Clause 3(14) of Schedule 4 of the Act to make submissions to the Minister on the report on which the action to be taken by the Minister under Clause 3(13) of Schedule 4 of the Act is based.	GMSC, MDS
44.3	The power pursuant to Clause 3(15) of Schedule 4 of the Act, if the Minister makes a recommendation to the Council under Clause 3(13)(a) of Schedule 4 of the Act and the Minister subsequently considers that the Council has not, within a reasonable period, taken appropriate action in view of the recommendation, consult with the Minister in relation to the directions of the Minister.	GMSC, MDS
44.4	The function pursuant to Clause 3(16) of Schedule 4 of the Act to comply with a direction under Clauses 3(13) or (15) of Schedule 4 of the Act.	
45.	General schemes	
45.1	The power pursuant to Clause 30(3) of Schedule 8 of the Act to request the Minister make a declaration under Clause 30(2) of Schedule 8 of the Act in relation to a scheme.	REMAINS WITH COUNCIL

46. Prosecutions for a breach	
46.1 The power to commence a prosecution against any person for any offence under the Act and to that end, to apply to the Court for any related orders under Part 18 of the Act.	GMSC, MDS

PLANNING, DEVELOPMENT AND INFRASTRUCTURE (GENERAL) REGULATIONS 2017

	SUB DELEGATION
1.Verification of application and determination of nature of development	
<p>1.1 The power pursuant to regulation 31(1) of the Regulations and subject to regulation 31(2) of the Regulations to, upon receipt of an application:</p> <p>1.1.1 determine whether all plans, drawings, specifications and other documents and information required to be lodged with the application have been lodged; and</p> <p>1.1.2 determine whether the Council is the correct entity to assess the application under the Act;</p> <p>1.1.3 if the Council is the correct entity to assess the application (or any part of the application):</p> <p>1.1.3.1 check that the appropriate documents and information have been lodged with the application; and</p> <p>1.1.3.2 confirm the prescribed fees required to be paid at that point; and</p> <p>1.1.3.3 provide an appropriate notice via the SA planning portal;</p> <p>1.1.4 if the Council is not the correct entity to assess the application (or any part of the application)—</p> <p>1.1.4.1 provide the application (or any relevant part of the application), and any relevant plans, drawings, specifications and other documents and information in its possession, to the entity that it considers to be the correct relevant authority in accordance with any practice direction;</p>	DOB,DOP, DSPBL, GMSC, MDS

1.1.4.2	provide an appropriate notice via the SA planning portal.	
2. Withdrawing/lapsing applications		
2.1	The power pursuant to regulation 38(2) of the Regulations to, subject to regulation 38(3) of the Regulations, lapse an application for development authorisation under Part 7 of the Act if at least one year has passed since the date on which the application was lodged.	DOB, DOP, DSPBL, GMSC, MDS
2.2	The power pursuant to regulation 38(3)(b) of the Regulations to determine the time (the reasonable opportunity) within which an applicant is to be given to make submissions in respect of an action under regulation 38(2) of the Regulations.	DOB, DOP, DSPBL, GMSC, MDS
3. Performance assessed development and restricted development		
3.1	The power pursuant to regulation 47(4)(d) of the Regulations to determine a fee which is considered appropriate to cover the reasonable costs of placing a notice on land the subject of a performance assessed development application	
4. Variation of authorisation		
4.1	The power pursuant to regulation 65 of the Regulations, subject to the criteria expressed within, to approve a minor variation.	DOB, DOP, DSPBL, GMSC, MDS
5. Width of roads and thoroughfares		
5.1	The power pursuant to regulation 81(4) of the Regulations to dispense with a width prescribed by regulation 81(1) or 81(3) if the delegate is of the opinion that the width so prescribed is not necessary for the safe and convenient movement of vehicles or pedestrians, or for underground services.	DOB, DOP, DSPBL, GMSC, MDS
5.2	The power pursuant to regulation 81(5) to specify dimensions for the road at a head of a proposed cul-de-sac.	DOB, DOP, DSPBL, GMSC, MDS
5.3	The power to dispense with a requirement under regulation 81(5) if it appears to the delegate that the cul-de-sac is likely to become a through road.	DOB, DOP, DSPBL, GMSC, MDS

6. Road widening	
6.1 The power pursuant to regulation 82(1) and subject to regulation 82(2), where the delegate considers that the road should be widened in order to provide a road of adequate width having regard to existing and future requirements of the area, to require that the proposed division of land must make provision for that widening.	DOB, DOP, DSPBL, GMSC, MDS
7. Requirement as to forming of roads	
7.1 The power, pursuant to regulation 83(1) and subject to regulation 83(2), to require that the roadway of every proposed road on a plan of division is formed to a width specified by the delegate, and in a manner satisfactory to the delegate.	DOB, DOP, DSPBL, GMSC, MDS
7.2 The power pursuant to regulation 83(2) to dispense with the requirements under regulation 83(3) if it is of the opinion that the cul-de-sac is likely to become a through road.	DOB, DOP, DSPBL, GMSC MDS
7.3 The power pursuant to regulation 83(5) and subject to regulation 83(6), to require that every footpath, water-table, kerbing, culvert and drain of every proposed road must be formed in a manner satisfactory to the delegate.	DOB, DOP, DSPBL, GMSC, MDS
7.4 The power pursuant to regulation 83(6) to dispense with a requirement under regulation 83(5).	DOB, DOP, DSPBL, GMSC, MDS
8. Construction of roads, bridges, drains and services	
8.1 The power, pursuant to regulation 84(1) to require the roadway of every proposed road within the relevant division to be constructed and paved and sealed with bitumen, tar or asphalt or other material approved by the delegate.	DOB, DOP, DSPBL, GMSC, MDS
8.2 The power to require the construction of any footpath, water-table, kerbing, culvert or drain of a proposed road required to be formed by the delegate, to be constructed.	DOB, DOP, DSPBL, GMSC, MDS
9. Supplementary provisions	
9.1 The power, pursuant to regulation 85(4) before the roadway of any proposed road is sealed, to require the applicant to satisfy the delegate that all connections for water supply and sewerage services to any allotment	DOB, DOP, DSPBL, GMSC, MDS

<p>delineated on the plan which, in the opinion of the Chief Executive of the South Australian Water Corporation are necessary and need to be laid under the surface of the proposed road, have been made</p>	
<p>10. General land division</p>	
<p>10.1 The power, pursuant to regulation 87(1) to advise the State Planning Commission that the applicant has entered into a binding arrangement for the satisfaction of requirements.</p>	<p>DOB, DOP, DSPBL, GMSC, MDS</p>
<p>10.2 The power to require the construction of any footpath, water-table, kerbing, culvert or drain of a proposed road required to be formed by the delegate, to be constructed.</p>	<p>DOB, DOP, DSPBL, GMSC, MDS</p>
<p>11. Essential safety provisions</p>	
<p>11.1 The power, pursuant to regulation 94(13) to require compliance with regulation 94(10) despite regulation 94(12) if the requirements of regulation 94(13)(a) or 94(13)(b) are met.</p>	<p>DOB, GMSC MDS</p>
<p>11.2 The power to require the construction of any footpath, water-table, kerbing, culvert or drain of a proposed road required to be formed by the delegate, to be constructed.</p>	<p>DOB, GMSC, MDS</p>
<p>12. Certificates of occupancy – Required Documentation</p>	
<p>12.1 The power pursuant to regulation 103A(3) to dispense with the requirement to provide a Statement of Compliance under regulation 103A(2)(a) if the requirements of regulation 103A(3) are met.</p>	<p>DOB, GMSC, MDS</p>
<p>13. Certificates of occupancy – Revocation</p>	
<p>13.1 The power to revoke a certificate of occupancy pursuant to regulation 103F of the regulations.</p>	<p>GMSC, MDS</p>
<p>14. Prosecutions for a breach</p>	
<p>14.1 The power to commence a prosecution against any person for any offence under the Regulations.</p>	<p>GMSC, MDS</p>

SCHEDULE OF CONDITIONS

CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
All	The Delegate may only exercise functions and powers in respect of developments that are proposed within the Council area which appointed them.

**INSTRUMENT OF DELEGATION FOR THE CITY OF HOLDFAST BAY COUNCIL
ASSESSMENT PANEL UNDER THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE
ACT 2016 AND PLANNING, DEVELOPMENT AND INFRASTRUCTURE (GENERAL)
REGULATIONS 2017**

HEAD DELEGATION

Except where otherwise specified, in the exercise of the power contained in Section 100 of the *Planning, Development and Infrastructure Act 2016* and in accordance with the resolution made by the City of Holdfast Bay Council Assessment Panel (the ‘CAP’) on the 24 October 2023 the following powers and functions are delegated by the CAP to the person occupying the office of the Assessment Manager to the CAP (‘the Delegate’). The Delegate is authorised to further delegate these powers and functions in accordance with Section 100 of the *Planning, Development and Infrastructure Act 2016* as the Delegate sees fit, unless otherwise indicated within this instrument of delegation.

SUB-DELEGATION

Except where otherwise specified, in the exercise of the power contained in Section 100 of the *Planning, Development and Infrastructure Act 2016* and in accordance with the decision made by the Assessment Manager of the CAP on the 24 October 2023 the following powers and functions are sub-delegated by the Assessment Manager to the person occupying the office indicated in the table below and to any person appointed to act in that position (‘the Sub-Delegate’). The Sub-Delegate is authorised to further delegate these powers and functions in accordance with Section 100 of the *Planning, Development and Infrastructure Act 2016* as the Delegate sees fit, unless otherwise indicated within this instrument of delegation.

NOTES

Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.

POWERS AND FUNCTIONS SUB-DELEGATED IN THIS INSTRUMENT

	SUB DELEGATION
1. Relevant authority – councils and related provisions	
1.1 The power, pursuant to section 99 of the Act to refer the assessment of a development against the Building Rules to the council or a building certifier.	DOP, DSPBL, MDS

2. Matters against which development must be assessed	
2.1 The power pursuant to section 102(1)(a)(i) of the Act to assess a development against and grant or refuse planning consent to a development application.	DOP, DSPBL, MDS
2.2 The power pursuant to section 102(3) of the Act and subject to section 102(5) of the Act, when granting a planning consent, to reserve a decision on a specified matter or reserve a decision to grant planning consent until: <p>2.2.1 further assessment of the development under the Act; or</p> <p>2.2.2 further assessment or consideration of the development under another Act; or</p> <p>2.2.3 a licence, permission, consent, approval, authorisation, certificate or other authority is granted, or not granted (by another authority), under another Act.</p>	DOP, DSPBL, MDS
2.3 The power pursuant to section 102(7) of the Act, where a development involves two or more elements, to assess and grant planning consent to each element separately.	DOP, DSPBL, MDS
3. Performance assessed development	
3.1 The power pursuant to section 107(2)(b) of the Act to assess any elements of a development that are not deemed-to-satisfy, on its merits against the Planning and Design Code.	DOP, DSPBL, MDS
3.2 The power pursuant to section 107(2)(c) of the Act to refuse planning consent if the relevant authority is of the opinion that the development is seriously at variance with the Planning and Design Code (disregarding minor variations).	DOP, DSPBL, MDS
3.3 The power pursuant to section 107(3)(a) of the Act, subject to section 107(6) of the Act, to determine, in accordance with the relevant practice direction and the <i>Planning, Development and Infrastructure (General) Regulations 2017</i> (“the Regulations”) to give notice of an application for planning consent to: <p>3.3.1 an owner and occupier of each piece of adjacent land; and</p> <p>3.3.2 members of the public by notice placed on the land.</p>	DOP, DSPBL, MDS

<p>3.4 The power pursuant to section 107(8) of the Act to determine not to grant planning consent on a performance assessed development, even if the development includes one or more elements that are deemed-to-satisfy.</p>	<p>DOP, DSPBL, MDS</p>
<p>4. Impact assessment by Minister – procedural matters</p>	
<p>4.1 The power pursuant to section 111(2)(a) of the Act to transmit to the Minister any documentation, in accordance with regulation 74(1) of the Regulations, that has been lodged for applications made under Division 4 that relate to development within the ambit of the relevant regulation or declaration by the Minister.</p>	<p>DOP, DSPBL, DAO, DAO, MDS</p>
<p>5. Application and provision of information</p>	
<p>5.1 The power pursuant to section 119(3) of the Act, subject to section 119(4) and (5) of the Act, to request an applicant:</p>	<p>DOP, DSPBL, MDS</p>
<p>5.1.1 to provide such additional documents, assessments or information (including calculations and technical details) as may reasonably be required to assess the application;</p>	
<p>5.1.2 to remedy any defect or deficiency in any application or accompanying document or information required by or under the Act;</p>	
<p>5.1.3 to consult with an authority of body prescribed by the Regulations;</p>	
<p>5.1.4 to comply with any other requirement prescribed by the Regulations.</p>	
<p>5.2 The power pursuant to section 119(6)(b)(i) of the Act, to refuse an application if a request for additional information in accordance with section 119(3) of the Act is not complied with within the specified timeframe.</p>	<p>DOP, DSPBL, MDS</p>
<p>5.3 The power pursuant to section 119(9) of the Act to:</p>	
<p>permit an applicant to:</p> <p>5.3.1 vary an application; or</p> <p>5.3.2 vary plans, drawings, specification or other documents accompanying an application, provided that the variations do not change the essential nature of the application;</p>	<p>DOP, DSPBL, MDS</p>

5.3.3 permit an applicant to lodge an application without the provision of any information or document required by the regulations;	DOP, DSPBL, MDS
5.3.4 waive payment of whole or part of the application fee or refund an application fee (in whole or in part);	MDS
5.3.5 if there is an inconsistency between documents lodged for the purpose of section 119 of the Act, return or forward any document to the applicant and determine not to finalise the matter until the matter is resolved, rectified or addressed.	DOP, DSPBL, MDS
5.4 The power pursuant to section 119(10) of the Act to grant a permission under section 119(9) of the Act unconditionally or subject to such conditions as the delegate sees fit.	DOP, DSPBL, MDS
6. Outline consent	
6.1 The power pursuant to section 120(1) of the Act, on application, to grant or refuse an outline consent.	DOP, DSPBL, MDS
6.2 The power pursuant to section 120(3) of the Act to, where an outline consent has been granted and subject to section 120(4) of the Act, grant any consent contemplated by the outline consent and not impose restrictions inconsistent with the outline consent	DOP, DSPBL, MDS
7. Referrals to other authorities or agencies	
7.1 The power pursuant to section 122(10) of the Act to, on application by the applicant and subject to section 122(11) of the Act, defer referral until a particular stage in assessment.	DOP, DSPBL, MDS
8. Preliminary advice and agreement	
8.1 The power pursuant to section 123(2)(e) of the Act to, subject to section 123(1) and (2)(a), (b), (c) and (d) and section 132 of the Act, determine that an application accords with an agreement indicated by a prescribed body.	DOP, DSPBL, MDS
9. Time within which a decision must be made	
9.1 The power pursuant to section 125(4) of the Act to, subject to section 125(3) of the Act and receipt of a deemed consent notice, within ten (10) business days, grant planning consent itself or subject to conditions.	DOP, DSPBL, MDS

9.2 The power pursuant to section 125(6) of the Act to, where the delegate believes that consent should have been refused, apply to the Court within one (1) month for an order quashing the deemed planning consent.	DOP, DSPBL, MDS
10. Determination of an application	
10.1 The power pursuant to section 126(3) of the Act to, either on the delegates own initiative or on application by the applicant, extend the operative period of an application.	DOP, DSPBL, MDS
11. Conditions	
11.1 The power pursuant to section 127(1)(a) of the Act to, subject to section 127(2)(a) of the Act and in accordance with section 127(3) of the Act, impose conditions on an application.	DOP, DSPBL, MDS
11.2 The power pursuant to section 127(8) of the Act to, subject to the concurrence of the Minister, grant an exemption to the requirement in section 127(4) and (6) of the Act.	DOP, DSPBL, MDS
12. Saving provisions	
12.1 The power pursuant to section 133(3) of the Act to, subject to section 133(1) and (2) of the Act, extend the limitation period for applications to in order to avoid or reduce hardship.	DOP, DSPBL, MDS
13. Cancellation of a development authorisation	
13.1 The power pursuant to section 143(1) of the Act to, on application by a person with the benefit of an application, cancel a development authorisation previously given.	DOP, DSPBL, MDS
13.2 The power pursuant to section 143(2) of the Act to, impose conditions on a cancellation as the delegate thinks fit to impose.	DOP, DSPBL, MDS
14. Off-setting contributions	
14.1 The power pursuant to section 197(3)(c) of the Act to act under or in connection with section 197(3)(a) or (b) of the Act: 14.1.1 requiring a person who is proposing to undertake development:	MDS

<p>(a) to make a contribution to a fund established for the scheme;</p> <p>(b) to undertake work or to achieve some other goal or outcome (on an “in kind” basis); or</p> <p>(c) to proceed under a combination of (a) and (b) above,</p> <p>in order to provide for or address a particular matter identified by the scheme; and</p> <p>14.1.2 an ability for a provision of the Planning and Design Code to apply with a specified variation under the terms of the scheme,</p> <p>including where the delegate is not the designated entity that has established the scheme.</p>	
<p>15. Rights of review and appeal</p>	
<p>15.1 The power pursuant to section 202(1)(b) of the Act to respond to any appeal against a decision of the RRAP or a delegate by an applicant for development authorisation.</p> <p>15.2 The power pursuant to section 202(1)(c) of the Act to respond to any appeal against a decision of the RRAP made on a review pursuant to section 202(1)(b)(i)(a) of the Act.</p> <p>15.3 The power pursuant to section 202(1)(g) of the Act to respond to a review against a decision made by the RRAP or a delegate as to the nature of a development under Part 7 Division 2 Subdivision 1, Subdivision 2 or Subdivision 3.</p>	<p>DOP, DSPBL, MDS</p>
<p>16. Professional advice to be obtained in relation to certain matters</p>	
<p>16.1 The power pursuant to section 235(1) of the Act to rely on a certificate of a person with a prescribed qualification in the exercise of the delegates prescribed functions.</p>	<p>DOP, DSPBL, MDS</p>

PLANNING, DEVELOPMENT AND INFRASTRUCTURE (GENERAL) REGULATIONS 2017

	DELEGATION
17. Verification of application and determination of nature of development	
<p>17.1 The power pursuant to regulation 31(1) of the Regulations and subject to regulation 31(2) to:</p> <p>17.1.1 to determine the nature of a development; and</p> <p>17.1.2 to determine –</p> <p style="padding-left: 40px;">(a) whether the development involves 2 or more elements and, if so, identify each of those elements for the purposes of assessment against the Planning and Design Code; and</p> <p style="padding-left: 40px;">(b) the category or categories of development that apply for the purposes of development assessment; and</p> <p>17.1.3 determine whether the relevant authority is the correct entity to assess the application under the Act; and</p> <p>17.1.4 if the relevant authority is the correct entity to assess the application (or any part of the application)—</p> <p style="padding-left: 40px;">(a) check that the appropriate documents and information have been lodged with the application; and</p> <p style="padding-left: 40px;">(b) confirm the prescribed fees required to be paid at that point; and</p> <p style="padding-left: 40px;">(c) provide an appropriate notice via the SA planning portal; and</p> <p>17.1.5 if the relevant authority is not the correct entity to assess the application (or any part of the application)---</p> <p style="padding-left: 40px;">(a) provide the application (or any relevant part of the application), and any relevant plans, drawings, specifications and other documents and information in its possession, to the entity that it considers to be the correct relevant authority in accordance with any practice direction; and</p>	DOP, DSPBL, MDS

(b) provide an appropriate notice via the SA planning portal.	
18. Site contamination—detailed site investigation report	
18.1 The power, pursuant to regulation 32A(1), in respect of an application to which Schedule 8 clause 2A applies, to request a detailed site investigation report where the grounds set out in regulations 32A(1)(a) – 32A(1)(c) apply.	DOP, DSPBL, MDS
19. Site contamination—statement of site suitability	
19.1 The power pursuant to regulation 32B, in respect of an application to which Schedule 8 clause 2A applies, to require the applicant to provide a statement of site suitability that confirms that the site is suitable for its intended use before the relevant authority issues a planning consent in relation to the application.	DOP, DSPBL, MDS
20. Withdrawing/lapsing applications	
20.1 The power pursuant to regulation 38(2) of the Regulations to, subject to regulation 38(3) of the Regulations, lapse an application for development authorisation under Part 7 of the Act if at least one year has passed since the date on which the application was lodged.	DOP, DSPBL, MDS
20.2 The power pursuant to regulation 38(3)(b) of the Regulations to determine the time (the “reasonable opportunity”) within which an applicant is to be given to make submissions in respect of an action under regulation 38(2) of the Regulations.	DOP, DSPBL, MDS
21. Additional information or amended plans	
21.1 The power pursuant to regulation 42(1) of the Regulations to repeat a referral process where the application is amended or additional information is received.	DOP, DSPBL, MDS
21.2 The power and function pursuant to regulation 42(1) of the Regulations to repeat a referral process where it appears that the amendment or additional information is significant.	DOP, DSPBL, MDS

22. Response by applicant	
22.1 The power pursuant to regulation 51(1) of the Regulations to extend the time within which as applicant can respond to representations.	DOP, DSPBL, MDS
23. Variation of authorisation	
23.1 The power pursuant to regulation 65 of the Regulations, subject to the criteria expressed within, to approve a minor variation.	DOP, DSPBL, MDS

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations

**INSTRUMENT OF DELEGATION FOR THE ASSESSMENT MANAGER UNDER THE
PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016 AND PLANNING,
DEVELOPMENT AND INFRASTRUCTURE (GENERAL) REGULATIONS 2017**

Except where otherwise specified, in the exercise of the power contained in Section 100 of the *Planning, Development and Infrastructure Act 2016* and in accordance with the decision made by the Assessment Manager of the City of Holdfast Bay Council Assessment Panel on the 24 October 2023 the following powers and functions are delegated by the Assessment Manager to the person occupying the office indicated in the table below and to any person appointed to act in that position ('the Delegate'). The Delegate is authorised to further delegate these powers and functions in accordance with Section 100 of the *Planning, Development and Infrastructure Act 2016* as the Delegate sees fit, unless otherwise indicated within this instrument of delegation.

NOTES

Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.

POWERS AND FUNCTIONS SUB-DELEGATED IN THIS INSTRUMENT

	DELEGATION
1. Relevant authority – councils and related provisions	
1.1 The power, pursuant to section 99 of the Act to refer the assessment of a development against the Building Rules to the council or a building certifier.	DOP, DSPBL, MDS
2. Matters against which development must be assessed	
2.1 The power pursuant to section 102 of the Act to assess a development against and grant or refuse consent in respect of each of the following matters where the Assessment Manager is the relevant authority under the Act pursuant to sections 93 and 96 of the Act and subject to regulations 22(a) and (e) and 24 of the Regulations:	DOP, DSPBL, MDS
2.1.1 pursuant to section 102(1)(a)(i) of the Act, the relevant provisions of the Planning Rules and ("planning consent")	

<p>2.1.2 pursuant to section 102(1)(c) of the Act, in relation to a proposed division of land (otherwise than under the <i>Community Titles Act 1996</i> or the <i>Strata Titles Act 1988</i>) on the satisfaction of the conditions specified in section 102(1)(c) of the Act;</p>	
<p>2.1.3 pursuant to section 102(1)(d) of the Act, in relation to a division of land under the <i>Community Titles Act 1996</i> or the <i>Strata Titles Act 1988</i> on the satisfaction of the conditions specified in section 102(1)(d) of the Act;</p>	
<p>2.1.4 pursuant to section 102(1)(e) of the Act, the requirement that any encroachment of a building, over, under, across or on a public place (and not otherwise dealt with above) is acceptable having regard to the provisions made by the Planning and Design Code or a design standard;</p>	
<p>2.1.5 pursuant to section 102(1)(f) of the Act and if relevant, any requirements under Part 15 Division 2 (off-set requirements) of the Act are satisfied</p>	
<p>3. Deemed-to-satisfy assessment</p>	
<p>3.1 The power pursuant to section 106(2) of the Act, to determine that development is deemed-to-satisfy and to assess it and determine it as such despite 1 or more minor variations.</p>	<p>DOP, DSPBL, MDS</p>
<p>3.2 The power pursuant to section 106(4) and (5) of the Act to impose conditions on a planning consent for a deemed-to-satisfy development, including a condition that addresses any minor variation in order to make the development consistent with the deemed-to-satisfy requirement(s).</p>	<p>DOP, DSPBL, MDS</p>
<p>3.3 The power pursuant to section 107(2)(b) of the Act to assess any elements of a development that are not deemed-to-satisfy, on its merits against the Planning and Design Code, subject to the exceptions contained in regulation 22(1)(a)(ii) or the Regulations.</p>	<p>DOP, DSPBL, MDS</p>
<p>4. Application and provision of information</p>	
<p>4.1 The power pursuant to section 119(3) of the Act, subject to section 119(4) and (5) of the Act, to request an applicant:</p>	<p>DOP, DSPBL, MDS</p>

4.1.1	to provide such additional documents, assessments or information (including calculations and technical details) as may reasonably be required to assess the application;	
4.1.2	to remedy any defect or deficiency in any application or accompanying document or information required by or under the Act;	
4.1.3	to consult with an authority of body prescribed by the Regulations;	
4.1.4	to comply with any other requirement prescribed by the Regulations.	
4.2	The power pursuant to section 119(6)(b)(i) of the Act, to refuse an application if a request for additional information in accordance with section 119(3) of the Act is not complied with within the specified timeframe.	DOP, DSPBL, MDS
4.3	The power pursuant to section 119(9) of the Act to:	
	permit an applicant to:	DOP, DSPBL, MDS
4.3.1	vary an application; or	
4.3.2	vary plans, drawings, specification or other documents accompanying an application, provided that the variations do not change the essential nature of the application;	
4.3.3	permit an applicant to lodge an application without the provision of any information or document required by the regulations;	DOP, DSPBL, MDS
4.3.4	waive payment of whole or part of the application fee or refund an application fee (in whole or in part);	MDS
4.3.5	if there is an inconsistency between documents lodged for the purpose of section 119 of the Act, return or forward any document to the applicant and determine not to finalise the matter until the matter is resolved, rectified or addressed.	DOP, DSPBL, MDS
4.4	The power pursuant to section 119(10) of the Act to grant a permission under section 119(9) of the Act unconditionally or subject to such conditions as the delegate sees fit.	DOP, DSPBL, MDS

5. Referrals to other authorities or agencies	
5.1 The power pursuant to section 122(10) of the Act to, on application by the applicant and subject to section 122(11) of the Act, defer referral until a particular stage in assessment.	DOP, DSPBL, MDS
6. Time within which a decision must be made	
6.1 The power pursuant to section 125(1) of the Act to determine an application within the prescribed timeframe in the Regulations.	DOP, DSPBL, MDS
6.2 The power pursuant to section 125(4) of the Act to, subject to section 125(3) of the Act and receipt of a deemed consent notice, within ten (10) business days, grant planning consent itself or subject to conditions.	DOP, DSPBL, MDS
6.3 The power pursuant to section 125(6) of the Act to, where the delegate believes that consent should have been refused, apply to the Court within one (1) month for an order quashing the deemed planning consent.	DOP, DSPBL, MDS
7. Conditions	
7.1 The power pursuant to section 127(1)(a) of the Act to, subject to section 127(2)(a) of the Act and in accordance with section 127(3) of the Act, impose conditions on an application.	DOP, DSPBL, MDS
8. Rights of review and appeal	
8.1 The power pursuant to section 202(1)(b) of the Act to respond to any appeal against a decision of the Assessment Manager by an applicant for development authorisation.	DOP, DSPBL, MDS
8.2 The power pursuant to section 202(1)(g) of the Act to respond to a review against a decision made by the Assessment Manager as to the nature of a development under Part 7 Division 2 Subdivision 1, Subdivision 2 or Subdivision 3.	DOP, DSPBL, MDS

9. Professional advice to be obtained in relation to certain matters	
9.1 The power pursuant to section 235(1) of the Act to rely on a certificate of a person with a prescribed qualification in the exercise of the delegates prescribed functions.	DOP, DSPBL, MDS

PLANNING, DEVELOPMENT AND INFRASTRUCTURE (GENERAL) REGULATIONS 2017

	DELEGATION
10. Verification of application and determination of nature of development	
<p>10.1 <i>The power pursuant to regulation 31(1) of the Regulations and subject to regulation 31(2) to:</i></p> <p>10.1.1 to determine the nature of a development; and</p> <p>10.1.2 to determine –</p> <ul style="list-style-type: none"> (a) whether the development involves 2 or more elements and, if so, identify each of those elements for the purposes of assessment against the Planning and Design Code; and (b) the category or categories of development that apply for the purposes of development assessment; and <p>10.1.3 determine whether the relevant authority is the correct entity to assess the application under the Act; and</p> <p>10.1.4 if the relevant authority is the correct entity to assess the application (or any part of the application)—</p> <ul style="list-style-type: none"> (a) check that the appropriate documents and information have been lodged with the application; and (b) confirm the prescribed fees required to be paid at that point; and (c) provide an appropriate notice via the SA planning portal; and <p>10.1.5 if the relevant authority is not the correct entity to assess the application (or any part of the application)</p> <ul style="list-style-type: none"> (a) provide the application (or any relevant part of the application), and any relevant plans, 	DOP, DSPBL, MDS

<p>drawings, specifications and other documents and information in its possession, to the entity that it considers to be the correct relevant authority in accordance with any practice direction; and</p> <p>(b) provide an appropriate notice via the SA planning portal.</p>	
11. Site contamination—detailed site investigation report	
<p>11.1 The power, pursuant to regulation 32A(1), in respect of an application to which Schedule 8 clause 2A applies, to request a detailed site investigation report where the grounds set out in regulations 32A(1)(a) – 32A(1)(c) apply.</p>	DOP, DSPBL, MDS
12. Site contamination—statement of site suitability	
<p>12.1 The power pursuant to regulation 32B, in respect of an application to which Schedule 8 clause 2A applies, to require the applicant to provide a statement of site suitability that confirms that the site is suitable for its intended use before the relevant authority issues a planning consent in relation to the application.</p>	DOP, DSPBL, MDS
13. Withdrawing/lapsing applications	
<p>13.1 The power pursuant to regulation 38(2) of the Regulations to, subject to regulation 38(3) of the Regulations, lapse an application for development authorisation under Part 7 of the Act if at least one year has passed since the date on which the application was lodged.</p>	DOP, DSPBL, MDS
<p>13.2 The power pursuant to regulation 38(3)(b) of the Regulations to determine the time (the “reasonable opportunity”) within which an applicant is to be given to make submissions in respect of an action under regulation 38(2) of the Regulations.</p>	DOP, DSPBL, MDS
14. Additional information or amended plans	
<p>14.1 The power pursuant to regulation 42(1) of the Regulations to repeat a referral process where the application is amended or additional information is received.</p>	DOP, DSPBL, MDS

14.2 The power and function pursuant to regulation 42(1) of the Regulations to repeat a referral process where it appears that the amendment or additional information is significant.	DOP, DSPBL, MDS
15. Response by applicant	
15.1 The power pursuant to regulation 51(1) of the Regulations to extend the time within which as applicant can respond to representations.	DOP, DSPBL, MDS
16. Variation of authorisation	
16.1 The power pursuant to regulation 65 of the Regulations, subject to the criteria expressed within, to approve a minor variation.	DOP, DSPBL, MDS

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations

**INSTRUMENT OF DELEGATION UNDER THE
REAL PROPERTY ACT 1886**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Lands granted prior to the day on which this Act comes into operation may be brought into operation under this Act	SUB DELEGATION
<p>1.1 The power pursuant to Section 27 of the <i>Real Property Act 1886</i> (the Act) and in accordance with Sections 27, 28 and 29 of the Act to, as to land heretofore alienated from the Crown in fee but not under the provisions of any of the Real Property Acts (whether such land shall constitute the entire or only part of the land included in any land grant), to apply to the Registrar-General in the form of Schedule 2 to the Act, or in a form to the like effect, to bring the said land under the provisions of the Act where:</p>	
<p>1.1.1 the Council claims to be the person in whom the fee simple is vested either at law or in equity;</p>	
<p>1.1.2 the Council has power to appoint or dispose of the fee simple, at law or in equity and the application is made for the purpose of carrying such power into effect.</p>	
<p>1.2 The power pursuant to Section 27(a) of the Act, where the Council claims or appears to be beneficially entitled to land heretofore alienated from the Crown in fee but not under the provisions of any of the Real Property Acts, whether such land shall constitute the entire or only part of the land included in any land grant, to consent to an application to bring the said land under the provisions of the Act.</p>	
<p>1.3 The power pursuant to Section 27(c) of the Act, where the Council claims or appears to be beneficially entitled in reversion or remainder to land heretofore alienated from the Crown in fee but not under the provisions of any of the Real Property Acts,</p>	

whether such land shall constitute the entire or only part of the land included in any land grant, to consent to an application to bring the said land under the provisions of the Act.	
2. Undivided shares and mortgaged land may not be brought under Act except upon conditions	
2.1 The power pursuant to Section 28 of the Act to join in the application with a view to bringing the entirety under the provisions of the Act, where,	
2.1.1 the Council appears to be entitled to an undivided share of the land; or	
2.1.2 the Council is the mortgagee of the land.	
3. Caveat against bringing land under Act	
3.1 The power pursuant to and in accordance with Section 39 of the Act, where the Council has or claims an estate or interest in any land sought to be brought under the provisions of the Act, to, within the time by the Registrar-General or under any order of the Court for that purpose limited, lodge a caveat with the Lands Titles Registration Office, in the form of Schedule 3 to the Act, forbidding the bringing of such land under the provisions of the Act.	
4. Applicant may withdraw his application	
4.1 The power pursuant to Section 41 of the Act, to:	
4.1.1 withdraw the Council's application at any time prior to the issuing of the certificate;	
4.1.2 request in writing signed by the Delegate the return to the Council or the person notified in the application as having a lien thereon of all documents of title deposited in support of the application.	
5. Proceedings under Caveat	
5.1 The power pursuant to Section 44 of the Act, whenever a caveat shall have been lodged with the Lands Titles Registration Office forbidding land to be brought under the provisions of the Act, to bring like proceedings as provided for in the Act for the removal of caveats, in the case of land already under the provisions of the Act, for removal of the caveat, and for the recovery of costs and damages from the caveator, in case the caveat shall have been lodged by the caveator wrongfully and without reasonable cause.	

6. Priority of instruments	
6.1 The power pursuant to Section 56(5) of the Act and in accordance with Section 56(6) of the Act to apply to the Registrar-General, in the appropriate form, to vary the order of priority between two or more registered mortgages or encumbrances.	
6.2 The power pursuant to Section 56(6)(b) of the Act to consent to an application for the variation of an order of priority in accordance with Section 56(5) of the Act where the Council is the holder of a registered mortgage or encumbrance which is, by virtue of the proposed variation of order of priority, to be postponed to a mortgage or encumbrance over which it has had priority.	
7. Issue of new certificate on application	
7.1 The power pursuant to Section 78 of the Act where the Council is a registered proprietor holding land under one or more certificates, to make application to the Registrar-General for the issue of one certificate for the whole of such land, or several certificates each comprising portion of such land.	
8. Application for Certificate based on possession	
8.1 The power pursuant to Section 80A of the Act and in accordance with Section 80B of the Act, where the Council would have obtained a title by possession to any land which is subject to the Act if that land had not been subject to the Act, to apply to the Registrar-General for the issue to the Council of a certificate of title to that land.	
9. Caveats	
9.1 The power pursuant to and in accordance with Section 80F of the Act, where the Council claims an estate or interest in land to which an application under Part 7A relates, to lodge a caveat with the Registrar-General forbidding the granting of the application.	
10. Variation and Extinguishment of Easements	
10.1 The power pursuant to Section 90B(1) of the Act, and subject to Section 90B of the Act, where the Council is the proprietor of the dominant or servient land, to make application (in a form approved by the Registrar-General) to:	
10.1.1 vary the position of, or extend or reduce the extent of, an easement over servient land; or	

10.1.2 vary an easement by extending the appurtenance of the easement to other land owned by the proprietor of the dominant land; or extinguish and easement.	
10.2 The power pursuant to Section 90B(2) of the Act, where the Council is the proprietor of the dominant land or servient land, or has, or claims to have, an estate or interest in the dominant or servient land, to give written consent to the Registrar-General acting under Section 90B(1) of the Act.	
11. Easement subject to existing mortgage etc	
11.1 The power pursuant to Section 90F of the Act, where an easement is created over servient land and the dominant land or any part of it is subject to a mortgage or encumbrance held by the Council, to consent to the easement also being subject to the mortgage or encumbrance and endorse the Council's consent on the instrument granting the easement.	
12. Person now holding under lease or agreement may surrender	
12.1 The power pursuant to Section 92 of the Act, where the Council holds Crown lands under a lease or agreement for sale granted or made by or on behalf of the Crown, to, subject to the approval of the Minister of Lands, surrender the lease or agreement for a Crown lease of the land remaining subject to such lease or agreement, upon all the same terms as shall have been applicable to such land prior to the surrender but so that every person having any estate or interest in the surrendered land shall concur in the surrender.	
12.2 The power pursuant to Section 92 of the Act where a person holding any Crown lands under a lease or agreement for sale granted or made by or on behalf of the Crown and the lease or agreement for a Crown lease of the land remaining subject to such lease or agreement is to be surrendered, to as a person having an estate or interest in the surrendered land, concur in the surrender.	
13. Execution and registration of Crown Lease	
13.1 The power pursuant to Section 93(1) of the Act, where the Council is party to a Crown lease, to execute the lease for lodgement in the Lands Titles Registration Office for inclusion or recording in the Register of Crown Leases.	
14. Transfers	
14.1 The power pursuant to and in accordance with Section 96 of the Act, where the Council is the registered proprietor of any land to transfer that land and for that purpose, to execute a transfer in the appropriate form set out within section 96(2) of the Act.	

14.2 The power pursuant to and in accordance with Section 96 of the Act, where the Council is the registered proprietor of any right-of-way or other easement intended to be created or transferred, to execute a transfer in the appropriate form set out within section 96(2) of the Act.	
15. Creation of easements by reservation	
15.1 The power pursuant to Section 96AA of the Act, to create an easement on the transfer under the Act of an estate or freehold the granting of an estate or lease under the Act by reservation of the easement to the transferor or lessor in the instrument of transfer or the lease.	
16. Sale under Writ of fieri facias or Decree, Warrant or Order of Court	
16.1 The power pursuant to Section 105 of the Act in relation to a writ or warrant of execution against land, or of a decree or order (other than an order for sale for non-payment of rates) affecting land issued out of or made by the Court, or any Court of insolvency or other Court of competent jurisdiction, to sign a statement to accompany such a writ, warrant, decree or order where the Council is a party interested, specifying the land sought to be affected.	
17 Issue of certificate where land is vested by operation of law	
17.1 The power pursuant to Section 115A of the Act, in relation to an estate or interest in land that has become vested in the Council, to make an application to the Registrar-General, to:	
17.1.1 in the case of land under the provisions of the Act – register the Council as the proprietor of that estate or interest in the land; or	
17.1.2 in the case of land not under the provisions of the Act – bring the land under the provisions of the Act and register the Council as the proprietor of that estate or interest in the land.	
18. Lands, now leased	
18.1 The power pursuant to Section 116 of the Act, when any land is intended to be leased for a life or lives, or for any term of years exceeding one year, to execute a lease in the appropriate form, in accordance with Section 117 of the Act.	

19. Leases not to bind non-consenting mortgagees or encumbrances	
19.1 The power pursuant to Section 118 of the Act, to consent in writing to a lease of mortgaged or encumbered land prior to the lease being registered where the Council is the mortgagee or encumbrancee of the land.	
20. Standard terms and conditions of lease	
20.1 The power pursuant to Section 119A(1) of the Act to deposit with the Registrar-General for filing in the Lands Titles Registration Office a document containing terms and conditions for incorporation as standard terms and conditions in leases under Section 119A of the Act.	
21. Lease may be surrendered by separate instrument	
21.1 The power pursuant to Section 120 of the Act to surrender a registered lease by instrument in the appropriate form, signed by the lessee and lessor.	
22. Registrar-General may enter surrender	
22.1 The power pursuant to Section 121 of the Act, where the lessee has given written notice to the Council as lessor or the Council's agent, of his or her intention to give up possession of the land comprised in such lease, to make application in the appropriate form and on production of such evidence as the Registrar-General may require that the lessee has abandoned occupation of the land to make a record in the Register Book of the surrender of the lease.	
23. Surrender where lease subject to mortgage or under lease	
23.1 The power pursuant to Section 123 of the Act, where the Council holds a mortgage or encumbrance over a lease or over land, to provide written consent to the surrender of the lease.	
24. Registrar-General to note particulars of re-entry in Register Book	
24.1 The power pursuant to Section 126 of the Act, where the Council is the lessor of land, to provide proof to the Registrar-General of the Council's re-entry of the land.	
25. Mortgage of land	
25.1 The power pursuant to Section 128 and Section 128B of the Act and in accordance with the requirements of Section 129 of the Act:	

<p>25.1.1 whenever the Council is the registered proprietor of land intended to be charged or made security in favour of any person - to execute a mortgage in the appropriate form; and</p>	
<p>25.1.2 whenever the Council is the registered proprietor of land intended to be charged with, or made security for, the payment of an annuity, rent charge or sum of money, in favour of any person - to execute an encumbrance in the appropriate form.</p>	
<p>26. Standard terms and conditions of Mortgage or Encumbrance</p>	
<p>26.1 The power pursuant to Section 129A(1) of the Act to deposit with the Lands Titles Registration Office for filing a document containing terms and conditions for incorporation as standard terms and conditions in mortgages or encumbrances under Section 129A of the Act.</p>	
<p>27. Nature of Mortgage and Encumbrance and procedure in case of default</p>	
<p>27.1 The power pursuant to Section 132 of the Act, where the Council holds a mortgage or encumbrance and default is made in the payment of the principal sum, interest, annuity, or rent charge, or any part thereof thereby secured, or in the observance of any covenant therein expressed or implied and such default be continued for the space of one month, or for such other period of time as may therein for that purpose be expressly limited, to give to the mortgagor or encumbrancer notice in writing to pay the money then due or owing on such mortgage or encumbrance, or to observe the covenants therein expressed or implied, as the case may be and that sale will be effected if such default be continued, and to leave such notice on the mortgaged or encumbered land, or at the usual or last known place of abode in South Australia of the mortgagor or encumbrancer.</p>	
<p>28. Power of sale</p>	
<p>28.1 The power pursuant to and in accordance with Section 133 of the Act, if such default continues for the further space of one month from the date of such notice or for such period as may in such instrument be for that purpose limited, to sell the land so mortgaged or encumbered, or any part thereof and all the estate and interest therein of the mortgagor or encumbrancer and either altogether or in lots, by public auction or by private contract or by both such modes of sale, and subject to such conditions as the Delegate may think fit, and to buy in and resell the same and to make and execute all such instruments as shall be necessary for carrying the sale thereof into effect.</p>	

29 Power of Mortgagee to enter, take possession, distrain, let or bring action for recovery of land	
29.1 The power pursuant to Section 137 of the Act, where the Council is a mortgagee or encumbrancee and there is a default in payment of the principal sum, interest, annuity, or rent charge secured by that mortgage or encumbrance, to:	
29.1.1 enter into possession of the mortgaged or encumbered land and receive the rents and profits thereof; or	
29.1.2 distrain upon the occupier or tenant of the land; or	
29.1.3 from time to time let the said land for any term not exceeding one year; or	
29.1.4 bring an action for recovery of the land either before or after entering into the receipt of the rent and profits or making any distress.	
30. Power of Mortgagee to distrain on tenant or occupier for arrears not exceeding the amount of rent due	
30.1 The power pursuant to and in accordance with Section 138 of the Act, where the Council is a mortgagee or encumbrancee and the principal sum, interest, annuity, or rent charge has been in arrears for 21 days and a further 7 days have elapsed from the date of application for the payment thereof to the occupier or tenant, to enter upon the mortgaged or encumbered land and distrain upon the goods and chattels of the occupier or tenant for such arrears to an amount not exceeding the rent then due from such occupier or tenant to the Council, and to dispose of the goods and chattels so distrained upon in like manner as landlords may do in ordinary distresses for rent, and out of the proceeds to retain the moneys distrained for, and all costs and expenses occasioned by such distress and sale.	
31. Application to Mortgagee to Registrar-General for foreclosure	
31.1 The power pursuant to Section 140(1) of the Act, and in accordance with Section 140(2) of the Act, when default has been made for six months in the payment of the principal or interest secured by any mortgage held by the Council, to make application, in writing, to the Registrar-General for an order for foreclosure.	

32. Provision for case where Mortgagee or Encumbrancee refuses to join in proceedings on default	
32.1 The power pursuant to Section 142A(1) of the Act, where the Council and one or more other persons are registered as mortgagees or encumbrances under the same mortgage or encumbrance, and default has been made in payment of any money due under the mortgage or encumbrance or in the performance of any covenant in the said mortgage or encumbrance expressed or implied as entitles the mortgagees or encumbrances to exercise any of their rights or remedies under the Act or under the mortgage or encumbrance, and any such mortgagee or encumbrance fails or refuses to join in giving any notice, making any application or doing any other act or thing for the purpose of enforcing any of the said rights or remedies, to apply to the Court by originating summons to:	
32.1.1 appoint the Council or any other person to exercise on behalf of the mortgagees or encumbrances such of the said rights or remedies as the Court thinks proper;	
32.1.2 give any directions as to the mode of exercising the said rights or remedies and as to any other matters incidental thereto.	
33. Discharge of Mortgages and Encumbrances	
33.1 The power pursuant to and in accordance with Section 143(1) of the Act to wholly or partially discharge, by instrument in the appropriate form and signed by the Delegate, a mortgagee or encumbrance held by the Council.	
34. Partial discharge of Mortgage or Encumbrance on Grant of Easement	
34.1 The power pursuant to Section 144 of the Act, where an easement is granted over land that is subject to a mortgage or an encumbrance and the Council is the mortgagee or encumbrancee, to endorse the Council's consent to the easement on the instrument granting the easement.	
35. Transfer of Mortgage Lease and Encumbrance	
35.1 The power pursuant to Section 150 of the Act to transfer a registered mortgage, lease or encumbrance by execution of a transfer in the appropriate form.	

36. Renewal or extension of Mortgage etc	
36.1 The power pursuant to Section 153(1) of the Act and in accordance with Sections 153(1) and (2) of the Act to renew or extend a mortgage, encumbrance or lease by registration of an instrument in the appropriate form.	
37. Person who intends to lodge an instrument may lodge a priority notice.	
37.1 The power pursuant to Section 154A(1) of the Act to lodge an instrument, on payment of the prescribed fee with the Lands Titles Registration Office, a priority notice (as required under Section 154A(2) of the Act) for the purpose of giving priority to 1 or more instruments relevant to the same conveyancing transaction	
38. Withdrawal of priority notice	
38.1 The power pursuant to Section 154E of the Act to withdraw a priority notice by lodging a notice of withdrawal in the appropriate form with the Lands Titles Registration Office.	
39. Disclaimers	
39.1 The power pursuant to Section 169(1) of the Act, where the Council claims that it has been registered, without its consent, as proprietor of any estate or interest in land, to advise the Registrar-General in writing that the registration occurred.	
39.2 The power pursuant to Section 169(2a) of the Act to lodge with the Registrar-General a notice of objection to the registration of the instrument of disclaimer.	
39.3 The power pursuant to Section 169(6) of the Act, where the Council is a disclaimant who has received a notice under paragraph (b) of Section 169(4) or (5) of the Act to apply to the Supreme Court for an order that the Registrar-General take such action as is necessary to give effect to the instrument of disclaimer.	
40. Bankruptcy or assignment of lessee	
40.1 The power pursuant to Section 173(1)(a) of the Act where the Council is a lessor and the registered proprietor of the lease has, or shall, become bankrupt, or has made or shall make, a statutory assignment and if such lease be not mortgaged or encumbered under the provisions of the Act, to apply to the Registrar-General in writing accompanied by a statement in writing, signed by the Official Receiver or the trustee under such bankruptcy or assignment, certifying his or her refusal to	

accept such lease, to make record in the Register Book a note of such refusal;	
40.2 The power pursuant to Section 173(1)(b) of the Act and in accordance with Section 173(1)(c) of the Act, where the Council is the mortgagee or encumbrancee of a lease and the registered proprietor of the lease has heretofore or shall hereafter become bankrupt or has heretofore made or shall hereafter make, a statutory assignment to:	
40.2.1 apply to the Registrar-General in writing, accompanied by a statement in writing, signed by the Official Receiver or the trustee under such bankruptcy or assignment certifying his refusal to accept such lease to make record in the Register Book a note of such refusal.	
40.2.2 apply to the Registrar-General with proof that the Official Receiver has neglected or refused to certify such refusal or to become registered as proprietor of such lease within one month after being thereunto required by notice in writing given to him by the Council to enter in the Register Book a note of such refusal or neglect.	
40.3 The power pursuant to Section 173(1)(c) of the Act, where the Council is the mortgagee or encumbrancee of a lease and the registered proprietor of the lease has heretofore made or shall hereafter make, a statutory assignment to give fourteen days' notice in writing of the Council's intended application to every subsequent mortgagee or encumbrancee of the lease, or obtain their written consent.	
40.4 The power pursuant to Section 173(1)(c) of the Act where the Council is a subsequent mortgagee or encumbrancee of a lease and the registered proprietor of the lease has or shall become bankrupt or has made or shall make a statutory assignment, to consent in writing to an application to the Registrar-General by a mortgagee or encumbrancee to enter in the Register Book a note of the refusal or neglect of the Official Receiver or trustee under bankruptcy or assignment to accept such lease.	
40.5 The power pursuant to Section 173(1)(d) of the Act where the Council is a lessor and the registered proprietor of the lease has, or shall, become bankrupt, or has made or shall make, a statutory assignment to:	
40.5.1 require the Official Receiver or the trustee under the bankruptcy or assignment by notice in writing to become registered as the proprietor of the lease;	
40.5.2 require the mortgagees or encumbrancees (if any) of the lease by notice in writing to have an entry operating	

<p>as a foreclosure made in the Register Book under the provision in that behalf hereinbefore contained.</p>	
<p>40.6 The power pursuant to Section 173(d) of the Act where the Council is a lessor and the registered proprietor of the lease has heretofore, or shall hereafter, become bankrupt, or has heretofore made or shall hereafter make a statutory assignment, and the Official Receiver or the trustee under the bankruptcy or assignment certifies his refusal to accept the lease, or shall neglect or refuse to become registered as proprietor of the lease, within, one month after having been thereunto required by notice in writing given to him by the Council, and the mortgagees or encumbrancees (if any) of the lease shall neglect or refuse to have an entry operating as a foreclosure made in the Register Book under the provision in that behalf hereinbefore contained within the period of two months after having been thereunto required by notice in writing given to them by the Council, to apply to the Registrar-General in writing to enter in the Register Book a note of such neglect or refusal.</p>	
<p>41. Application to be made in such case</p>	
<p>41.1 The power pursuant to Section 176 of the Act where the Council is an executor or administrator before dealing with such estate or interest, make application in writing to the Registrar-General to be registered as the proprietor.</p>	
<p>42. Proceedings when executor etc refuse to transfer</p>	
<p>42.1 The power pursuant to Section 181 of the Act, whenever an executor, or administrator, or the Public Trustee, is registered as proprietor of any land, and refuses, or, after tender of a transfer, unnecessarily delays to transfer such land to the Council where the Council claims to be entitled to the land, to, apply to the Court for an order that the executor, administrator, or Public Trustee shall transfer the said land to the Council.</p>	
<p>43. Registration of survivor of joint proprietors, and of remainderman entitled to estate in possession</p>	
<p>43.1 The power pursuant to Section 188 of the Act, upon the death of any person registered together with any other person as joint proprietor of any estate or interest in land, or when the life estate in respect of which any certificate has been issued has determined, and the Council has become vested in possession, or the Council has become entitled to the land for an estate in fee-simple in possession, to apply to the Registrar-General to make an entry thereof in the Register Book, that the Council is the registered proprietor of the estate or interest to which the Council is entitled.</p>	

44. Caveats	
44.1 The power pursuant to and in accordance with Section 191 of the Act, where the Council is the settlor of land, beneficiary claiming under a will or settlement, or claiming to be interested at law or in equity whether under an agreement, or under an unregistered instrument or otherwise howsoever in any land to, lodge a caveat in the Lands Titles Registration Office.	
44.2 The power pursuant to Section 191(d) of the Act, where the Council is the registered proprietor or other person claiming estate or interest in the land, to, by summons, call on any caveator, including the Registrar-General, to attend before the Court to show cause why the caveat should not be removed.	
44.3 The power pursuant to and in accordance with Section 191(e) of the Act except when the caveat is lodged by a settlor, or by a beneficiary under a will or settlement, to make application in writing to the Registrar-General to remove the caveat.	
44.4 The power pursuant to Section 191(fa) of the Act, where the Council is a caveator, to bring an action in the Court to establish the validity of the claim on which the caveat is based.	
44.5 The power pursuant to Section 191(g) of the Act to apply to the court to extend the period of 21 days until an action under Section 191(fa) is determined or for any other period.	
44.6 The power pursuant to Section 191(h) of the Act, to, by notice in writing to the Registrar-General, withdraw the Council's caveat at any time.	
44.7 The power pursuant to Section 191(k) of the Act to seek the permission of the Court to lodge a further caveat relating to the same matter.	
44.8 The power pursuant to Section 191(3) of the Act to lodge a caveat under this Section in respect of land for which the Council is the registered proprietor.	
45. Ejectment	
45.1 The power pursuant to Section 192 of the Act, and in accordance with Section 193 of the Act, where the Council is:	
45.1.1 the registered proprietor of a freehold estate in possession;	
45.1.2 the registered mortgagee or encumbrancee where the person in possession of land is a mortgagor or encumbrancer in default or a person claiming under such mortgagor or encumbrancer;	

45.1.3	the lessor with power to re-enter where rent is in arrears for three months; or	
45.1.4	the lessor where a legal notice to quit has been given or the lease has become forfeited or the term of the lease has expired,	
	to cause any person in possession of that land to be summoned to appear before the Court to show cause why the person summoned should not give up possession to the Council.	
46. Persons claiming may, before taking proceedings, apply to the Registrar-General for compensation		
46.1	The power pursuant to and in accordance with Section 210 of the Act, where the Council is sustaining loss or damage in any case in which the Council shall be entitled to institute proceedings to recover compensation against the Registrar-General as nominal defendant, to, before commencing such proceedings, make application in writing to the Registrar-General, for compensation, supported by affidavit or declaration.	
47. Reviews		
47.1	If the Council is dissatisfied with a decision of the Registrar-General to cancel the registration of a mortgage under Section 147 of the Act, the power pursuant to Section 221(1a) of the Act to seek a review of the decision by the Tribunal.	
48. Applications for amendment		
48.1	The power pursuant to and in accordance with Section 223A(1) of the Act, and subject to Section 223A(3) of the Act, where the Council is the registered proprietor of land, to apply to have the certificate amended if:	
48.1.1	the boundaries, area, or position of the land described in the certificate differ from the boundaries, area or position of the land actually and bona fide occupied by it as being the land included in the certificate; or	
48.1.2	the description of the land in the certificate is erroneous or imperfect on the face of it.	
48.2	The power pursuant to Section 223A(2) of the Act, and subject to Section 223A(3) of the Act, where the Council is the registered proprietor of land, to apply to have the certificate of any other registered proprietor amended if any of the land described in the Council's certificate, and actually and bona fide occupied by the Council as being the land included in the	

certificate, is, by reason of any error in survey or in any misdescription, included in the certificate of the other registered proprietor.	
49. Caveats	
49.1 The power pursuant to Section 223D(1) of the Act and in accordance with Section 223D(2) of the Act, where the Council claims any estate or interest in any land in respect of which an application under Part 19A of the Act is made, to at any time before the application is granted lodge a caveat in the Lands Titles Registration Office forbidding the granting of the application.	
50. Rectification by consent	
50.1 The power pursuant to Section 223J of the Act to consent to the Registrar-General making any correction or amendment to any certificate of title for the purpose of reconciling the boundaries shown in the certificate with the boundaries of the land occupied.	
51. Application for Division of Land	
51.1 The power pursuant to Section 223LD of the Act and in accordance with Section 223LD(2), (3) and (11) of the Act, where the Council is the registered proprietor of land, to make application for the division of land to the Registrar-General.	
51.2 The power pursuant to Section 223LD(8) of the Act and subject to Section 223LD(9) of the Act to consent to the withdrawal or amendment of a plan of division or the application to which it relates.	
51.3 The power pursuant to and subject to Section 223LD(9) of the Act to amend the application or the plan to which it relates in order to comply with the Act or with a requirement of the Registrar-General under the Act.	
52. Application may deal with statutory encumbrances	
52.1 The power pursuant to Section 223LDA of the Act to:	
52.1.1 specify in an application under Part 19AB of the Act or the plan of division that variation or termination of a statutory encumbrance is to be registered or noted; and	
52.1.2 sign a certificate on behalf of the Council as the holder of the statutory encumbrance certifying that the requirements of the Act under which the encumbrance was entered into, or is in force, as to the variation or termination of the statutory encumbrance (if any) have been complied with.	

53. Consent to plans of division	
53.1 The power pursuant to Section 223LH(1) of the Act:	
53.1.1 where the deposit of a plan of division in the Lands Titles Registration Office will affect the estate or interest of the Council, in the land - to consent to the deposit of the plan and sign a certificate certifying that the Council has consented to the deposit of the plan;	
53.1.2 where the Council has or claims an estate or interest in the land to be divided - to consent to the deposit of the plan and sign a certificate certifying that the Council has consented to the deposit of the plan;	
53.1.3 where the land to be divided is subject to a statutory encumbrance held by the Council – to consent to the deposit of the plan and sign a certificate certifying that the Council has consented to the deposit of the plan.	
53.2 The power pursuant to Section 223LH(2) of the Act, where the deposit of a plan of division will operate to vest an estate or interest in land in the Council, to consent to the deposit of the plan and sign a certificate certifying that the Council has consented to the deposit of the plan.	
54. Amalgamation	
54.1 The power pursuant to Section 223LJ(1) of the Act and in accordance with Section 223LJ(2) and (3) of the Act, where the Council is the registered proprietor of two or more contiguous allotments, to apply to the Registrar-General for amalgamation of those allotments into a single allotment.	
54.2 The power pursuant to Section 223LJ(3) of the Act to consent to an amalgamation of allotments under Division 2 Part 19AB of the Act, where it appears from the Register Book that the Council has an interest as mortgagee or encumbrancee of the land or any part of the land to be amalgamated or where such consent is required either in the opinion of the Registrar-General or by regulation.	
55. Authority To Register	
55.1 The power pursuant to section 273(1) and (1A) of the Act to provide certification in the appropriate form to deal with or affect land (including by instrument lodged electronically under the Electronic Conveyancing National Law (South Australia))	

SCHEDULE OF CONDITIONS

CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
25.1	The delegation of the power contained in section 128 of the Act is subject to section 44(3)(c) of the <i>Local Government Act 1999</i> , that is, the delegate is not delegated the power to borrow money or obtain other forms of financial accommodation.

**INSTRUMENT OF DELEGATION UNDER THE
ROADS (OPENING AND CLOSING) ACT 1991**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Commencement of road process	SUB DELEGATION
1.1 The power pursuant to Section 5 of the Roads (Opening and Closing) Act 1991 (the Act) to commence a road process in relation to a road or proposed road within the area of the Council.	GMAD, ME, MFS, SPMID, TTL
2. Deposit of preliminary plan and statement of persons affected	
2.1 The function pursuant to Section 9(1) of the Act where the Council proposes to commence a road process, to cause to be prepared:	GMAD, ME, SPMID, TTL
2.1.1 a preliminary plan of the land subject to the proposed road process in a form approved by the Surveyor-General; and	
2.1.2 a statement in a form approved by the Surveyor-General containing –	
2.1.2.1 the names and addresses of those persons affected who can be identified by reasonable enquiry; and	
2.1.2.2 such information in relation to the land subject to the proposed road process as is required by the Surveyor-General.	
2.2 The function pursuant to Section 9(2) of the Act where the Council has proposed a road process and a preliminary plan and statement has been prepared pursuant to the requirements of Section 9(1) of the Act, to deposit a copy of	GMAD, ME, SPMID, TTL

	the said preliminary plan and statement at the Adelaide office of the Surveyor-General together with the prescribed fee.	
3	Notification of proposed road process	
3.1	The function pursuant to Section 10(1) of the Act where the Council commences a road process (where the Council is the relevant authority in relation to the road process) to –	GMAD, ME, SPMID, TTL
	3.1.1 after compliance with the requirements of Section 9 of the Act, give public notice, in accordance with the Regulations, of the proposal; and	
	3.1.2 at the same time to give notice in writing of the proposal on each person affected who can be identified by reasonable enquiry.	
3.2	The function to pursuant to Section 10(2) of the Act to (where the Council is a relevant authority in relation to a proposed road process) as soon as practicable after giving public notice under Section 10(1) of the Act in relation to the process, deposit a copy of the notice at the Adelaide office of the Surveyor-General.	GMAD, TTL
4	Dealings in land after commencement of process for road opening	
4.1	The power pursuant to Section 11(a)(ii) of the Act where the Council commences a road process under which a road is proposed to be opened over land not owned by the Council (where that land is land which has been brought under the <i>Real Property Act 1886</i>), to lodge a caveat with the Registrar-General forbidding any dealing with the land without the consent of the Council.	GMAD
4.2	The power pursuant to Section 11(b)(iii) of Act where the Council commences a road process under which a road is proposed to be opened over land not owned by the Council (where that land is not land that has been brought under the <i>Real Property Act 1886</i>), to lodge a copy of the notice of the proposed road opening at the General Registry office, and by notice in writing served on any person, require the person to deliver up to the Registrar-General any instrument evidencing the person's interest in the land.	GMAD
5	Power to make preliminary agreements	
5.1	The power pursuant to Section 12(1) of the Act and in accordance with the provisions of Section 12 to make agreements for exchange or transfer in relation to land subject to a proposed road closure with the owner of land adjoining that land.	GMAD

<p>5.2 The function to pursuant to Section 12(3) of the Act where the Delegate seeks to make an agreement for transfer in relation to land subject to a proposed road closure pursuant to Section 12 of the Act –</p>	<p>GMAD</p>
<p>5.2.1 where adjoining land is owned by a person who owns land subject to a proposed road opening, to first endeavour to secure an agreement for exchange with that person;</p>	
<p>5.2.2 in any case, to first invite offers from the owners of land adjoining the land subject to the proposed road closure.</p>	
<p>6 Meeting to consider objection or application</p>	
<p>6.1 The function pursuant to Section 14(1) of the Act in circumstances where the Council is the relevant authority and where the Council has commenced a road process and a person has made an objection or application in relation to the proposed road process, to notify that person in writing of a time and place at which the Council will meet as the relevant authority to consider all such objections and applications.</p>	<p>GMAD, ME, SPMID, TTL</p>
<p>7 Making of road process order</p>	
<p>7.1 The function pursuant to Section 15(1) of the Act to (as the relevant authority) as soon as practicable after the expiration of the time allowed for the making of objections and applications and after considering all objections and applications (if any) made in relation to a proposed road process -</p>	<p>GMAD, ME, SPMID, TTL</p>
<p>7.1.1 make a road process order in relation to all or part of the land to which the proposed road process relates; or</p>	
<p>7.1.2 determine that no road process order is to be made.</p>	
<p>7.2 The function to pursuant to Section 15(3) of the Act where the Delegate (as the relevant authority) determines that no road process order is to be made, to as soon as practicable give notice in writing of that decision -</p>	<p>GMAD, ME, SPMID</p>
<p>7.2.1 to the Surveyor General; and</p>	
<p>7.2.2 to any person who made an objection or application in relation to the proposed road process pursuant to Division 1 of Part 3 of the Act; and</p>	

<p>7.2.3 in addition, in the case of a proposed road opening, to any person who has an interest in land over which the road was proposed to be opened.</p>	
<p>7.3 The function pursuant to Section 16 of the Act when acting as the relevant authority, in determining whether to make a road process order and what order should be made, to have regard to –</p>	<p>GMAD, ME, SPMID</p>
<p>7.3.1 any objections made by any person pursuant to the Act; and</p>	
<p>7.3.2 the plans, principles, regulations and other matters to which regard must be had by assessment authorities for determining applications for development authorisation under the Development Act 1993 in relation to developments in the area to which the proposed road process order relates; and</p>	
<p>7.3.3 whether the land subject to the road process is reasonably required as a road for public use in view of present and likely future needs in the area; and</p>	
<p>7.3.4 alternative uses of the land subject to the road process that would benefit the public or a section of the public; and</p>	
<p>7.3.5 any other matter that the Delegate considers relevant.</p>	
<p>7.4 The function pursuant to Section 17 of the Act where, when acting as the relevant authority, a road process order or a road closure has been made, to as part of that order make one or more of the following orders dealing, or together dealing, with all of the land subject to the road closure:</p>	
<p>7.4.1 if an agreement for exchange or transfer has been made in respect of land subject to the road closure, an order that the land be transferred or added to other land in accordance with the agreement;</p>	
<p>7.4.2 an order that the land be sold by public auction or tender, if the Delegate considers that land subject to the road closure can conveniently be used separately from other land and the power to so form that opinion;</p>	
<p>7.4.3 an order that land subject to the road closure be sold, or transferred, for use for some public, charitable or beneficial community purpose;</p>	

<p>7.4.4 if land subject to the road closure is required by the Council for some purpose - in order that the land be retained by the Council and the Certificate of Title be issued to the Council;</p>	
<p>7.4.5 an order that land subject to the road closure -</p>	
<p>7.4.5.1 be added to adjoining land that is dedicated under the Crown Lands Act 1929; or</p>	
<p>7.4.5.2 be transferred to the proprietor of adjoining land that is alienated in fee simple in trust under the Crown Lands Act 1929; or</p>	
<p>7.4.5.3 be vested in the Crown.</p>	
<p>7.5 The power to pursuant to Section 18(1) of the Act and in accordance with the provisions in Section 18(2) of the Act, when acting as the relevant authority where a road process order for a road closure has been made, to make an order as part of that order for the granting of an easement over land subject to the road closure.</p>	<p>GMAD, ME, SPMID</p>
<p>7.6 The power pursuant to Section 18(2)(d) of the Act, where an application for an easement has been made pursuant to Division 1 of Part 3 of the Act by a person as the owner of adjoining or nearby land, to form the opinion that the persons use or enjoyment of that adjoining or nearby land would be substantially altered if the easement were not granted and therefore make an order for the granting of the easement in favour of that person.</p>	<p>GMAD, ME, SPMID</p>
<p>7.7 The function to pursuant to Section 19 of the Act when acting as the relevant authority to as soon as is practicable after a road process order is made;</p>	<p>GMAD, ME, SPMID</p>
<p>7.7.1 give notice in writing of the order to any person who made an objection or application in relation to the proposed road process pursuant to Division 1 of Part 3 of the Act; and</p>	
<p>7.7.2 In addition, in the case of an order for a road opening –</p>	
<p>7.7.2.1 give notice in writing of the order to any person who has an interest in land over which a road is proposed by the order to be opened; and</p>	
<p>7.7.2.2 if the order does not deal with part of the land specified in the public notice of the proposed road opening given pursuant</p>	

<p>to Division 1 – give notice in writing of the discontinuance of the road process in respect of that land to any person who has an interest in that land; and</p>	
<p>7.7.2.3 deliver to the Adelaide office of the Surveyor-General a copy of the minutes of all meetings held by it in relation to the proposed road process certified by the Chief Executive Officer of the Council.</p>	
<p>7.8 The function pursuant to Section 20 of the Act, within 3 months after a road process order is made to deposit at the Adelaide office of the Surveyor-General –</p>	<p>GMAD, ME, SPMID</p>
<p>7.8.1 2 copies of the order; and</p>	
<p>7.8.2 survey plans as required by the Registrar-General for the purposes of this Section; and</p>	
<p>7.8.3 in the case of an order for a road closure that includes an order that land be transferred or added to other land in accordance with an agreement for exchange or transfer - a copy of the agreement for exchange or transfer on which is denoted all stamp function payable in respect of the agreement; and</p>	
<p>7.8.4 in the case of an order for a road opening or the narrowing of a road - a statement that the order complies with the requirements of Part 8 of the Act as to the minimum width of roads; and</p>	
<p>7.8.5 any other document required by the Surveyor-General; and</p>	
<p>7.8.6 any fee prescribed by regulation including any fee required to be paid by a person in whom land or an interest in land would be vested on publication in the Gazette of notice of the order and its confirmation by the Minister.</p>	
<p>7.9 The function pursuant to Section 20(3) of the Act in circumstances where a road process lapses by virtue of the provisions of Section 20(2) of the Act to, as soon as practicable, give notice in writing of that fact –</p>	<p>GMAD, ME, SPMID</p>
<p>7.9.1 to any person who made an objection or application in relation to the proposed road process pursuant to Division 1 of Part 3 of the Act; and</p>	

7.9.2 in addition, in the case of a proposed road opening - to any person who has an interest in land over which a road is proposed to be opened.	
8 Review and confirmation of road process order	
8.1 The function pursuant to Section 22(2)(i) of the Act as the relevant authority in circumstances where the Surveyor-General has amended a road process order under Section 22(1) of the Act and then provided a written notice of that amendment to the Council, to as soon as practicable give notice in writing of that amendment to any person who was required to be given notice in writing of the road process order under Section 19(a) or (b) of the Act.	GMAD, ME, SPMID
8.2 The function pursuant to Section 24(2)(b) of the Act in circumstances where the Minister declines to confirm a road process order under Section 24(1) of the Act and has then provided written notice of that decision to the Council, to as soon as practicable give notice in writing of that decision -	GMAD, ME, SPMID
8.2.1 to any person who made an objection or application in relation to the proposed road process pursuant to Division 1 of Part 3 of the Act; and	
8.2.2 in addition, in the case of a proposed road opening - to any person who has an interest in land over which a road was proposed to be opened.	
9 Compensation etc	
9.1 The function pursuant to Section 31(1)(a) of the Act where a road is opened pursuant to the Act over land not owned by the Council to -	GMAD
9.1.1 serve notice in writing of the road process order on each person who had an interest in the land immediately before it vested in the Council by virtue of the road opening; and	
9.1.2 append to the notice an offer in writing stating the total amount of compensation that the Council proposes to pay to the person and dividing that amount, so far as is practicable, into its separable components.	
10 Acquisition of additional land under Land Acquisition Act	
10.1 The power pursuant to Section 33(1) of the Act in circumstances where a Council proposes to open a road over any land pursuant to the Act, to -	REMAINS WITH COUNCIL

<p>10.1.1 consider that the acquisition of additional land adjoining or near to the land to which the road opening relates is appropriate; and</p>	
<p>10.1.2 proceed to acquire the land, whether or not the land is required in connection with the proposed road.</p>	
<p>10.2 The power pursuant to Section 33(4) of the Act, where additional land is acquired by the Council pursuant to Section 33 of the Act, to sell or otherwise deal with that land in such manner as the Delegate considers appropriate, and to use the proceeds from the sale of any such land toward defraying expenses incurred by the Council in connection with the road opening.</p>	<p>REMAINS WITH COUNCIL</p>
<p>11 Function to fence</p>	
<p>11.1 The function pursuant to Section 39 of the Act in any case in which a road is fenced along one or both of its boundaries and the road is altered or diverted, to ensure that the road as altered or diverted is fenced along its boundaries with a substantial fence of the same nature as the fence previously on the boundary of the road and the abutting land.</p>	<p>GMAD, ME, SPMID</p>

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
ROAD TRAFFIC ACT 1961,
THE ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014
AND THE ROAD TRAFFIC (ROAD RULES – ANCILLARY
AND MISCELLANEOUS PROVISIONS) REGULATIONS 2014**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Installation etc of traffic control devices – general provision	SUB DELEGATION
1.1 The power pursuant to Section 17(1) of the <i>Road Traffic Act 1961</i> ('the Act'), to, with the approval of the Minister (or in accordance with a roadworks permit issued under Section 20 of the Act), install, maintain alter or operate, or cause to be installed, maintained, altered or operated, a traffic control device on, above or near a road.	GMAD, GMCB, MCS, ME, SPMID, TOT, TTL
1.2 The power pursuant to Section 17(2) of the Act, to, with the approval of the Minister (or in accordance with a roadworks permit issued under Section 20 of the Act), remove a traffic control device or cause a traffic control device to be removed.	GMAD, GMCB, MCS, ME, SPMID, TOT, TTL
1.3 The power pursuant to Section 17(3) of the Act, to, with the approval of the Minister (or in accordance with a roadworks permit issued under Section 20 of the Act), install, display, alter, operate or remove traffic control devices:	GMAD, GMCB, MCS, ME, SPMID, TOT, TTL
1.3.1 in relation to an area where persons are engaged in work or an area affected by works in progress; or	
1.3.2 in relation to a part of a road temporarily closed to traffic under the Act or any other Act; or	
1.3.3 for any temporary purposes.	

<p>1.4 The power pursuant to Section 17(5) of the Act to make an application for an approval of the Minister in a manner determined by the Minister (which may differ between applications according to factors determined by the Minister) and to accompany the application with the fee fixed by, or calculated in accordance with, the regulations.</p>	
<p>2. Direction as to installation etc of traffic control devices</p>	
<p>2.1 The function pursuant to Section 18(5) of the Road the Act to carry out a direction which the Minister directs the Council (as a road authority) to carry out pursuant to Section 18(6) of the Act in circumstances where another road authority has failed to comply with the direction.</p>	<p>GMAD, GMCB, MCS, ME, SPMID, TOT, TTL</p>
<p>2.2 The power pursuant to Section 18(7) of the Act where the Minister has directed the Council to carry out a direction pursuant to Section 18(6) of the Act, to recover as a debt due from the defaulting road authority any expenses incurred in carrying out the direction under Section 18(6) of the Act, subject to Section 18(8) of the Act.</p>	<p>GMAD, GMCB, MCS, ME, SPMID, TOT, TTL</p>
<p>2B. Cost of traffic control devices and function to maintain</p>	
<p>2B.1 The power pursuant to section 19A(3) of the Act for the Council to, where the Minister has served a notice on a person to pay for the installation, maintenance, alteration or operation of a traffic control device, recover the amount due to the Council in the notice.</p>	<p>GMAD, GMCB, MCS, ME, SPMID, TTL</p>
<p>2B.2 The function pursuant to section 19A(3) of the Act for the Council to, where the Minister has served a notice on a person to pay for the installation, maintenance, alteration or operation of a traffic control device and the Council has recovered the amount due to it, apply the amount paid to the Council towards the cost of installing, maintaining, altering or operating the traffic control device to which the requirement relates.</p>	<p>GMAD, GMCB, MCS, ME, SPMID, TTL</p>
<p>3. Work areas and work sites</p>	
<p>3.1 The power pursuant to Section 20(3) of the Act to, with a relevant authorisation and in accordance with Part 2 of the Act and any regulations made for the purposes of Part 2 of the Act, place signs on a road for the purpose of indicating a maximum speed to be observed by drivers while driving on, by or towards a work area or work site where workers are engaged, or works are in progress, at the direction of the Council or the Council's delegate.</p>	<p>GMAD, GMCB, ME, SPMID, TOT, TTL</p>

<p>3.2 The power pursuant to Section 20(4) of the Act to place speed limit signs on a road:</p>	<p>GMAD, GMCB, ME, SPMID, TOT, TTL</p>
<p>3.2.1 if the Council holds a permit issued by the Minister under Section 20 of the Act (a 'roadworks permit') and the signs are placed on the road in accordance with the permit; or</p>	
<p>3.2.2 if:</p>	
<p>3.2.2.1 the work is required to be undertaken by the Council as a matter of urgency; and</p>	
<p>3.2.2.2 the signs are placed on the road in accordance with an approval of the Minister under Part 2 of the Act; and</p>	
<p>3.2.2.3 the Minister is notified of the placement of the signs as soon as is practicable (and, in any case, within two hours after the signs are placed on the road); and</p>	
<p>3.2.2.4 the signs are placed on the road for a period not exceeding 24 hours or such longer period as may be determined by the Minister on an application under Section 20(9) of the Act; or</p>	
<p>3.2.3 if:</p>	
<p>3.2.3.1 the signs will not relate to any prescribed roads; and</p>	
<p>3.2.3.2 the signs are placed on the road in accordance with an approval of the Minister under Part 2 of the Act.</p>	
<p>3.3 The power pursuant to Section 20(6) of the Act to make an application for a roadworks permit in a manner determined by the Minister (which may differ between applications according to factors determined by the Minister) and to accompany the application with the fee fixed by, or calculated in accordance with, the regulations.</p>	<p>CWL, GMAD, GMCB, ME, MFS, SPMID, TTL</p>
<p>3.4 The power pursuant to Section 20(9) of the Act to make an application to the Minister for an extension of the 24 hour period referred to in Section 20(4)(b)(v) of the Act:</p>	<p>CWL, GMAD, GMCB, ME, MFS, SPMID, TTL</p>
<p>3.4.1 by telephone or any other manner prescribed by the regulations; and</p>	
<p>3.4.2 at least three hours before the end of that 24 hour period (unless the Minister is satisfied that there</p>	

	were good reasons for a delay in making the application).	
4.	Appeal to District Court	
4.1	The power pursuant to Section 20A(1) of the Act, if the Council having applied for an approval of the Minister under Section 17 of the Act or for a roadworks permit under Section 20 of the Act, is dissatisfied with a decision of the Minister in relation to the application, or in relation to an approval or permit granted as a result of the application, to appeal to the District Court against the decision.	GMCB, GMAD
5.	Action to deal with false devices or hazards to traffic	
5.1	The power pursuant to Section 31(2) of the Act to remove from any road the care, control or management of which is vested in the Council and dispose of any false traffic control device or any device, structure or thing that the Delegate is satisfied might constitute a hazard to traffic.	GMAD, GMCB, MCS, ME, SPMID, TTL
6	Road closing and exemptions for certain events	
6.1	The power pursuant to Section 33(2) of the Act, to consent to an order under Section 33(1) of the Act to close a road in the Council's area.	GMAD, GMCB, MCS, ME, SPMID, TTL
7.	Notice of removal of vehicle and disposal of vehicle if unclaimed	
7.1	The function pursuant to Section 40P(3) of the Act and subject to Section 40P(4) of the Act to offer a vehicle, which was removed by an officer of the Council under Section 40N of the Act and for which there had been notice given according to Section 40P(2) of the Act and the owner of the vehicle failed to take possession of the vehicle and pay all expenses in connection with the removal, custody and maintenance of the vehicle and of serving, posting or publishing the notice, within one month after service or publication of the notice in accordance with Section 40P(2) of the Act, for sale by public auction.	GMCB, MCS
7.2	The power pursuant to Section 40P(4) of the Act, where a vehicle is offered for sale by public auction but is not sold at the auction or the relevant authority reasonably believes that the proceeds of the sale of the vehicle would be unlikely to exceed the costs incurred in selling the vehicle, to dispose of the vehicle in such manner as the Delegate thinks fit.	GMCB, MCS
7.3	The function pursuant to Section 40P(5) of the Act to apply the proceeds of the sale of a vehicle as follows:	GMCB, MCS

7.3.1	firstly, in payment of the costs of and incidental to the sale;	
7.3.2	secondly, in payment of the costs of and incidental to the removal, custody and maintenance of the vehicle and of the notice served, posted or published under this section; and	
7.3.3	thirdly, in payment of the balance to the owner of the vehicle.	
7.4	The power pursuant to Section 40P(6) of the Act, if after reasonable inquiry following sale of the vehicle the owner of the vehicle cannot be found, to pay the balance of the proceeds of the sale to the Council.	GMCB, MCS
8	Council may determine that ticket for parking be obtained without fee	
8.1	The power pursuant to Section 86 of the Act, if the Council has installed, or determined that it will install, permissive parking signs to apply to a length of road or area, to (in addition to any other action the Council may be empowered to take by or under the Act):	GMC, MCS
8.1.1	determine that a ticket must be obtained for parking in the length of road or the area through the operation of parking ticket-vending machines installed or to be installed in or near the length of road or area without payment of a fee; or	
8.1.2	vary or revoke a determination made under Section 86 of the Act	
9.	Compensation orders for damage to road infrastructure	
9.1	The power, pursuant to Section 163ZC(2) of the Act and in accordance with Section 163ZC(5) of the Act to make an application for a compensation order.	
10.	Assessment of compensation	
10.1	The power pursuant to Section 163ZD(2) of the Act and in accordance with Section 163ZE of the Act to use in proceedings for the court to take into account in assessing the amount of any compensation:	
10.1.1	any evidence not adduced in connection with the prosecution of the offence but adduced in connection with the making of the proposed order; and	

10.1.2	any certificate of the Council, as the road authority stating that the Council maintains the road concerned; and	
10.1.3	any other certificate of the Council as the road authority, such as a certificate:	
10.1.3.1	estimating the monetary value of all or any part of the road infrastructure or of the damage to it; or	
10.1.3.2	estimating the cost of remedying the damage; or	
10.1.3.3	estimating the extent of the offender's contribution to the damage.	
11. Service of certificates		
11.1	The function, pursuant to Section 163ZE(1) of the Act, if the Council, as the road authority, proposes to use a certificate referred to in Section 163ZD in proceedings, to serve a copy of the certificate on the defendant at least 28 working days before the day on which the matter is set down for hearing.	
12. Council may grant exemptions from certain provisions		
12.1	The power pursuant to Section 174C(1) of the Act to exempt any person, or persons of specified class, or any specified vehicle, or vehicles of a specified class, from compliance with a prescribed provision of the Act, subject to the payment of a fee and to conditions (if any) as the Delegate thinks fit and specifies in the exemption.	

**DELEGATIONS UNDER THE
ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014**

13. Event management plan		SUB DELEGATION
13.1	The power pursuant to Regulation 6(2) of the <i>Road Traffic (Miscellaneous) Regulations 2014</i> to consult with an applicant in the preparation of an event management plan for the purpose of Section 33(1) of the Act.	GMCB, MCA, MCS
13.2	The power pursuant to Regulation 6(2) of the <i>Road Traffic (Miscellaneous) Regulations 2014</i> to consult with the Commissioner of Police or the Commissioner of Highways in the preparation of an event management plan for the purpose of Section 33(1) of the Act.	GMCB, MCA, MCS

DELEGATIONS UNDER THE ROAD TRAFFIC (ROAD RULES – ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 2014

14. Permit zones	SUB DELEGATION
14.1 The power pursuant to Regulation 17(2) of the <i>Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014</i> to determine –	GMAD, GMCB, MCS, ME, SP MID, TTL
14.1.1 the class of permits required for vehicles to stop in a permit zone established by the Council;	
14.1.2 the persons entitled to such permits;	
14.1.3 any fees to be paid for such permits;	
14.1.4 the conditions to which the permits will be subject (which may include conditions as to the period for which such permits remain in force and conditions as to the display of permits in vehicles).	
and to vary any such determination.	
14.2 The power pursuant to Regulation 17(3) of the <i>Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014</i> to issue permits in respect of permit zones to persons entitled to them, on payment of a fee (if any) and subject to the conditions, determined by the Delegate.	GMCB, MCS
15. Parking and parking ticket-vending machines or parking meters	
15.1 The power pursuant to Regulation 22(2) of the <i>Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014</i> if the Council has installed or determined that it will install permissive parking signs to apply to a length of road or an area, to determine fees that will be payable for parking in the length of road or the area by the operation of parking ticket-vending machines or parking meters, installed or to be installed in or near the length of road or area, and the power to vary such fees.	GMCB, MCS

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

SUBDELEGATION TO THE CHIEF EXECUTIVE OFFICER
UNDER THE ROAD TRAFFIC ACT 1961
MADE IN ACCORDANCE WITH
THE INSTRUMENT OF GENERAL APPROVAL AND DELEGATION TO COUNCIL
DATED 22 AUGUST 2013
FROM THE MINISTER FOR TRANSPORT AND INFRASTRUCTURE

BACKGROUND

1. On 22 August 2013 the Minister for Transport and Infrastructure issued an Instrument of General Approval and Delegation Council (the '**Instrument**') containing:
 - 1.1 General Approvals by the Minister to the Council in accordance with Section 12 of the Road Traffic Act 1961 (the Act) for the purposes of the Act; and
 - 1.2 delegations pursuant to Section 11 of the Act, by the Minister to the Council for the purposes of the Act.

This document contains delegations made by the Council to the Chief Executive Officer of the Council (and any person appointed to act in that position), pursuant to the terms of the Instrument. The Instrument contains certain conditions, exceptions and requirements, and this document must be read in conjunction with the Instrument.

POWER TO CLOSE ROADS AND GRANT EXEMPTION FOR EVENTS

2. In exercise of the power contained in, and in accordance with, Clause G.1 of the Instrument, the power pursuant to Section 33(1) of the Act and delegated to the Council pursuant to Clause G of the Instrument, to declare an event to be an event to which Section 33 of the Act applies and to make orders directing:
 - 2.1 that specified roads (being roads on which the event is to be held or roads that, in the opinion of the Delegate, should be closed for the purposes of the event) be closed to traffic for a specified period; and
 - 2.2 that persons taking part in the event be exempted, in relation to the specified roads, from the function to observe the Australian Road Rules specified in Clause G.4 of the Instrument, subject to the conditions in Clause G.5 of the Instrument.

CONDITIONS

3. The subdelegate cannot direct the closure of a road or grant an exemption for an event on a road that, runs into or intersects with, or is otherwise likely to affect traffic (including its flow, speed and composition) on a road that is under the care, control and management of another Council or the Commissioner for Highways; and
4. The subdelegate is subject to all conditions that are imposed on Council under Clause G of the Instrument, in relation to the closure of a road or the grant of an exemption for an event.

AUTHORISATIONS

UNDER THE ROAD TRAFFIC ACT 1961

**MADE BY THE COUNCIL IN ACCORDANCE WITH THE INSTRUMENT OF
GENERAL APPROVAL AND DELEGATION TO COUNCIL DATED 22 AUGUST 2013**

FROM THE MINISTER FOR TRANSPORT AND INFRASTRUCTURE

BACKGROUND

1. On 22 August 2013 the Minister for Transport and Infrastructure issued an Instrument of General Approval and Delegation Council (the **Instrument**) containing:
 - 1.1 General Approvals by the Minister to the Council in accordance with Section 12 of the Road Traffic Act 1961 (the **Act**) for the purposes of the Act; and
 - 1.2 delegations pursuant to Section 11 of the Act, by the Minister to the Council for the purposes of the Act.

This document contains Authorisations made by the Council pursuant to the terms of the Instrument. The Instrument contains certain conditions, exceptions and requirements, and this document must be read in conjunction with the Instrument.

CLAUSE A7 TRAFFIC IMPACT STATEMENT

2. In accordance with the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for Transport and Infrastructure (the 'Instrument') the Council authorises the following person(s) pursuant to Clause A.7 of the Instrument to endorse Traffic Impact Statements for the purposes of Clause A of the Instrument provided that such person(s) shall take into account the matters specified in Clause A.7 of the Instrument in respect of Traffic Impact Statements:

Pamela Jackson General Manager Assets and Delivery
James Mitchell - Manager Engineering
Rhys Skipper - Traffic and Transport Lead
Bao Vo - Technical Officer Traffic

3. In accordance with Clause A.7 of the Instrument, the Council is of the opinion that the following person(s) is/are experienced traffic engineering practitioner(s) for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the Instrument:

James Mitchell - Manager Engineering
Rhys Skipper - Traffic and Transport Lead
Bao Vo - Technical Officer Traffic

4. In accordance with Clause E.2 of the Instrument, the Council is of the opinion that the following person(s) has (have) an appropriate level of knowledge and expertise in the preparation of Traffic Management Plans:

James Mitchell - Manager Engineering
Rhys Skipper - Traffic and Transport Lead
Bao Vo - Technical Officer Traffic

**AUTHORISATIONS UNDER THE ROAD TRAFFIC ACT 1961 APPROVED BY THE
CHIEF EXECUTIVE OFFICER OF THE COUNCIL IN ACCORDANCE WITH
THE INSTRUMENT OF GENERAL APPROVAL AND DELEGATION TO COUNCIL
DATED 22 AUGUST 2013
FROM THE MINISTER FOR TRANSPORT AND INFRASTRUCTURE**

BACKGROUND

1. On 22 August 2013 the Minister for Transport and Infrastructure issued an Instrument of General Approval and Delegation to Council (the 'Instrument') containing:
 - 1.1 General Approvals by the Minister to the Council in accordance with Section 12 of the Road Traffic Act 1961 (the 'Act') for the purposes of the Act; and
 - 1.2 Delegations pursuant to Section 11 of the Act, by the Minister to the Council for the purposes of the Act.

This document contains Authorisations made by the Council to Officers of the Council and approved by the Chief Executive Officer (and any person appointed to act in that position) on behalf of the Council, pursuant to the terms of the Instrument. The Instrument contains certain conditions, exceptions and requirements, and this document must be read in conjunction with the Instrument.

AUTHORISATIONS

2. TRAFFIC CONTROL DEVICES

- 2.1 Pursuant to Clause A of the Instrument the Minister granted the Council approval, for the purposes of Sections 17(1) and (2) of the Act, to install, maintain, alter, operate, or remove, or cause to be installed, maintained, altered, operated or removed, any traffic control device, on, above or near a road which is under the Council's care, control and management subject to the conditions specified in the Instrument, other than those specified in Clause A.8 of the Instrument, or those dealt with in other Clauses of the Instrument.
- 2.2 Pursuant to Clause A.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause A of the Instrument, provided that such authorisation is made by instrument in writing and approved by the Chief Executive Officer of the Council.
- 2.3 In accordance with Clause A.1 of the Instrument, I, as Chief Executive Officer of the Council approve on behalf of the Council, the following Officers to be AUTHORISED to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause A of the Instrument, subject to the conditions specified in the Instrument in relation to Clause A of the Instrument:

**James Mitchell - Manager Engineering
Rhys Skipper - Traffic and Transport Lead
Bao Vo - Technical Officer Traffic**

3. SPEED LIMITS AT WORKS ON ROADS

- 3.1 Pursuant to Clause B of the Instrument, the Minister granted the Council approval, for the purposes of Section 20(2) of the Act, to place signs for the purpose of indicating the maximum speed to be observed by drivers while driving by or towards a work area or a worksite where workers are engaged or works are in progress at the direction of the Council subject to the conditions specified in the Instrument.
- 3.2 Pursuant to Clause B.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause B of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.
- 3.3 In accordance with Clause B.1 of the Instrument, I, as Chief Executive Officer of the Council approve on behalf of the Council the following Officer(s) to be AUTHORISED to exercise for and on behalf of the Council the powers conferred on the Council pursuant to Clause B of the Instrument, subject to the conditions specified in the Instrument in relation to Clause B of the Instrument:

James Mitchell - Manager Engineering
Rhys Skipper - Traffic and Transport Lead
Bao Vo - Technical Officer Traffic
Bill Blyth - Manager Field Services

4. TRAFFIC CONTROL DEVICES SIGNS AT WORKS ON ROADS

- 4.1 Pursuant to Clause C of the Instrument, the Minister granted the Council approval for the purposes of Section 17(3) of the Act, to install, display, alter, operate or remove any traffic control device in relation to an area where persons are engaged in work or an area affected by works in progress, or in relation to part of a road temporarily closed to traffic under the Act or any other Act, subject to the conditions specified in the Instrument.
- 4.2 Pursuant to Clause C.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause C of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.
- 4.3 In accordance with Clause C.1 of the Instrument, I, as Chief Executive Officer of the Council approve on behalf of the Council the following Officer(s) to be AUTHORISED to exercise for and on behalf of the Council the powers conferred on the Council pursuant to Clause C of the Instrument, subject to the conditions specified in the Instrument in relation to Clause C of the Instrument:

James Mitchell - Manager Engineering
Rhys Skipper - Traffic and Transport Lead
Bao Vo - Technical Officer Traffic
Bill Blyth - Manager Field Services

5. TEMPORARY PARKING CONTROLS

- 5.1 Pursuant to Clause D of the Instrument the Minister granted the Council approval for the purposes of Section 17(3) of the Act, to install, display, alter, operate or remove a traffic control device for the purposes of imposing, varying or abolishing a parking

control on a temporary basis on a road or road which is under the Council's care, control or management subject to the conditions specified in the Instrument.

- 5.2 Pursuant to Clause D.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council in Clause D of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.
- 5.3 In accordance with Clause D.1 of the Instrument, I, as Chief Executive Officer of the Council approve, on behalf of the Council the following Officers to be AUTHORISED to exercise for and on behalf of the Council the powers conferred on the Council pursuant to Clause D of the Instrument, subject to the conditions specified in the Instrument in relation to Clause D of the Instrument:

James Mitchell - Manager Engineering
Rhys Skipper - Traffic and Transport Lead
Bao Vo - Technical Officer Traffic
Bill Blyth - Manager Field Services

6. GRANT APPROVAL TO ANOTHER ROAD AUTHORITY

- 6.1 Pursuant to Clause F of the Instrument the Minister delegated to the Council the power conferred on the Minister pursuant to Section 17 of the Act to specifically approve the installation, maintenance, alteration, operation, or removal of a traffic control device in the municipality or district of the Council by a road authority, on, above, or near a road under the care control or management of the Council, subject to the conditions specified in the Instrument.
- 6.2 Pursuant to Clause F.1 of the Instrument, the Council may authorise any Officer(s) to exercise, for and behalf of the Council, the powers conferred on the Council in Clause F of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.
- 6.3 In accordance with Clause F.1 of the Instrument, I, as Chief Executive Officer of the Council, approve on behalf of the Council, the following Officer(s) to be AUTHORISED to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause F of the Instrument, subject to the conditions specified in the Instrument in relation to Clause F of the Instrument:

James Mitchell - Manager Engineering
Rhys Skipper - Traffic and Transport Lead
Bao Vo - Technical Officer Traffic
Bill Blyth - Manager Field Services

.....
Date

.....
Signature

ROBERTO BRIA
Chief Executive Officer

**INSTRUMENT OF DELEGATION UNDER THE
SAFE DRINKING WATER ACT 2011**

In exercise of the power contained in section 43 of the *Safe Drinking Water Act 2011* the powers and functions of the Council as a relevant authority under the *Safe Drinking Water Act 2011* are hereby delegated this 24 October 2023 to the person occupying the office of Chief Executive Officer (and any person appointed to act in that position) subject to the conditions or limitations indicated in the Schedule of Conditions contained in the Instrument of Delegation under the *Safe Drinking Water Act 2011* and such powers and functions may be further delegated by the Chief Executive Officer to an officer or officers of the Council (including any person appointed to act in any such position) as the Chief Executive Officer sees fit.

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1	Drinking water providers to be registered	SUB DELEGATION
1.1	The power pursuant to Section 5(2)(a) and (b) of the <i>Safe Drinking Water Act 2011</i> (the Act) and in accordance with Section 5(3) of the Act to make an application for registration under the Act to the Minister and in a manner and form determined by the Minister.	GMCB, MCS, EHL
2	Conditions of registration	
2.1	The power pursuant to Section 8(3) of the Act where the Council holds a registration, to make application to the Minister in a manner and form determined by the Minister, requesting the variation of a condition to which the registration is subject.	GMCB, MCS, EHL
3	Suspension of registration	
3.1	The power pursuant to Section 9(5) of the Act after the Council has received notice from the Minister, lodge with the Minister a written objection (setting out the grounds of objection).	GMCB, MCS, EHL
3.2	The power pursuant to Section 9(5) of the Act to make submissions to the Minister in relation to the matter.	GMCB, MCS, EHL

<p>3.3 The power pursuant to Section 9(10) of the Act where the Council's registration has been suspended to make application to the Minister for the cancellation of the suspension.</p>	<p>GMCB, MCS, EHL</p>
<p>4 Appeals</p>	
<p>4.1 The power pursuant to Section 10(1) of the Act and in accordance with Section 10(2) of the Act, to seek a review by the Tribunal under Section 34 of the <i>South Australian Civil and Administrative Tribunal Act 2013</i> of:</p>	<p>GMCB, MCS</p>
<p>4.1.1 a condition imposed by the Minister in relation to a registration under Part 2 of the Act;</p>	
<p>4.1.2 a variation of a condition of registration made by the Minister on the Minister's own initiative; or</p>	
<p>4.1.3 a decision of the Minister to refuse to grant an application to vary a condition of registration; or</p>	
<p>4.1.4 a decision of the Minister to suspend a registration under Part 2 of the Act.</p>	
<p>5 Drinking water providers to prepare, implement and review risk management plans</p>	
<p>5.1 The power pursuant to Section 12(1) of the Act and in accordance with Section 13 of the Act, to:</p>	<p>GMCB, MCS, EHL</p>
<p>5.1.1 prepare a risk management plan in relation to the supply of drinking water to the public; and</p>	
<p>5.1.2 keep the plan under continuous review with a view to updating and improving it; and</p>	
<p>5.1.3 revise any aspect of the plan that is found, on review, to need revision.</p>	
<p>5.2 The power pursuant to Section 12(3) of the Act, if a standard risk management plan is in place under Section 12(2) of the Act and the Council falls within the specified class to which the standard risk management plan applies, to, subject to any requirement published by the Chief Executive in connection with the risk management plan and in a manner and form determined by the Chief Executive, adopt the standard risk management plan rather than preparing a separate plan under Section 12(1)(a) of the Act.</p>	<p>GMCB, MCS, EHL</p>

6	Related matters	
6.1	The power pursuant to Section 14(2) of the Act, to furnish to the Minister in a manner and form determined by the Minister a copy of the Council's monitoring program and incident identification and notification protocol.	GMCB, MCS
6.1.1	The power pursuant to Section 14(3)(b) of the Act to consult with the Minister in relation to alterations to the program or protocol (or both) submitted for the purposes of Section 14 of the Act.	GMCB, MCS
6.2	The power pursuant to Section 14(4) of the Act and in accordance with Section 14(5) of the Act, where the Council is required to make an alteration under Section 14(3) of the Act, to seek a review of the requirement by the Tribunal under Section 34 of the <i>South Australian Civil and Administrative Tribunal Act 2013</i> .	GMCB, MCS
7	Appointment of authorised officers	
7.1	The power pursuant to Section 34(1) of the Act, to appoint a person to be an authorised officer for the purposes of the Act, but only if the Delegate considers the person has appropriate qualifications or experience to exercise the functions of an authorised officer.	GMAD, GMCB, GMSC
7.2	The function pursuant to Section 34(2) of the Act to prepare and maintain a list of authorised officers appointed by the Council.	GMAD, GMCB, GMSC, MCS
8	Certificates of authority	
8.1	The power pursuant to Section 35(1) of the Act to provide each authorised officer appointed by the Council with a certificate of authority as an authorised officer.	GMAD, GMCB, GMSC, MCS
8.2	The power pursuant to Section 35(2) of the Act to limit the powers of an authorised officer by the authorised officer's certificate of authority.	GMAD, GMCB, GMSC
9	Seizure orders	
9.1	The power pursuant to Section 37(3)(a)(i) and (ii) of the Act to:	GMCB, MCS, EHL, EHO
9.1.1	authorise the release of a thing seized to the person from whom it was seized or any person who had a right to possession of it at the time of its seizure subject to such conditions as the Delegate thinks fit, including conditions as to the giving of security for satisfaction of an order under Section 37(3)(b)(i)(B) of the Act; or	

9.1.2 order that the thing seized be forfeited to the Council;	
9.2 The power pursuant to Section 37(3)(d) of the Act if a thing seized is forfeited under Section 37 of the Act to dispose of it by sale, destruction or otherwise as the Delegate directs.	GMCB, MCS, EHL, EHO
10 Notices	
10.1 The power pursuant to Section 38(1) of the Act and in accordance with Section 38(2) of the Act to issue a notice under Section 38 for the purpose of:	GMCB, MCS, EHL, EHO
10.1.1 securing compliance with a requirement imposed by or under the Act; or	
10.1.2 averting, eliminating or minimising a risk, or a perceived risk, to the public in relation to drinking water.	
10.2 The power pursuant to Section 38(6) of the Act to, by written notice served on a person to whom a notice under Section 38 has been issued by the Council, vary or revoke the notice.	GMCB, MCS, EHL, EHO
11 Action or non-compliance with a notice	
11.1 The power pursuant to Section 39(1) of the Act, if the requirements of a notice under Division 3 of the Act are not complied with, to take any action required by the notice.	GMCB, MCS, EHL, EHO
11.2 The power pursuant to Section 39(2) of the Act to authorise another person to take action under Section 39(1) of the Act on the Council's behalf.	GMCB, MCS, EHL, EHO
11.3 The power pursuant to Section 39(4) of the Act to recover the reasonable costs and expenses incurred by the Council in taking action under Section 39 of the Act from the person who failed to comply with the requirements of the notice as a debt in a court of competent jurisdiction.	GMCB, MCS, EHL, EHO
11.4 The power pursuant to Section 39(5) of the Act, if an amount is recoverable from a person by the Council under Section 39 of the Act, to by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person.	GMCB, MCS, EHL, EHO
12 Action in emergency situations	
12.1 The power pursuant to Section 40(5) of the Act to recover the reasonable costs and expenses incurred by an authorised officer in taking action under Section 40 of the Act as a debt in a court of competent jurisdiction.	GMCB, MCS

13 Specific power to require information	
13.1 The power pursuant to Section 41(1) of the Act, to by notice in writing under Section 41 of the Act require a person to furnish such information relating to the quality or supply of drinking water, or any other matter associated with the administration or operation of the Act, as the Delegate thinks fit.	GMCB, MCS, EHL, EHO
14 Appeals	
14.1 The power pursuant to Section 42(3) of the Act to apply for the Council to be a party to proceedings under Section 42 of the Act.	GMCB, MCS
15 Annual reports by enforcement agencies	
15.1 The power pursuant to Section 52(1) of the Act to on or before 30 September in each year, furnish to the Minister a report on the activities of the Council under the Act during the financial year ending on the preceding 30 June.	GMCB, MCS, EHL

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
SOUTH AUSTRALIAN PUBLIC HEALTH ACT 2011, SOUTH AUSTRALIAN PUBLIC
HEALTH (LEGIONELLA) REGULATIONS 2013, SOUTH AUSTRALIAN PUBLIC
HEALTH (WASTEWATER) REGULATIONS 2013, SOUTH AUSTRALIAN PUBLIC
HEALTH (GENERAL) REGULATIONS 2013 AND SOUTH AUSTRALIAN PUBLIC
HEALTH (FEES) REGULATIONS 2019**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Power to require reports	SUB DELEGATION
1.1 The power pursuant to Section 18(2) of the South <i>Australian Public Health Act 2011</i> (the Act) to, if required by the Minister, provide a report on any matter relevant to the administration or operation of the Act.	GMCB, MCS, EHL
1.2 The power pursuant to Section 18(3) of the Act to, if required by the Minister, in a case involving the Council provide a combined report with 1 or more other Councils.	GMCB, MCS, EHL
1.3 The power pursuant to Section 18(5) of the Act to provide the report in accordance with the requirements of the Minister.	GMCB
2 Risk of avoidable mortality or morbidity	
2.1 The power pursuant to Section 22(2) of the Act, if the Council receives a request under Section 22(1) of the Act, to consider the request and then respond in accordance with Section 22(3) of the Act to the Chief Public Health Officer within a reasonable time.	GMCB, MCS
2.2 The power pursuant to Section 22(3) of the Act to include in a response under Section 22(2) of the Act details about:	GMCB, MCS
2.2.1 any steps already being taken by the Council that may be relevant in the circumstances; and	
2.2.2 any plans that the Council may have that may be relevant in the circumstances; and	

2.3	any steps that the Council is willing to take in the circumstances; and	
2.4	any other matter relating to the Council that appears to be relevant.	
3. Cooperation between councils		
3.1	The power pursuant to Section 39(1) of the Act to, in performing the Council's functions or exercising the Council's powers under the Act, act in conjunction or partnership with, or cooperate or coordinate the Council's activities with, 1 or more other Councils.	GMCB, MCS
3.2	The power pursuant to section 39(2) of the Act to, if requested by the Chief Public Health Officer, cooperate with 1 or more other Councils.	GMCB, MCS
3.3	The power pursuant to Section 39(3) of the Act to, if the Council receives a request under Section 39(2) of the Act, within 28 days after receiving the request or such longer period as the Chief Public Health Officer may specify, furnish the Chief Public Health Officer with a written report on the action that the Council intends to take in response to the request.	GMCB, MCS
4 Power of Chief Public Health Officer to act		
4.1	The power pursuant to Section 40(2) of the Act to consult with the Chief Public Health Officer.	GMCB, MCS
5 Council failing to perform a function under Act		
5.1	The power pursuant to Section 41(1) of the Act to consult with the Minister in relation to the Minister's opinion that the Council has failed, in whole or in part, to perform a function conferred on the Council under the Act.	GMCB
5.2	The power pursuant to Section 41(6) of the Act to:	GMCB
5.2.1	make written submissions to the Minister in relation to the matter within a period specified by the Minister; and	
5.2.2	request in the written submissions to the Minister that the Minister discuss the matter with a delegation representing the Council; and	
5.2.3	appoint a delegation representing the Council to discuss the matter with the Minister.	

6	Transfer of function of Council at request of Council	
6.1	The power pursuant to Section 42(1) of the Act to request, in accordance with Section 42(2), of the Act that a function of the Council under the Act be performed by the Chief Public Health Officer.	GMCB
6.2	The power pursuant to Section 42(10) of the Act to enter into an agreement with the Minister for the Minister to recover costs and expenses associated with the Chief Public Health Officer acting under Section 42 of the Act.	GMCB
6.3	The power pursuant to Section 42(11) of the Act to request that the Minister vary or revoke a notice under Section 42 of the Act.	GMCB
6.4	The power pursuant to Section 42(11) of the Act to consult with the Minister in relation to the Minister varying or revoking a notice under Section 42 of the Act.	GMCB
7	Local authorised officers	
7.1	The power pursuant to Section 44(1) of the Act, subject to Section 45 of the Act, to, by instrument in writing, appoint a suitably qualified person to be a local authorised officer.	GMAD, GMCB, GMSC
7.2	The power pursuant to Section 44(2) of the Act to make an appointment under Section 44 subject to such conditions or limitations as the Delegate thinks fit.	GMAD, GMCB, GMSC
7.3	The power pursuant to Section 44(4) of the Act to direct a local authorised officer.	GMAD, GMCB, GMSC
7.4	The power pursuant to Section 44(6) of the Act to vary or revoke an appointment at any time.	GMAD, GMCB, GMSC
7.5	The power pursuant to Section 44(7) of the Act to notify the Chief Public Health Officer in accordance with Section 44(8) of the Act, if the Council or the Delegate:	GMAD, GMCB, GMSC
7.5.1	makes an appointment under Section 44 of the Act; or	
7.5.2	revokes an appointment under Section 44 of the Act	
7.6	The power pursuant to Section 44(9) of the Act to determine the number of local authorised officers who should be appointed for the Council's area and in determining the number of local authorised officers who should be appointed for the Council area, take into account any policy developed by the Chief Public Health Officer for the purposes of Section 44 of the Act.	

8. Identity cards	
8.1 The power pursuant to Section 46(1) of the Act to issue in accordance with Section 46(2) of the Act to an authorised officer appointed under the Act an identity card in a form approved by the Chief Public Health Officer:	GMAD, GMCB, GMSC, MCS
8.1.1. containing the person's name and a photograph of the person; and	
8.1.2 stating that the person is an authorised officer for the purposes of the Act; and	
8.1.3 setting out the name or office of the issuing authority.	
9. Specific power to require information	
9.1 The power pursuant to Section 49(1) of the Act to require a person to furnish such information relating to public health as may be reasonably required for the purposes of the Act.	EHO, GMCB, MCS, EHL
10 Regional public health plans	
10.1 The power pursuant to Section 51(1) of the Act to in accordance with Sections 51(2), (5),(6),(8), (9),(11), (12),(13) and (15) of the Act prepare and maintain a plan or, if the Minister so determines or approves, with a group of Councils, prepare and maintain a plan, for the purposes of the operations of the Council or Councils under the Act (a regional public health plan)	GMCB
10.2 The power pursuant to Section 51(10) of the Act, to, subject to Section 51(11), amend a regional public health plan at any time.	GMCB
10.3 The power pursuant to Section 51(11) of the Act to, in relation to any proposal to create or amend a regional public health plan:	GMCB
10.3.1 prepare a draft of the proposal; and	
10.3.2 when the draft plan is completed, subject to Section 51(12) of the Act:	
10.3.2.1 give a copy of it to:	
(a) the Minister; and	
(b) any incorporated hospital established under the <i>Health Care Act 2008</i> that operates a facility within the region; and	

	(c) any relevant public health partner authority under Section 51(23); and	
	d) (any other body or group prescribed by the regulations; and	
	10.3.2.2 take steps to consult with the public	
10.4	The power pursuant to Section 51(12) of the Act to, if required by the Minister, consult with the Minister, or any other person or body specified by the Minister, before the Council or the Delegate releases a draft plan under Section 51(11).	GMCB
10.5	The power pursuant to Section 51(13) of the Act to, before bringing a regional public health plan into operation, submit the plan to the Chief Public Health Officer for consultation.	GMCB
10.6	The power pursuant to Section 51(15) of the Act to take into account any comments made by the Chief Public Health Officer, SAPHC, and any other body within the ambit of a determination under Section 51(14) of the Act, at the conclusion of the consultation processes envisaged by Sections 51(13) and (14).	GMCB
10.7	The power pursuant to Section 51(16) of the Act to then adopt a plan or amend a plan with or without alteration.	GMCB
10.8	The power pursuant to Section 51(17) of the Act to undertake the processes set out in Section 51 of the Act in conjunction with the preparation and adoption of its strategic management plans under Section 122 of the <i>Local Government Act 1999</i> (and the power if the delegate thinks fit, incorporate a regional public health plan into the Council's strategic management plans under that Act).	GMCB
10.9	The power pursuant to Section 51(18) of the Act to provide in a regional public health plan by agreement with the public health partner authority, for a public health partner authority to take responsibility for undertaking any strategy, or for attaining any priority or goal, under the plan.	GMCB
10.10	The power pursuant to Section 51(19) of the Act to review a regional public health plan at least once in every 5 years.	GMCB, MCS
10.11	The power pursuant to Section 51(20) of the Act to, in preparing and reviewing the Council's regional public health plan insofar as is reasonably practicable, give due consideration to the plans of other councils insofar as this may be relevant to issues or activities under the Council's plan.	GMCB, MCS

<p>10.12 The power pursuant to Section 51(21) of the Act to, when performing functions or exercising powers under the Act or any other Act, insofar as may be relevant and reasonable, have regard to the State Public Health Plan, any regional public health plan that applies within the relevant area and any other requirement of the Minister, and in particular to give consideration to the question whether the Council or the Delegate should implement changes to the manner in which, or the means by which, the Council or the Delegate performs a function or exercises a power or undertakes any other activity that has been identified in the State Public Health Plan as requiring change.</p>	<p>GMCB, MCS</p>
<p>11 Reporting on regional public health plans</p>	
<p>11.1 The power pursuant to Section 52(1) of the Act to, in relation to a regional health plan for which the Council is responsible, on a 2 yearly basis, prepare a report that contains a comprehensive assessment of the extent to which, during the reporting period, the Council has succeeded in implementing its regional public health plan to the Chief Public Health Officer in accordance with Sections 52(2), (3) and (4) of the Act</p>	<p>GMCB</p>
<p>12 Action to prevent spread of infection</p>	
<p>12.1 The power pursuant to Section 66(6) of the Act to recover as a debt costs and expenses reasonably incurred in exercising powers under Section 66(5) of the Act from the person who failed to take the required action.</p>	<p>GMCB, MCS</p>
<p>12.2 The power pursuant to Section 66(9) of the Act to, if the Chief Public Health Officer informs the Council of the occurrence of a disease constituting a notifiable condition, take such action as is reasonably open to the Delegate to assist in preventing the spread of the disease.</p>	<p>EHO, GMCB, MCS, EHL</p>
<p>13 Notices</p>	
<p>13.1 The power pursuant to Section 92(1) of the Act and subject to Sections 92(2), (3), (4), (5) and (12) of the Act to issue a notice for the purpose of:</p>	<p>EHO, GMCB, MCS, EHL</p>
<p>13.1.1 securing compliance with a requirement imposed by or under the Act (including the function under Part 6 or a requirement imposed under a regulation or a code of practice under the Act); or</p>	
<p>13.1.2 averting, eliminating or minimising a risk, or a perceived risk, to public health.</p>	
<p>13.2 The power pursuant to Section 92(2) of the Act and subject to Section 92(12) of the Act, to, before issuing a notice to</p>	

secure compliance with the general function under Part 6 of the Act:	EHO, GMCB, MCS, EHL
13.2.1 have regard to:	
(a) the number of people affected, or potentially affected, by the breach of the function.	
(b) the degree of harm, or potential degree of harm, to public health on account of the breach of the function;	
(c) any steps that a person in breach of the function has taken, or proposed to take, to avoid or address the impact of the breach of the function.	
and such other matters as the Delegate thinks fit; and	
13.2.2 Subject to Section 92 of the Act, give the person to whom it is proposed that the notice be given a preliminary notice in writing:	EHO, GMCB, MCS, EHL
(a) stating the proposed action, including the terms of the proposed notice and the period within which compliance with the notice will be required; and	
(b) stating the reasons for the proposed action; and	
(c) inviting the person to show, within a specified time (of a reasonable period), why the proposed action should not be taken (by making representations to the Delegate or a person nominated to act on behalf of the Council).	
13.3 The power pursuant to Section 92(2)(b)(iii) of the Act to nominate a person to act on behalf of the Council.	EHO, GMCB, MCS, EHL
13.4 The power pursuant to Section 92(3) of the Act to, in a case where Section 92(2)(b) of the Act applies, after considering representations made within the time specified under Section 92(2)(b) of the Act:	EHO, GMCB, MCS, EHL
13.4.1 issue a notice in accordance with the terms of the original proposal; or	
13.4.2 issue a notice with modifications from the terms of the original proposal; or	
13.4.3 determine not to proceed further under Section 92.	
13.5 The power pursuant to Section 92(4) of the Act to:	

13.5.1	not give notice under Section 92(2)(b) of the Act if the Delegate considers that urgent or immediate action is required in the circumstances of the particular case; and	EHO, GMCB, MCS, EHL
13.5.2	not give further notice before issuing a notice with modifications under Section 92(3)(b) of the Act.	
13.6	The power pursuant to Section 92(5) of the Act issue a notice under Section 92 of the Act:	EHO, GMCB, MCS, EHL
13.6.1	in the form of a written notice served on the person to whom it is issued; and	
13.6.2	specifying the person to whom it is issued (whether by name or by a description sufficient to identify the person); and	
13.6.3	directing 2 or more persons to do something specified in the notice jointly; and	
13.6.4	without limiting any other provision, in the case of a notice that relates to the condition of any premises, to any person who:	
	(a) is the owner or occupier of the premises; or	
	(b) has the management or control of the premises; or	
	(c) is the trustee of a person referred to in Section 92(5)(i) or (ii) of the Act or is managing the affairs of such a person on some other basis; and	
13.6.5	stating the purpose for which the notice is issued and giving notice of the requirement or the risk to which it relates; and	
13.6.6	imposing any requirement reasonably required for the purpose for which the notice is issued including 1 or more of the following:	
	(a) a requirement that the person discontinue, or not commence, a specified activity indefinitely or for a specified period or until further notice from a relevant authority;	
	(b) a requirement that the person not carry on a specified activity except at specified times or subject to specified conditions;	
	(c) a requirement that the person take specified action in a specified way, and within a	

	specified period or at specified times or in specified circumstances;	
	(d) a requirement that the person take action to prevent, eliminate, minimise or control any specified risk to public health, or to control any specified activity.	
	(e) a requirement that the person comply with any specified code or standard prepared or published by a body or authority referred to in the notice;	
	(f) a requirement that the person undertake specified tests or monitoring;	
	(g) a requirement that the person furnish to a relevant authority specified results or reports;	
	(h) a requirement that the person prepare, in accordance with specified requirements and to the satisfaction of the relevant authority, a plan of action to secure compliance with a relevant requirement or to prevent, eliminate, minimise or control any specified risk to public health;	
	(i) a requirement prescribed under or for the purpose of the regulations; and	
13.6.7	stating that the person may, within 14 days, apply for a review of the notice or institute an appeal against the notice under the provisions of the Act.	
13.7	The power pursuant to Section 92(9) of the Act by written notice served on a person to whom a notice under Section 92 of the Act has been issued by the Delegate or the Council, vary or revoke the notice.	EHO, GMCB, MCS, EHL
13.8	The power pursuant to Section 92(15) of the Act to, not comply with any other procedure, or hear from any other person, except as provided by Section 92 of the Act before the Delegate issues a notice under Section 92 of the Act.	EHO, GMCB, MCS, EHL

14 Action on non-compliance with notice	
14.1 The power pursuant to Section 93(1) of the Act if the requirements of a notice under Part 12 of the Act are not complied with, to take any action required by the notice.	EHO, GMCB, MCS, EHL
14.2 The power pursuant to Section 93(2) of the Act to authorise a person for the purpose of taking action on the Council's behalf under Section 93(1) of the Act	EHO, GMCB, MCS, EHL
14.3 The power pursuant to Section 93(4) of the Act to recover the reasonable costs and expenses incurred by the Council in taking action under Section 93 of the Act as a debt from the person who failed to comply with the requirements of the notice.	EHO, GMCB, MCS, EHL
14.4 The power pursuant to Section 93(5) of the Act, if an amount is recoverable from a person by the Council under Section 93, to, by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person.	GMCB, MCS
15 Action in emergency situations	
15.1 The power pursuant to Section 94(5) of the Act to recover the reasonable costs and expenses incurred by a local authorised officer in taking action under Section 94 from any person who caused the risk to which the action relates, as a debt.	GMCB, MCS
16 Review – notices relating to general function	
16.1 The power pursuant to Section 95(13) of the Act to appear in proceedings before the Review Panel as a representative of the Council.	EHO, GMCB, MCS, EHL
16.2 The power pursuant to Section 95(15) of the Act to make an application to Review Panel to:	GMCB, MCS, EHL
16.2.1 dismiss or determine any proceedings that appear:	
(a) to be frivolous or vexatious; or	
(b) to have been instituted for the purpose of delay or obstruction, or for some other improper purpose	
16.2.2 bring any proceedings to an end that appear:	
(a) to be more appropriate suited to proceedings before the District Court rather than the Review Panel; or	

(b) to be unable to be satisfactorily resolved (or resolved within a reasonable period) by proceedings before the Review Panel; or	
16.2.3 bring any proceedings to an end for any other reasonable cause.	
17.Appeals	
17.1 The power pursuant to Section 96(3) of the Act and subject to Section 96(4) of the Act, appeal to the District Court against the outcome of review proceedings under Division 3, Part 12 of the Act.	GMCB, MCS

SOUTH AUSTRALIAN PUBLIC HEALTH
(LEGIONELLA) REGULATIONS 2013

18. Function to register high risk manufactured water system	SUB DELEGATION
18.1 The function pursuant to Regulation 5(3) of the <i>South Australian Public Health (Legionella) Regulations 2013</i> (the Legionella Regulations) to, on application made in a manner and form approved by the Council or Delegate and payment of the prescribed fee to the Council, register the high risk manufactured water system to which the application relates.	EHO, GMCB, MCS, EHL
18.2 The function pursuant to Regulation 5(6) of the Legionella Regulations, to, on application made in a manner and form approved by the Council or Delegate and payment of the prescribed fee to the Council, renew the registration of the high risk manufactured water system to which the application relates.	EHO, GMCB, MCS, EHL
19 Register of high risk manufactured water systems	
19.1 The power pursuant to Regulation 6(2) of the Legionella Regulations and subject to Regulation 6(3) of the Legionella Regulations to determine the manner and form of a register of high risk manufactured water systems registered by the Council.	EHO, GMCB, MCS, EHL
19.2 The function pursuant to Regulation 6(3) of the Legionella Regulations to include in relation to each high risk manufactured water system on the register:	EHO, GMCB, MCS, EHL
19.2.1 the type of water system; and	
19.2.2 the address of the premises on which the water system is installed; and	

19.2.3 the location of the water system on the premises; and	
19.2.4 the full name and residential and business addresses of the owner of the premises; and	
19.2.5 the full name, residential and business addresses, and residential and business telephone numbers, of the person nominated by the owner of the premises as being responsible for the operation and maintenance of the water system,	
and such other information as the Delegate thinks fit.	
20. Annual inspection of microbiological testing	
20.1 The power pursuant to Regulation 15(2) of the Legionella Regulations to, at least once in every 12 months, give the owner of each of the premises on which a high risk manufactured water system registered with the Council is installed, written notice:	EHO, GMCB, MCS, EHL
20.1.1 requiring the owner, within the period specified in the notice:	
(a) to cause an inspection of the water system to be carried out by a competent person (not being the owner or person responsible for the operation and maintenance of the system); and	
(b) to arrange for a NATA accredited laboratory to conduct microbiological testing, in accordance with AS/NZS 3896:	
• of at least 1 sample of water taken from a cooling water system; and	
• of at least 2 samples of water taken from a warm water system,	
to determine the presence and number of colony forming units of Legionella in the water; and	
20.2 requiring the owner to submit to the Council written reports setting out the findings of the inspection and the results of the microbiological testing within 1 month of receiving the reports.	
21. Power of council to require microbiological testing in other circumstances	
21.1 The power pursuant to Regulation 16(1) of the Legionella Regulations, if:	EHO, GMCB, MCS, EHL

21.1.1 the Council is investigating the occurrence of Legionellosis in the near vicinity of premises on which a high risk manufactured water system is installed; or	
21.1.2 the Council or Delegate has reason to believe that a high risk manufactured water system installed on premises situated in its area is not being maintained as required by these regulations,	
to give the owner of the premises written notice:	
21.1.3 requiring the owner (either immediately or within a period specified in the notice) to arrange for a NATA accredited laboratory to conduct microbiological testing, in accordance with AS/NZS 3896, of water taken from the system, to determine the presence and number of colony forming units of Legionella in the water; and	
21.1.4 requiring the owner to submit to the Council a written report setting out the results of the microbiological testing within 24 hours of receiving the report.	
22. Fees relating to high risk manufactured water systems	
22.1 The power pursuant to Regulation 21(3) of the Legionella Regulations, if a person is liable to pay a fee to the Council, to give the person written notice requiring the person to pay the fee within the period specified in the notice.	EHO, GMCB, MCS, EHL

**SOUTH AUSTRALIAN PUBLIC HEALTH
(WASTEWATER) REGULATIONS 2013**

23. Relevant authority	SUB DELEGATION
23.1 The power pursuant to Regulation 6(1)(b) of the <i>South Australian Public Health (Wastewater) Regulations 2013</i> (the Wastewater Regulations) to, agree to act as the relevant authority for a matter relating to an on-site wastewater system with a capacity that does not, or will not, on completion of wastewater works, exceed 40 EP and that is located or to be located in another council area if the system is to be operated by another council or wastewater works related to the system are to be undertaken by another council, or by a person acting in partnership, or in conjunction with that other council.	EHO, GMCB, MCS, EHL

24. Public notification of proposed community wastewater management system	
24.1 The power and function pursuant to Regulation 8(1) of the Wastewater Regulations to, if the Council proposes to establish a community wastewater management system for the whole or part of its area in the interests of public and environmental health, to give notice to the owners of land in the area affected by the proposal containing the prescribed details relating to the proposal and inviting submissions in relation to the proposal within a period (which must be at least 21 days) specified in the notice.	EHO, GMCB, MCS, EHL
25. Connection to community wastewater management system	
25.1 The power pursuant to Regulation 9(1) of the Wastewater Regulations and subject to Regulation 9(2) on obtaining a wastewater works approval for a community wastewater management system, to, by written notice, require the operator of an on-site wastewater system:	EHO, GMCB, MCS, EHL
25.1.1 to connect the system to the community wastewater management system; and	
25.1.2 for that purpose, to complete and submit an application to the Council, within the period specified in the notice, for a wastewater works approval for:	
(a) the connection; and	
(b) necessary, consequential alterations to the on-site wastewater system.	
25.2 The power pursuant to Regulation 9(4) of the Wastewater Regulations, if the operator of an on-site wastewater system does not submit an application within the period specified in a notice under Regulation 9(1), to grant a wastewater works approval for the required wastewater works as if the application had been made.	EHO, GMCB, MCS, EHL
25.3 The power pursuant to Regulation 9(6) of the Wastewater Regulations, if wastewater works are not carried out in accordance with a wastewater works approval for the connection of an on-site wastewater system to a community wastewater management system required under Regulation 9, to cause the requirements to be carried out (and a person authorised to do so by the Council may enter land at any reasonable time for the purposes of carrying out the relevant work).	EHO, GMCB, MCS, EHL

<p>25.4 The power pursuant to Regulation 9(6) of the Wastewater Regulations to if wastewater works are not carried out in accordance with a wastewater approval for the connection of an on-site wastewater system to a community wastewater management system required under Regulation 9, authorise a person to enter land at any reasonable time for the purpose of carrying out the relevant work.</p>	<p>EHO, GMCB, MCS, EHL</p>
<p>25.5 The power pursuant to Regulation 9(7) of the Wastewater Regulations to recover as a debt the costs and expenses reasonably incurred in exercising a power under Regulation 9(6) and the prescribed fee that would have been payable had the application been made as required under Regulation 9(1) of the Wastewater Regulations from the person who failed to comply with the notice.</p>	<p>EHO, GMCB, MCS, EHL</p>
<p>26. Exemptions</p>	
<p>26.1 The power pursuant to Regulation 10(3) of the Wastewater Regulations to give an exemption by written notice and subject to conditions determined by the Delegate and stated in the notice.</p>	<p>EHO, GMCB, MCS, EHL</p>
<p>26.2 The power pursuant to Regulation 10(4) of the Wastewater Regulations to vary or revoke an exemption by further written notice to the holder of the exemption.</p>	<p>EHO, GMCB, MCS, EHL</p>
<p>27. Exemptions from prescribed codes</p>	
<p>27.1 The power pursuant to Regulation 15(3) of the Wastewater Regulations to give an exemption by written notice and is subject to conditions determined by the Delegate and stated in the notice.</p>	<p>EHO, GMCB, MCS, EHL</p>
<p>27.2 The power pursuant to Regulation 15(5) of the Wastewater Regulations to vary or revoke an exemption by further written notice to the holder of the exemption.</p>	<p>EC EHO, GMCB, MCS, EHL</p>
<p>28. Application</p>	
<p>28.1 The power pursuant to Regulation 23(2) of the Wastewater Regulations to, by written notice, ask the applicant to provide the Council with further technical specifications, information or documents relevant to the application or to modify the technical specifications submitted for approval.</p>	<p>EHO, GMCB, MCS, EHL</p>
<p>29. Determination of application</p>	
<p>29.1 The power pursuant to Regulation 24(1) of the Wastewater Regulations to refuse to grant a wastewater works approval:</p>	<p>EHO, GMCB, MCS, EHL</p>

29.1.1 if the applicant fails to satisfy the Delegate of either or both of the following:	
(a) that the technical specifications for the wastewater works comply with the prescribed codes;	
(b) that the wastewater works will not, if undertaken in accordance with the conditions of approval, adversely affect or threaten public or environmental health; or	
29.1.2 for any other sufficient reason.	
29.2 The power pursuant to Regulation 24(2) of the Wastewater Regulations, if an application for a wastewater works approval relates to the connection of a community wastewater management system to SA Water sewerage infrastructure or a significant increase in the amount of wastewater to be discharged from a community wastewater management system to SA Water sewerage infrastructure, to give SA Water reasonable opportunity to comment on the application and take into account any comments so made.	EHO, GMCB, MCS, EHL
30. Conditions of approval	
30.1 The power pursuant to Regulation 25(2) of the Wastewater Regulations to impose:	EHO, GMCB, MCS, EHL, MDS
30.1.1 any 1 or more of the following prescribed expiable conditions:	
(a) a condition that sets out mandatory notification stages during the progress of wastewater works when a person is required to notify the Council in a specified manner and stop the work pending an inspection carried out at the person's expense;	
(b) a condition that requires the display of specified notices on the premises on which the wastewater system is located;	
(c) a condition that requires a person to monitor the performance of the wastewater system in a specified manner (including by inspections carried out at specified times at the person's expense) and to provide the Council with specified information in a specified manner and at specified times;	

<p>(d) a condition that provides that specified material must not, or that only specified material may, be discharged into, or from, the wastewater system;</p>	
<p>(e) a condition that requires the wastewater system to be operated, maintained or serviced by a person of a specified class;</p>	
<p>(f) a condition that requires records of a specified kind to be created, maintained, and provided to the Council; or</p>	
<p>30.1.2 any other conditions including any 1 or more of the following:</p>	
<p>(a) a condition that requires decommissioning of the wastewater system:</p>	
<ul style="list-style-type: none"> • after a specified trial period; or 	
<ul style="list-style-type: none"> • in specified circumstances; or 	
<ul style="list-style-type: none"> • on written notice to the operator of the system; 	
<p>(b) a condition that requires a wastewater system to be connected to a community wastewater management system;</p>	
<p>(c) a condition that prevents activities that would adversely affect the operation or maintenance of a drain or treatment or disposal system or the reuse of wastewater from the wastewater system;</p>	
<p>(d) a condition that requires a wastewater system to have various access points for maintenance or inspection (raised to or terminating at surface level, or as required by the Council);</p>	
<p>(e) a condition that provides that a wastewater system must not be used unless or until it has been inspected or tested by an independent wastewater engineer and the Council supplied with a certificate given by that expert certifying that the wastewater works have been undertaken in accordance with the approved technical specifications;</p>	
<p>(f) a condition that otherwise specifies requirements relating to:</p>	

<ul style="list-style-type: none"> the installation of the waste water system; or 	
<ul style="list-style-type: none"> the decommissioning of the wastewater system; or 	
<ul style="list-style-type: none"> the connection of the wastewater system to a community wastewater management system or SA Water sewerage infrastructure or the disconnection of the wastewater system from a community wastewater management system or from SA Water sewerage infrastructure; or 	
<ul style="list-style-type: none"> the operation, servicing and maintenance of the wastewater system; or 	
<ul style="list-style-type: none"> the reuse or disposal of wastewater from the wastewater system. 	
<p>30.2 The power pursuant to Regulation 25(3) of the Wastewater Regulations to impose a condition of approval that:</p>	<p>EHO, GMCB, MCS, EHL, MDS</p>
<p>30.2.1 provides that a matter or thing is to be determined according to the discretion of the Council or some other specified person or body; and</p>	
<p>30.2.2 operates by reference to the manuals referred to in a product approval for the wastewater system; and</p>	
<p>30.2.3 operates by reference to a specified code as in force at a specified time or as in force from time to time.</p>	
<p>30.3 The power pursuant to Regulation 25(6) of the Wastewater Regulations to, on application and payment of the prescribed fee, by written notice to the applicant, vary or revoke a condition of a wastewater works approval.</p>	<p>EHO, GMCB, MCS, EHL, MDS</p>
<p>30.4 The power pursuant to Regulation 25(7) of the Wastewater Regulations to, on the Delegate's own initiative, by written notice to the operator of a wastewater system to which a wastewater works approval applies, vary or revoke a condition of the approval or impose a further condition, provided that the variation, revocation or imposition does not take effect until at least 6 months after the giving of the notice unless:</p>	<p>EHO, GMCB, MCS, EHL, MDS</p>
<p>30.4.1 the operator consents; or</p>	

30.4.2	the Delegate states in the notice that, in his/her opinion, the variation, revocation or imposition is necessary in order to prevent or mitigate significant harm to public or environmental health or the risk of such harm.	
31.	Expiry of approval	
31.1	The power pursuant to Regulation 26(2) of the Wastewater Regulations to, on application and payment of the prescribed fee, postpone the expiry of a wastewater works approval for a specified period.	EHO, GMCB, MCS, EHL, MDS
32.	Registers of wastewater works approvals	
32.1	The power pursuant to Regulation 27(3) of the Wastewater Regulations, to extend the registers to include wastewater works approvals granted under the revoked regulations.	EHO, GMCB, MCS, EHL
32.2	The power pursuant to Regulation 27(6) of the Wastewater Regulations to include in the registers other information considered appropriate by the Delegate.	EHO, GMCB, MCS, EHL
33.	Requirement to obtain expert report	
33.1	The power pursuant to Regulation 29(1) of the Wastewater Regulations, if the Delegate suspects on reasonable grounds that a wastewater system is adversely affecting or threatening public or environmental health, to give the operator of the system a written notice requiring the operator to obtain and provide to the Council a written report from an independent wastewater engineer within a specified period addressing specified matters.	EHO, GMCB, MCS, EHL
33.2	The power pursuant to Regulation 29(3) of the Wastewater Regulations, if the requirements of a notice under Regulation 29 are not complied with to obtain the required report and recover the costs and expenses reasonably incurred in doing so from the person who failed to comply with the notice, as a debt.	EHO, GMCB, MCS, EHL
33.3	The power pursuant to Regulation 29(3) of the Wastewater Regulations, to authorise a person to enter land at any reasonable time for the purposes of the report.	EHO, GMCB, MCS, EHL

SOUTH AUSTRALIAN PUBLIC HEALTH (GENERAL) REGULATIONS 2013

34. Non-compliance with notices (section 93(6) of the Act)	SUB DELEGATION
34.1 The power pursuant to regulation 5B(2) of the <i>South Australian Public Health (General) Regulations 2013</i> (the General Regulations), for the purposes of the creation of a charge on land under Section 93 of the Act, to deliver to the Registrar-General a notice, in a form determined by the Minister on the recommendation or with the approval of the Registrar-General:	GMCB, MCS
34.1.1 setting out the amount recoverable under Section 93 of the Act; and	
34.1.2 setting out the land in relation to which the relevant action was taken; and	
34.1.3 requesting the Registrar-General to make a notation under Regulation 5B of the General Regulations in relation to the relevant land.	
34.2 The power pursuant to Regulation 5B(8) of the General Regulations, if or when the amount to which the charge relates is paid, to by further notice in writing to the Registrar-General (being a notice in a form determined by the Minister on the recommendation or with the approval of the Registrar-General) cancel the charge.	GMCB, MCS

SOUTH AUSTRALIAN PUBLIC HEALTH (FEES) REGULATIONS 2019

35. Refund and recovery of fees	
35.1 The power pursuant to Clause 2(1) of Schedule 1 of the <i>South Australian Public Health (Fees) Regulations 2019</i> (the Fees Regulations), to, where the Council is the relevant authority within the meaning of the respective regulations specified in Schedule 1 of the Fees Regulations, refund, reduce or remit payment of a fee payable under those regulations if the delegate considers that appropriate in the circumstances.	GMCB, MCS
35.2 The power pursuant to Clause 2(2) of the Fees Regulations to recover a fee payable to the Council by action in a Court of competent jurisdiction as a debt due to the Council.	GMCB, MCS

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
STATE RECORDS ACT 1997**

NOTES

1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

	SUB DELEGATION
1. Surveys of Official Records and Record Management	
1.1 The function pursuant to Section 15(2) of the <i>State Records Act 1997</i> (the Act) to afford the Manager reasonable cooperation and assistance in the conduct of a survey under Section 15 of the Act.	GMCS, MIT, IMS
3. Voluntary Transfer to State Records' Custody	
2.1 The power pursuant to Section 18(1) of the Act to, subject to Section 18(2) of the Act, to deliver any of the Council's records into the custody of State Records.	GMCS, MIT, IMS
4. Mandatory Transfer to State Records' Custody	
3.1 The power pursuant to and subject to Section 19(1) of the Act, to deliver an official record of the Council into the custody of State Records (unless sooner delivered to State Records) or dispose of an official record of the Council in accordance with this Act): 3.1.1 when the Council ceases to require access to the record for current administrative purposes; or 3.1.2 during the year occurring 15 years after the record came into existence, whichever first occurs.	GMCS, MIT, IMS
3.2 The power pursuant to and subject to Section 19(3) of the Act, to postpone the delivery of records into the custody of State Records: 3.2.1 in accordance with record management standards issued by the Manager; or	GMCS, MIT, IMS

3.2.2 with the Manager's approval, in cases where the Manager is satisfied (after consultation with the Council) that the records are further required for current administrative purposes or should be retained for any other special reason.	
3.3 The power pursuant to Section 19(3)(c) of the Act, to make submissions to the Manager for the delivery of records into the custody of State Records to be postponed.	GMCS, MIT, IMS
3.4 The power pursuant to Section 19(5) of the Act, to apply to the Manager for an exemption granted under Section 19(4) of the Act to be varied or revoked.	GMCS, MIT, IMS
5. Keeping of Official Records in Premises Other than State Records' Premises	
4.1 The power pursuant to Section 22(2) of the Act, to require an arrangement under Section 22(1) of the Act to be subject to such conditions as the Delegate may reasonably require.	GMCS, MIT, IMS
6. Disposal of Official Records by Agency	
5.1 The power pursuant to Section 23(1) of the Act, to dispose of official records in accordance with a determination made by the Manager with the approval of the State Records Council.	GMCS, MIT, IMS
5.2 The power pursuant to Section 23(2) of the Act, to request the Manager make a determination as to the disposal of official records.	GMCS, MIT, IMS
5.3 The power pursuant to Section 23(4) of the Act, if there is a dispute as to a determination under Section 23 of the Act to make an application to the Minister to determine the matter.	GMCS, MIT, IMS
7. Disposal of Official Records by Manager	
6.1 The power pursuant to Section 24(3) of the Act, to consent and make submissions to the Minister in relation to the disposal of a record under Section 24(1) of the Act.	GMCS, MIT, IMS
8. Agency's Access to Records in Custody of State Records	
7.1 The power pursuant to Section 25(1) of the Act, to have such access to, and make or direct such use of as the Delegate requires, official records in the custody of State Records for which the Council is responsible.	GMCS, MIT, IMS
7.2 The power pursuant to Section 25(3) of the Act, if there is a dispute as to access under Section 25 of the Act, to make an application to the Minister to determine the matter.	GMCS, MIT, IMS

<p>9. Public Access to Records in Custody of State Records</p>	
<p>8.1 The power pursuant to Section 26(1) of the Act, in relation to official records in the custody of State Records for which the Council is responsible, to, in consultation with the Manager:</p> <p>8.1.1 determine that access to the record (other than by the Council) is not subject to any restrictions other than those determined by the Manager under Section 26(2) of the Act; or</p> <p>8.1.2 determine conditions excluding or restricting access to the record.</p>	<p>GMCS, MIT, IMS</p>

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
STRATA TITLES ACT 1988**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extends to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Application for amendment	SUB DELEGATION
1.1 The power pursuant to Section 12(2)(b) of the <i>Strata Titles Act 1988 (the Act)</i> , where the Council has an encumbrance registered in relation to units or common property affected by a proposed amendment, to consent to the amendment.	GMSC, MDS
1.2 The power pursuant to Section 12(2)(c) of the Act, where units or common property affected by the proposed amendment are subject to a statutory encumbrance held by the Council, to consent to the amendment.	GMSC, MDS
1.3 The power pursuant to Section 12(3a) of the Act, where:	GMSC, MDS
1.3.1 the erection or alteration of a building on the site causes an encroachment over public land in the area of the Council not included in the site; and	
1.3.2 the application for amendment relates (wholly or in part) to the erection or alteration of that building, to consent to the encroachment.	
1.4 The power pursuant to Section 12(8) of the Act, where on amendment of a deposited strata plan, part, but not the whole, of an allotment within the meaning of Part 194AB of the <i>Real Property Act 1886</i> is to be included in the site from outside the site, and the Council is the registered proprietor of the allotment to be divided, to make the application jointly with the strata corporation.	GMSC, MDS

2. Application may deal with statutory encumbrances	
2.1 The power pursuant to Section 12A of the Act, where the Council is the holder of a statutory encumbrance, to sign a certificate certifying that the requirements of the Act under which the encumbrance was entered into, or is in force, as to the variation or termination of the statutory encumbrance (if any) have been complied with.	GMSC, MDS
2A. Amendment by order of ERD Court	
2A.1 The power pursuant to Sections 13(1) and (2) of the Act and subject to Section 13(3) of the Act to make an application to the ERD Court.	GMSC, MDS
2A.2 The power pursuant to Section 13(3a) of the Act to make submissions to the Court in relation to the matter.	GMSC, MDS
3. Amalgamation of adjacent sites	
3.1 The power pursuant to Section 16(2)(c) of the Act, where the Council has a registered interest in the units, to consent to an application for amalgamation.	GMSC, MDS
3.2 The power pursuant to Section 16(2)(c) of the Act, to endorse an application for amalgamation with the consent of the Council where the Council has a registered interest in the units.	GMSC, MDS
4. Cancellation	
4.1 The power pursuant to Section 17(2)(b) of the Act, where the Council has a registered interest in the unit or the common property to approve an instrument of cancellation.	GMSC, MDS
4.2 The power pursuant to Section 17(2)(b) of the Act to, endorse an instrument of cancellation with the approval of the Council where the Council has a registered interest in a unit or the common property.	GMSC, MDS
4.3 The power pursuant to Section 17(4) of the Act to make an application for an order of the ERD Court cancelling a strata plan.	GMSC, MDS
4.4 The power pursuant to Section 17(4a) of the Act to make submissions to the Court in relation to the matter.	GMSC, MDS

5. Application for division	
5.1 The power pursuant to Section 17AAA(2) of the Act where the Council is the owner of the units comprising the site or is a person whose consent is required by Part 19AB Division 2 of the Real Property Act 1886 to consent to a plan of division lodged with the application.	GMSC, MDS
5.2 The power pursuant to Section 17AAA(2) of the Act to endorse the plan of division lodged with the application with the consent of the Council where the Council is the owner of the units comprising the site or is a person whose consent is required by Part 19AB Division 2 of the Real Property Act 1886.	GMSC, MDS
6. Articles of strata corporation	
6.1 The power pursuant to Section 19(3b)(e) of the Act, to, within 60 days after service of the notice, apply to the Magistrates Court for revocation of the notice.	GMSC, MDS
7. Certain articles may be struck out by Court	
7.1 The power pursuant to Sections 19A(1) and (2) of the Act to make an application to the Magistrates Court or the District Court under Part 3A of the Act.	GMSC, MDS
8. Offences	
8.1 The power pursuant to Section 27D(5) of the Act to make an application to the delegate of a strata corporation to be provided with, on a quarterly basis, a statement setting out details of dealings by the delegate with the corporation's money.	GMSC, MDS
8.2 The power pursuant to Section 27D(7) of the Act to request a delegate of a strata corporation who holds records of the corporation to:	GMSC, MDS
8.2.1 make those records available for the Council or the Council's delegate to inspect within 10 business days of the request; and	
8.2.2 provide the Council or the Council's delegate with a copy of any of the records on payment of a fee.	
9. Power to enforce duties of maintenance and repair	
9.1 The power pursuant to Section 28(5) of the Act, where:	GMSC, MDS
9.1.1 the strata corporation recovers costs from the Council under Section 28(4) of the Act; and	

9.1.2	the circumstances out of which the work was required are attributable to the act or default of another person,	
	to recover those costs from that other person as a debt.	
10.	Right of unit holders etc to satisfy themselves as to insurance	
10.1	The power pursuant to Section 32(1) of the Act, to request a strata corporation to produce for inspection all current policies of insurance taken out by the corporation.	GMSC, MDS
11.	Holding of general meetings	
11.1	The power pursuant to and in accordance with Section 33(2) of the Act, subject to Sections 33(3), (3a), (4a) and (4b) of the Act, to convene a meeting.	GMSC, MDS
11.2	The power pursuant to Section 33(2)(e) of the Act to apply to the Magistrates Court for a meeting to be convened.	GMSC, MDS
12.	Voting at general meetings	
12.1	The power pursuant to Section 34(2a) of the Act, subject to Sections 34(3a), (3b) and (3c) of the Act, to nominate another person to attend and vote at meetings on the Council's behalf.	GMSC, MDS
12.2	The power pursuant to Section 34(4) of the Act to exercise an absentee vote on a proposed resolution by giving the secretary written notice of the proposed vote at least six hours before the time of the meeting.	GMSC, MDS
13.	Administrator of strata corporation's affairs	
13.1	The power pursuant to Section 37(1) of the Act to make application to a relevant court to appoint an administrator of the strata corporation, or remove or replace an administrator previously appointed.	GMSC, MDS
14.	Information to be furnished	
14.1	The power pursuant to Section 41(1) of the Act to make application to a strata corporation to:	GMSC, MDS
14.1.1	furnish:	
14.1.1.1	particulars of any contribution payable in relation to the unit (including details of any arrears of contribution related to the unit);	

14.1.1.2	particulars of the assets and liabilities of the corporation;	
14.1.1.3	particulars of any expenditure that the corporation has incurred, or has resolved to incur, and to which the unit holder of the unit must contribute, or is likely to be required to contribute;	
14.1.1.4	particulars in relation to any prescribed matter;	
14.1.2	provide copies of:	
14.1.2.1	the minutes of general meetings of the corporation and meetings of its management committee for such period, not exceeding two years, specified in the application;	
14.1.2.2	the statement of accounts of the corporation last prepared by the corporation;	
14.1.2.3	the articles for the time being in force;	
14.1.2.4	current policies of insurance taken out by the corporation;	
14.1.3	make available for inspection:	
14.1.3.1	a copy of the accounting records of the corporation;	
14.1.3.2	the minute books of the corporation;	
14.1.3.3	any other prescribed documentary material;	
14.1.4	if the strata corporation is a party to a contract with a body corporate manager – make available for inspection a copy of the contract;	
14.1.5	make available for inspection the register maintained under Section 39A of the Act.	
14.2	The power pursuant to Section 41(1a) of the Act, subject to Sections 41(2) and (3) of the Act, to make application to a strata corporation to provide, on a quarterly basis, ADI statements for all accounts maintained by the corporation.	GMSC, MDS

15. Persons who may apply for relief	
15.1 The power pursuant to Sections 41AA and 41A of the Act to, subject to Section 41A(2) of the Act, apply for relief under Part 3 of the Act.	GMSC, MDS
16. Resolution of disputes, etc	
16.1 The power pursuant to Section 41A(3) of the Act to seek the permission of the District Court, to bring an application under Section 41A of the Act in the District Court.	GMSC, MDS
16.2 The power pursuant to Section 41A(3) of the Act bring an application under Section 41A of the Act in the District Court.	GMSC, MDS
16.3 The power pursuant to Section 41A(4) of the Act to apply to the District Court for proceedings under Section 41A of the Act that have been commenced in the Magistrates Court, to be transferred to the District Court.	GMSC, MDS
16.4 The power pursuant to Section 41A(6) of the Act to make an application to a court to:	GMSC, MDS
16.4.1 transfer an application under Section 41A to the Supreme Court on the ground that the application raises a matter of general importance; or	
16.4.2 state a question of law for the opinion of the Supreme Court.	
16.5 The power pursuant to Section 41A(10)(b) of the Act to make submissions to the court in relation to the matter.	GMSC, MDS
17. Unit holder's power of entry	
17.1 Where the Council is the unit holder of a unit (Unit A) and:	GMSC, MDS
17.1.1 the proper supply of hot or cold water, gas, electricity, heating oil or air-conditioned air to Unit A fails; or	
17.1.2 the sewerage, garbage or drainage system as it affects Unit A fails to operate properly; and	
17.1.3 some other unit (Unit B) must be entered in order to investigate the cause of the failure, or to carry out necessary repairs,	

<p>the power pursuant to Section 42(1) and (2) of the Act to, after giving such notice to the unit holder of Unit B as may be practicable in the circumstances, enter Unit B for that purpose.</p>	
<p>17.2 Where the Council is the unit holder of a unit (Unit A) and</p>	<p>GMSC, MDS</p>
<p>17.2.1.1 the proper supply of hot or cold water, gas, electricity, heating oil or air-conditioned air to Unit A fails; or</p>	
<p>17.2.1.2 the sewerage, garbage or drainage system as it affects Unit A fails to operate properly; and</p>	
<p>17.2.2 some other unit (Unit B) must be entered in order to investigate the cause of the failure, or to carry out necessary repairs,</p>	
<p>the power pursuant to Sections 42(1) of the Act to authorise a person to, after giving such notice to the unit holder of Unit B as may be practicable in the circumstances, enter Unit B for that purpose.</p>	
<p>18. Dealing with part of unit</p>	
<p>18.1 The power pursuant to Section 44(2) of the Act, subject to any other law, to grant a lease or licence over a part of a unit:</p>	<p>GMSC, MDS</p>
<p>18.1.1 if all of the units comprised in the strata scheme consist of non-residential premises; or</p>	
<p>18.1.2 where Section 44(2)(a) does not apply:</p>	
<p>18.1.2.1 if the lease or licence is granted to another unit holder; or</p>	
<p>18.1.2.2 if the lease or licence is authorised by unanimous resolution of the strata corporation.</p>	
<p>19. Body Corporate may act as officer, etc</p>	
<p>19.1 The power pursuant to Section 44A(2) of the Act, and subject to Sections 44A(2a), (2b) and (4) of the Act if the Council is appointed as the presiding officer, secretary or treasurer of a strata corporation, or as a member of a management committee, to, by instrument in writing, appoint a person to perform on its behalf any function that is conferred on the Council.</p>	<p>GMSC, MDS</p>

20. Relief where unanimous resolution required	
<p>20.1 The power pursuant to Section 46(1) of the Act, and in accordance with Section 46(2) of the Act, where a unanimous resolution is necessary under the Act before an act may be done and that resolution is not obtained but the resolution is supported to the extent necessary for a special resolution, and the Council is included in the majority in favour of the resolution to apply to a relevant court to have the resolution declared sufficient to authorise the particular act proposed.</p>	GMSC, MDS

SCHEDULE OF CONDITIONS

CONDITIONS OR LIMITATIONS APPLICABLE TO DELEGATIONS CONTAINED IN THIS INSTRUMENT

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
SUPPORTED RESIDENTIAL FACILITIES ACT 1992 AND
SUPPORTED RESIDENTIAL FACILITIES REGULATIONS 2009**

In exercise of the powers contained in section 9 of the *Supported Residential Facilities Act 1992*, the powers and functions under the *Supported Residential Facilities Act 1992* and the *Supported Residential Facilities Regulations 2009* contained hereunder, are, subject to the conditions, limitations and provisos contained therein, hereby delegated this 24 October 2023 to the person occupying the office of Chief Executive Officer (and any person appointed to act in that position) subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Supported Residential Facilities Act 1992* and such powers and functions may be further delegated by the Chief Executive Officer to an officer or officers of the Council (including any person appointed to act in any such position) as the Chief Executive Officer sees fit sees fit.

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Appointment of authorised officers	SUB DELEGATION
1.1 The power pursuant to Section 21(1) of the <i>Supported Residential Facilities Act 1992</i> (the Act) to appoint a person to be an authorised officer under the Act;	GMAD, GMCB, GMSC
1.2 The function pursuant to Section 21(2) of the Act to issue to an authorised officer an identity card; and	GMCB, MCS, EHL
1.3 The power pursuant to Section 21(4) of the Act by notice in writing served on an authorised officer, to revoke the appointment as an authorised officer.	GMAD, GMCB, GMSC
2. Application for a licence	
2.1 The power pursuant to Section 24(3) of the Act by notice in writing not later than two months after a licence application has been made, to require the applicant to furnish specified information.	EHO, GMCB, MCS, EHL

<p>2.2 The power pursuant to Section 24(5) of the Act to require any information included in an application or required by a notice to be verified by statutory declaration.</p>	<p>GMCB, MCS, EHL, EHO</p>
<p>2.3 The power pursuant to Section 24(9) of the Act subject to such conditions as the Delegate thinks fit, to conditionally approve the issue of a licence in respect of proposed premises and the function where satisfied that the premises have been established in substantial compliance with those conditions (and within such a period, if any as the Delegate may have determined), to grant a licence.</p>	<p>EHO, GMCB, MCS, EHL</p>
<p>2.4 Where an application for a licence is refused, the function pursuant to Section 24(10) of the Act notify the applicant in writing of the refusal, the reasons for the refusal, and any rights of review that the applicant has under the Act.</p>	<p>GMCB, MCS</p>
<p>2.5 The function pursuant to Section 25(1) of the Act in considering an application for a licence in respect of the use of premises as a supported residential facility, to take into account those matters specified in this Section and such other matters as the Delegate thinks fit.</p>	<p>GMCB, MCS</p>
<p>2.6 The function pursuant to Section 25(2) of the Act in determining whether or not an applicant is suitable to be granted a licence, to have regard to those matters specified in this Section and to such other matters as the Delegate thinks fit.</p>	<p>GMCB, MCS</p>
<p>2.7 The function pursuant to Section 25(3) of the Act in determining whether or not premises are suitable to be used as a supported residential facility, to have regard to those matters specified in Section 25(3) of the Act and to such other matters as the Delegate thinks fit.</p>	<p>GMCB, MCS</p>
<p>2.8 The function pursuant to Section 25(4) of the Act not to grant a licence where it appears that the facility would not be administered in accordance with the principles prescribed in Part 2 of the Act.</p>	<p>GMCB, MCS</p>
<p>3. Renewal of licence</p>	
<p>3.1 The power pursuant to Section 27(3) of the Act at the Delegate's discretion, to determine a late application for renewal provided that the applicant pays the prescribed late application fee.</p>	<p>GMCB, MCS, EHL, EHO</p>
<p>3.2 The function pursuant to Section 27(4) of the Act by notice in writing served on the applicant, to give a decision on an application for the renewal of a licence before the date of expiry of the licence and where the Delegate decides to refuse an application for renewal of a licence, the function to state in the notice of refusal the reasons for the refusal and the rights of appeal that the applicant may have under the Act.</p>	<p>GMCB, MCS</p>

3.3 The power pursuant to Section 28 of the Act to refuse to renew a licence on any ground on which a licence may be cancelled under the Act.	GMCB, MCS
4. Licence conditions	
4.1 The power pursuant to Section 29(2) of the Act to impose licence conditions with respect to such matters as are contemplated by the Act or as the Delegate considers necessary or expedient for the purposes of the Act.	GMCB, MCS
4.2 Pursuant to Section 29(3) of the Act where conditions are imposed by the Delegate:	GMCB, MCS, EHL, EHO
4.2.1 if imposed at the time of grant or renewal of the licence – the function to include them in the licence itself;	
4.2.2 if imposed during the currency of the licence – the function to impose them by notice in writing served on the holder of the licence;	
4.2.3 the power to vary or revoke conditions at any time by notice in writing served on the holder of the licence.	
5. Transfer and surrender of licence	
5.1 The function pursuant to Section 30(4) of the Act, upon application under Section 30 of the Act and payment of the prescribed fee, to transfer the licence to the proposed transferee if satisfied the proposed transferee would be a suitable person to be granted a licence under the Act.	GMCB, MCS
6. Cancellation of licence	
6.1 The power pursuant to Section 31(1) of the Act, to cancel a licence, on reasonable grounds, where satisfied that any of the matters specified in this Section are applicable.	GMCB, MCS
6.2 The function pursuant to Section 31(2) of the Act, to notify the holder of the licence in writing of the proposed cancellation of the licence and allow at least 28 days within which to make submissions in relation to the proposed action.	GMCB, MCS
6.3 The power pursuant to Section 31(3) of the Act pending the cancellation (or possible cancellation) of a licence, to impose conditions to protect the interests of the residents of the facility.	GMCB, MCS
6.4 The power pursuant to Section 31(4) of the Act, to appoint an administrator of the facility and to take such other steps as may be reasonable to secure the proper care of the residents of the facility.	GMCB, MCS

7. Review of decision or order	
7.1 The power pursuant to Section 32(3) of the Act, if an application for review is in respect of an application for renewal of a licence, to order that the licence remain in force until the determination of the review.	GMCB, MCS
7.2 The power pursuant to Section 32(4) of the Act to:	GMCB, MCS
7.2.1 make an order under Section 32(3) of the Act subject to such conditions as determined by the Delegate and specified in the order; and	
7.2.2 vary or revoke an order made by the Council under Section 32(3) of the Act by further order.	
7.3 The function pursuant to Section 33(1) of the Act, and subject to Section 33(2), where application is made for a licence in respect of a facility that was in operation during the period of three (3) months immediately preceding the commencement of the Section, to upon payment of the prescribed fee, grant a licence in accordance with the Act for a term of one year.	GMCB, MCS
8. Appointment of manager	
8.1 The power pursuant to Section 34(1) of the Act where the proprietor of a facility is not directly involved in the management of the facility or the proprietor of a facility is a body corporate, to approve a natural person for the purpose of managing the facility under that person's personal supervision.	GMCB, MCS, EHL, EHO
8.2 The power pursuant to Section 34(2) of the Act to extend the period of management without supervision.	GMCB, MCS, EHL, EHO
9. Death of licensee	
9.1 The power pursuant to Section 35 of the Act, where the holder of a licence dies, to approve the personal representative or some other person to be taken to be the holder of the licence (on the same conditions as applicable to the former holder of the licence) as from the date of death until the expiration of six months from that date or until such later date as may be fixed by the Delegate.	GMCB, MCS
10. Rescission of resident contract by proprietor	
10.1 The power pursuant to Section 39(2)(b) of the Act to approve the method of providing a termination notice subject to this Section.	GMCB, MCS, EHL, EHO

11. Disputes etc	
11.1 The power pursuant to Section 43(2) of the Act on an application made in relation to any of the matters specified in Section 43(1) of the Act, to explore any possible avenue of achieving conciliation between the parties and for these purposes, the Delegate, may as he/she thinks fit, take any action in accordance with Section 43(3) of the Act.	GMCB, MCS, EHL, EHO
11.2 The power pursuant to Section 43(6) of the Act, to require an applicant, to furnish such further information in relation to the subject matter of the application as the Delegate thinks necessary, and to verify any information by statutory declaration.	GMCB, MCS, EHL, EHO
11.3 The function pursuant to Section 43(7) of the Act to give the applicant and the respondent reasonable notice of the time and place of any hearing of the application.	GMCB, MCS
11.4 The power pursuant to Section 43(9) of the Act where satisfied that an interim order is justified by the urgent circumstances of the case, to make an interim order pending final resolution of the matter.	GMCB, MCS, EHL
11.5 The power pursuant to Section 43(11) of the Act to vary or revoke an order made under Section 43 of the Act.	GMCB, MCS, EHL
11.6 The power, pursuant to Section 43(12) of the Act -	GMCB, MCS, EHL
11.6.1 to decline to proceed with an application under this Section until satisfied that reasonable steps have been taken to resolve the dispute pursuant to other procedures specified by the Delegate;	
11.6.2 to decline to proceed with an application under this Section if the Delegate considers that it would be more appropriate for proceedings to be taken in a court or tribunal constituted by law; or	
11.6.3 to decline to proceed (or further proceed) with an application under this Section if proceedings related to the subject matter of the application have been commenced in a court or tribunal constituted by law; and	
11.7 The function pursuant to Section 43(13) of the Act in determining any application under this Section, to act with as much expedition as is reasonably practicable in the circumstances.	GMCB, MCS, EHL

12.Attendance by health service providers etc.	
12.1 The power pursuant to Section 47(1) of the Act to approve a health service provider, social worker, or any person, for the purposes of Section 47.	GMCB, MCS, EHL, EHO
13.Complaints	
13.1 The power pursuant to Section 49(1) of the Act to receive a complaint about the management of a supported residential facility or any residential-only premises or about the conduct of a resident of a supported residential facility or any residential-only premises.	GMCB, MCS, EHL, EHO
13.2 The power pursuant to Section 49(2) of the Act to require a complaint to be reduced to writing.	GMCB, MCS, EHL, EHO
13.3 The power pursuant to Section 49(3) of the Act to take such action as the Delegate thinks fit in view of the complaint.	EHO, GMCB, MCS, EHL
13.4 The power pursuant to Section 49(4) of the Act to appoint an authorised officer to carry out an investigation into the circumstances surrounding the complaint and to attempt to resolve the matter as expeditiously as possible.	EHO, GMCB, MCS, EHL, EHO
14. Regulations	
14.1 Pursuant to Sections 57(5) and (6) of the Act where the proprietor of a facility who holds a licence under the Act applies to the Council for an exemption from a regulation that applies to the facility and the Delegate is satisfied -	GMCB, MCS
14.1.1 that the Delegate can grant the exemption without seriously affecting the interests of a resident of the facility; and	
14.1.2 that it is appropriate for the Delegate to grant the exemption in the circumstances of the particular case,	
the power to, by notice in writing to the proprietor, exempt the proprietor from the regulation to which the application relates, on such conditions as the Delegate thinks fit.	
14.2 The power pursuant to Section 57(7) of the Act, to, at any time, by further notice to the proprietor:	GMCB, MCS
14.2.1 revoke an exemption under Section 57(5);	
14.2.2 vary or revoke a condition under Section 57(6)	

**DELEGATIONS UNDER THE SUPPORTED RESIDENTIAL FACILITIES
REGULATIONS 2009**

	SUB DELEGATION
15. Licensing scheme	
15.1 The function pursuant to Regulation 4(1) of the <i>Supported Residential Facilities Regulations 2009</i> (the Regulations) to decide an application for a licence under Section 24 of the Act within eight weeks of the application being made.	GMCB, MCS, EHL
15.2 The function pursuant to Regulation 4(2) of the Regulations, in considering an application for a licence in respect of the use of premises (or proposed premises) as a supported residential facility, to take into account the extent to which the premises (or proposed premises) accord with the standards prescribed by or under the Building Code of Australia.	GMCB, MCS
16. Prospectus	
16.1 The power pursuant to Regulation 5(2) of the Regulations to receive a copy of a prospectus, or a copy of an alteration to a prospectus, and a copy of the written statement required to accompany the prospectus or alteration to the prospectus pursuant to Regulation 5(2)(b) of the Regulations.	GMCB, MCS, EHL, EHO
17. Notification of certain events	
17.1 The power pursuant to Regulation 14(1)(b) of the Regulations to receive information of any untoward medical event that occurs in relation to a resident of a facility.	GMCB, MCS, EHL, EHO
18. Acting managers	
18.1 The power pursuant to Regulation 17(2) of the Regulations to approve an Acting Manager for the purpose of appointment to or otherwise assuming the duties of the office of manager of a facility if, for a period exceeding seven days, a Manager is absent from the duties of office or the position of manager is temporarily vacant and a resident of the facility is in need of personal care services.	GMCB, MCS, EHL, EHO
19. Management of Nursing Home	
19.1 The power pursuant to Regulation 18(1) of the Regulations to approve a registered nurse as being a person who has appropriate qualifications, skills and experience to oversee the provision of nursing care at a facility.	GMCB, MCS, EHL, EHO

19.2 The power pursuant to Regulation 18(2) of the Regulations, if there is a change in the type or level of services provided at a nursing home, to revoke, by notice in writing to the proprietor, an approval under Regulation 18(1) of the Regulations and require that a new appointment be made to ensure that the person who oversees the provision of nursing care at the facility has the qualifications, skills and experience appropriate to the facility.	GMCB, MCS
20. Facilities, hygiene, maintenance etc	
20.1 The power pursuant to Regulation 21(1)(b) of the Regulations to approve a kitchen at a facility otherwise than in accordance with the requirements of Regulation 21(1)(b) of the Regulations.	GMCB, MCS, EHL, EHO
20.2 The power pursuant to Regulation 21(3)(e) of the Regulations to require the fitting of handrails, ramps and, for a multi-storey building, lifts.	GMCB, MCS, EHL, EHO
21. Communication facility	
21.1 The power pursuant to Regulation 24(1) of the Regulations to direct the proprietor of a facility to install a communication system at the facility.	GMCB, MCS, EHL, EHO
22. Indemnity fund	
22.1 The function pursuant to Regulation 26(2) of the Regulations to remit amounts payable to the indemnity fund under Section 56(4) of the Act to the fund manager within 28 days after the end of the financial year in which they are received by the Council.	GMCB, MCS, EHL

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
UNCLAIMED GOODS ACT 1987**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Unclaimed Goods	SUB DELEGATION
<p>1.1 The power pursuant to Section 5(1)(b) of the <i>Unclaimed Goods Act 1987</i> (the Act) where the Council is in possession of goods belonging to another (the bailor) in pursuance to an agreement or understanding under which the Council was to deliver the goods to the bailor, to make reasonable attempts to deliver the goods in accordance with the agreement or understanding.</p>	GMCB, MCS, MCELS, MCW
<p>1.2 The power pursuant to Section 5(1)(c) of the Act where the Council is in possession of goods belonging to the bailor and there is no agreement or understanding governing the collection or delivery of the goods, to request the bailor in accordance with Section 5(2) of the Act, to collect the goods.</p>	GMCB, MCS, MCELS, MCW
<p>1.3 The function pursuant to Section 5(2) of the Act, in making a request for the purposes of Section 5(1)(c) of the Act, to ensure the request -</p> <p>1.3.1 states the address at which the goods are available for collection; and</p> <p>1.3.2 contains a brief description of the goods; and</p> <p>1.3.3 states the times at which, or the hours between which, the goods will be available for collection at that address; and</p>	GMCB, MCS, MCELS, MCW
<p>1.3.4 is made –</p> <p>1.3.4.1 by post addressed to the last known address of the bailor; or</p> <p>1.3.4.2 if the identity or whereabouts of the bailor is unknown – by notice in the prescribed form published in a newspaper circulating generally throughout the State.</p>	GMCB, MCS, MCELS, MCW

<p>1.4 The function pursuant to Section 5(3) of the Act to ensure a request made for the purposes of Section 5(1)(c) of the Act allows the bailor a reasonable opportunity to collect the goods to which it relates.</p>	<p>GMCB, MCS, MCELS, MCW</p>
<p>2. Sale or disposal of unclaimed goods</p>	
<p>2.1 The power pursuant to Section 6(1) of the Act and the power subject to Section 6 of the Act, where the Council is a bailee of unclaimed goods, to, after the expiration of three months from the relevant</p> <p>2.1.1 sell the goods; or</p> <p>2.1.2 if the value of the goods would be insufficient to defray the costs of sale – otherwise dispose of the goods.</p>	<p>GMCB, MCS, MCELS, MCW</p>
<p>2.2 The power pursuant to Section 6(2) of the Act to apply to the Court for an authorisation to sell or dispose of goods under Section 6(1) of the Act and the function pursuant to Section 6(2) of the Act, if the value of the goods lies within scale 3, to not sell or dispose of the goods without such an authorisation.</p>	<p>GMCB, MCS, MCELS, MCW</p>
<p>2.3 The function pursuant to Section 6(3) of the Act where an application for an authorisation under Section 6(2) of the Act is made, to –</p> <p>2.3.1 give notice of the application to the Commissioner of Police; and</p> <p>2.3.2 give such notice (if any) as the Court thinks appropriate to the bailor and any other person who, in the opinion of the Court, may have an interest in the goods.</p>	<p>GMCB, MCS, MCELS, MCW</p>
<p>2.4 The power pursuant to Section 6(5) of the Act, if the value of unclaimed goods lies within scale 1 or 2, to sell or dispose of the goods under Section 6(1) of the Act without any authorisation by the Court and the function pursuant to Section 6(5)(b) of the Act, if goods whose value lies within scale 2 are to be sold without such an authorisation, to</p> <p>2.4.1 sell the goods by public auction; and</p> <p>2.4.2 give notice in the prescribed form of the time and place of the proposed sale at least one month before the date of the proposed sale to the Commissioner of Police; and to the bailor.</p>	<p>GMCB, MCS</p>
<p>2.5 The power pursuant to Section 6(6) of the Act to give a notice under Section 6(5)(b) of the Act by post and, if the identity or whereabouts of the bailor is unknown, to give the notice to the bailor by advertisement in a newspaper circulating generally throughout the State.</p>	<p>GMCB, MCS</p>

3. Claim made by bailor after commencement of proceedings under this Act	
3.1 The function pursuant to Section 7(1) of the Act and subject to Section 7(2) of the Act, where the Council has commenced proceedings for the sale or disposal of goods under the Act but before the goods are sold or disposed of the bailor claims the goods, to not proceed with the sale or disposal of the goods, and to hand them over to the bailor.	GMCB, MCS
3.2 The power pursuant to Section 7(2) of the Act to, before handing over goods under Section 7(1) of the Act, require the bailor to pay -	GMCB, MCS
3.2.1 the reasonable costs incurred by the Council in proceeding under the Act;	
3.2.2 the reasonable costs incurred by the Council in storing and maintaining the goods after the date on which the bailor should have collected or taken delivery of them;	
3.2.3 the amount of any lien that the Council has over the goods.	
3.3 The power pursuant to Section 7(3) of the Act, if at the expiration of 42 days after the Council has rendered a written account of the amounts claimed under Section 7(2) of the Act the bailor has not paid those amounts, to, subject to Section 7(4) of the Act, proceed to sell or dispose of the goods.	GMCB, MCS
4. Proceeds of sale	
4.1 The power pursuant to Section 8(1) of the Act in relation to the proceeds of the sale of goods under the Act to -	GMCB, MCS
4.1.1 retain from those proceeds -	
4.1.1.1 the reasonable costs of the sale and of proceeding under the Act;	
4.1.1.2 the reasonable costs of storing and maintaining the goods prior to sale;	
4.1.1.3 the amount of any lien that the Council had over the goods; and	
4.1.2 pay the balance to the Treasurer.	

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
WATER INDUSTRY ACT 2012 AND WATER INDUSTRY
REGULATIONS 2012**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (head delegation) and extends to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Water Planning	SUB DELEGATION
a. The power pursuant to Section 6(6) of the <i>Water Industry Act 2012 (the Act)</i> , in relation to a proposal:	GMAD
i. to create the State Water Demand and Supply Statement; or	
ii. to undertake a comprehensive review of the State Water Demand and Supply Statement,	
to make written representations on the proposal to the Minister.	
2. Application for Licence	
2.1 The power pursuant to Section 19(1) of the Act and in accordance with Sections 19(2), (3) and (4) of the Act, to apply to the Commission in a form approved by the Commission.	GMAD
3. Licence fees and returns	
3.1 The power pursuant to Section 24(2) of the Act, where the Council is the holder of a licence issued for a term of 2 years or more, to:	GMAD
3.1.1 in each year lodge with the Commission, before the date prescribed for that purpose, an annual return containing the information required by the Commission by condition of the licence or by written notice; and	

3.1.2	in each year (other than a year in which the licence is due to expire) pay to the Commission, before the date prescribed for that purpose, the relevant annual licence fee, or the first instalment of the relevant annual licence fee, as the case may require.	
4 Variation of Licence		
4.1	The power pursuant to Section 28(2) of the Act to:	GMAD
4.1.1	make application to the Commission to vary the terms or conditions of the Council's licence;	
4.1.2	agree to the variation of the terms or conditions of the Council's licence;	
4.1.3	make representations to the Commission about the proposed variation.	
5 Transfer of Licence		
5.1	The power pursuant to Section 29(1) of the Act, and in accordance with Sections 29(4), (5) and (6) of the Act, to transfer a licence with the Commission's agreement.	GMAD
5.2	The power pursuant to Section 29(4) of the Act to consent to the transfer of a licence to the Council.	GMAD
6 Surrender of Licence		
6.1	The power pursuant to Section 32(1) of the Act and in accordance with Section 32(2) of the Act to, by written notice given to the Commission, surrender the Council's licence.	GMAD
6.2	The power pursuant to Section 32(3) of the Act to agree with the Commission that the required period of notice be shortened.	GMAD
7 Suspension or cancellation of Licences		
7.1	The power pursuant to Section 33(3)(b) of the Act to make submissions to the Commission in relation to the Commission's proposed action under Section 33 of the Act.	GMAD
8 Standard terms and conditions for retail services		
8.1	The power pursuant to Section 36(1) of the Act and in accordance with Section 36(4) of the Act to, from time to time, fix standard terms and conditions governing the provision of services by the Council to customers of a designated class.	GMAD

8.2	The power pursuant to Section 36(2) of the Act to publish in the Gazette a notice setting out any standard terms and conditions fixed by the Council.	GMAD
8.3	The power pursuant to Section 36(3) of the Act, when the Council publishes a notice in the Gazette under Section 36(2) of the Act, to also publish a notice in a newspaper circulating generally in the State describing the general nature of the standard terms and conditions and advising where a person may read or obtain a copy of the standard terms and conditions.	GMAD
8.4	The power pursuant to Section 36(5) of the Act, subject to the conditions of a licence, to modify or exclude a standard term or condition fixed under Section 36 of the Act by express agreement with a customer of the Council.	GMAD
9 Customer hardship policies		
9.1	The power pursuant to Section 37(3) of the Act to:	GMAD
9.1.1	adopt a customer hardship policy published by the Minister under Section 37 of the Act; or	
9.1.2	with the written approval of the Commission, adopt such a policy with modifications.	
10 Power to take over operations		
10.1	The power pursuant to Section 38(2) of the Act, before a proclamation is made under Section 38 of the Act, to make written representations giving reasons why the proclamation should not be made.	GMAD
11 Appointment of operator		
11.1	The power pursuant to Section 39(3) of the Act to facilitate the takeover of the relevant operations by the operator.	GMAD
12 Appointment of water industry officer		
12.1	The power pursuant to Section 41(1) of the Act, subject to conditions or limitations determined by the Minister, to appoint a person to be a water industry officer for the Council.	GMAD
12.2	The power pursuant to Section 41(2) of the Act, to give directions to a water industry officer appointed by the Council.	GMAD

13 Conditions of appointment		
13.1	The power pursuant to Section 42(1) of the Act to appoint a water industry officer for a stated term or for an indefinite term that continues while the officer holds a stated office or position.	GMAD
13.2	The power pursuant to Section 42(2) of the Act to remove a water industry officer from office.	GMAD
14 Identity cards		
14.1	The power pursuant to Section 43(1) of the Act and in accordance with Section 43(2) of the Act, to give each water industry officer for the Council an identity card.	GMAD
15 Power to enter land to conduct investigations		
15.1	The power pursuant to Section 44(1) of the Act and subject to Section 44(3) of the Act to, by agreement with the occupier of land or on the authorisation of the Minister, enter and remain on land to conduct investigations or carry out any other form of work to assess the suitability of the land for the construction or installation of water/sewerage infrastructure.	GMAD
15.2	The power pursuant to Section 44(3) of the Act, if the Council enters land under the authorisation of the Minister, to:	GMAD
15.2.1	give reasonable notice of the proposed entry on land under Section 44 of the Act to the occupier; and	
15.2.2	minimise the impact of work carried out by the Council on activities of others on the land; and	
15.2.3	comply with the conditions of the authorisation.	
16 Power to carry out work on land		
16.1	The power pursuant to Section 45(1) of the Act and in accordance with Sections 45(3), (11), (12), (13), (16), (17) and (20) of the Act:	GMAD
16.1.1	to construct, install, improve or add to any water/sewerage infrastructure; or	
16.1.2	to inspect, operate, maintain, test, repair, alter, remove or replace any water/sewerage infrastructure or equipment; or	
16.1.3	to lay pipes and install, operate or inspect pumps and other equipment; or	

16.1.4	to carry out other work in connection with the establishment or operation of any water/sewerage infrastructure or otherwise connected with any water service or sewerage service; or	
16.1.5	to obtain or enlarge a supply of water; or	
16.1.6	to protect, improve or restore the quality of water; or	
16.1.7	to protect any infrastructure or equipment connected with any water service or sewerage service; or	
16.1.8	to perform any other function brought within the ambit of Section 45 of the Act by the regulations.	
16.2	The power pursuant to Section 45(3) of the Act, subject to Section 45 of the Act, if the Council seeks to enter public land under Section 45 of the Act, to:	GMAD
16.2.1	give the authority responsible for the management of public land not less than 12 hours' notice of the Council's intention to carry out work on the land; and	
16.2.2	secure the authority's agreement to the carrying out of the work;	
16.3	The power pursuant to Section 45(3)(b) of the Act, if an authorised entity seeks to enter public land under Section 45 of the Act and the Council is responsible for the management of the public land, to agree to the carrying out of the work.	GMAD
16.4	The power pursuant to Section 45(5) of the Act to include in an agreement under Section 45(3) of the Act conditions the delegate considers appropriate in the public interest.	GMAD
16.5	The power pursuant to Section 45(7) of the Act and subject to Section 45(8) of the Act if a dispute arises between the Council and the authority responsible for managing public land or an authorised entity and the Council about whether work should be permitted under Section 45 of the Act on the land or about the conditions on which work should be permitted on public land, to refer the dispute to the Minister.	GMAD
16.6	The power pursuant to Section 45(9) of the Act, if a dispute is referred to the Minister under Section 45 of the Act, to make representations to the Minister on the questions at issue in the dispute.	GMAD

16.7	The power pursuant to Section 45(11) of the Act and subject to Section 45(3) of the Act, if the Council seeks to enter land other than public land for the first time, to give prior written notice to the occupier of the land stating the reason and the date and time of the proposed entry.	GMAD
16.8	The power pursuant to Section 45(12) of the Act and subject to Section 45(13) of the Act, to give notice to the occupier of land in other circumstances prescribed by the regulations.	GMAD
16.9	The power pursuant to Section 45(14) of the Act to use reasonable force to enter any land under Section 45 of the Act.	GMAD
16.10	The power pursuant to Section 45(16) of the Act, at the reasonable request of an owner or occupier of land used for any purpose under Section 45 of the Act, to separate the land being used for the other part or parts of the land by a fence of reasonable construction and design (with such gates as may be necessary for the convenient use of any land) and, in the case of a dispute as to the fence to be constructed under Section 45 of the Act, to refer the matter to the Magistrates Court for resolution.	GMAD
16.11	The power pursuant to Section 45(17) of the Act to make good any damage caused by the exercise of powers under Section 45 of the Act as soon as practicable (including so as to reinstate any road or other place) or pay reasonable compensation for the damage.	GMAD
16.12	The power pursuant to Section 45(19) of the Act, in an emergency, to exercise a power under Section 45 of the Act at any time and without prior notice or agreement.	GMAD
17 Acquisition of land		
17.1	The power pursuant to Section 46(1) of the Act and in accordance with Section 46(2) of the Act, to acquire land in accordance with the Land Acquisition Act 1969.	GMAD
18 Requirement to connect to infrastructure		
Section 48 applies to a water industry entity involved (or proposing to be involved) in the sale and supply of sewerage services for the removal of sewage (and the infrastructure to be used for the purposes of those services will be referred to as prescribed infrastructure under this section).		
18.1	The power pursuant to Section 45(2) of the Act to apply to the Minister for the approval of a scheme under Section 48 of the Act.	GMAD

18.2	The power pursuant to Section 48(6) of the Act, if the Minister approves a scheme, to by notice that complies with any requirements prescribed by the regulations and served on any owner of land adjacent to land where the designated part of the prescribed infrastructure is situated, require the owner to connect drains, equipment or works to the prescribed infrastructure in order to provide for the discharge of sewage into the infrastructure.	GMAD
18.3	The power pursuant to Section 48(9) of the Act, if the requirements of a notice under Section 48 of the Act are not complied with, to take any action required by the notice.	GMAD
18.4	The power pursuant to Section 48(10) of the Act, to authorise a person to take action on behalf of the Council under Section 45(9) of the Act.	GMAD
18.5	The power pursuant to Section 48(12) of the Act to recover the reasonable costs and expenses incurred by the Council in taking action under Section 45(9) or (10) as a debt from the person who failed to comply with the requirements of the notice.	GMAD
18.6	The power pursuant to Section 48(13) of the Act to, from time to time, with the approval of the Minister, vary a scheme under Section 48 of the Act.	GMAD
19 Encroachments		
19.1	The power pursuant to Section 49(1) of the Act to consent to a person:	GMAD
19.1.1	constructing or placing a building, wall, fence or other structure on or over any water/sewerage infrastructure, or creating some other form of encroachment over any water/sewerage infrastructure (or any land directly associated with such infrastructure); or	
19.1.2	creating any form of encroachment over any easement that exists for the purposes of any water service or sewerage service; or	
19.1.3	obstructing, filling in, closing up or diverting any water/sewerage infrastructure; or	
19.1.4	excavating or altering any land or structure supporting any water/sewerage infrastructure.	
19.2	The power pursuant to Section 49(2) of the Act, if the delegate believes on reasonable grounds that a person has acted in contravention of Section 49(1) of the Act, to:	GMAD

19.2.1	at any reasonable time, enter land and carry out an inspection of any place; and	
19.2.2	as the delegate thinks fit (whether or not an inspection has taken place), by notice that complies with any requirements prescribed by the regulations and served on the person, require the person to take such action as may be specified in the notice to remedy any contravention of Section 49(1) of the Act.	
19.3	The power pursuant to Section 49(3) of the Act if any entry under Section 49(2)(a) of the Act is refused or obstructed, to obtain a warrant under Part 10 of the Act to enter the land.	GMAD
19.4	The power pursuant to Section 49(4) of the Act if the requirements of a notice under Section 49(2)(b) of the Act are not complied with, to take any action required by the notice.	GMAD
19.5	The power pursuant to Section 49(6) of the Act to recover the reasonable costs and expenses incurred by the Council in taking action under Section 49(4) or (5) as a debt from the person who failed to comply with the requirements of the notice.	GMAD
19.6	The power pursuant to Section 49(7) of the Act to authorise a person to take action on the Council's behalf under Section 49 of the Act.	GMAD
20 Protection of infrastructure and equipment		
20.1	The power pursuant to Section 50(2) of the Act, if the delegate believes on reasonable grounds that a person has acted in contravention of Section 50(1), to:	GMAD
20.1.1	at any reasonable time, enter any land and carry out an inspection of any place; and	
20.1.2	as the delegate thinks fit (whether or not an inspection has taken place), after complying with any requirements prescribed by the regulations, disconnect, close, turn off or remove anything that has, in the opinion of the delegate been attached or used in connection with the contravention.	
20.2	The power pursuant to Section 50(3) of the Act, if any entry under Section 50(2)(a) is refused or obstructed, to obtain a warrant under Part 10 of the Act to enter the land.	GMAD

20.3	The power pursuant to Section 50(4) of the Act to authorise a person to take action on the Council's behalf under Section 50 of the Act.	GMAD
20.4	The power pursuant to Section 50(7) of the Act, if the Council suffers loss as a result of a contravention of Section 50 of the Act, to recover compensation for the loss from a person guilty of the contravention:	GMAD
20.4.1	on application to a court convicting the person of an offence against Section 50 of the Act; or	
20.4.2	by action in a court of competent jurisdiction.	
21 Notice of work that may affect water/sewerage infrastructure		
21.1	The power pursuant to Section 51(4) of the Act, if the Council suffers loss as a result of a contravention of Section 51 of the Act, to recover compensation for the loss from a person guilty of the contravention:	GMAD
21.1.1	on application to a court convicting the person of an offence against Section 51 of the Act; or	
21.1.2	by action in a court of competent jurisdiction.	
22 Give notice before paving a road etc		
22.1	The power pursuant to Section 52(1) of the Act, before the Council begins:	GMAD
22.1.1	to first lay the pavement or hard surface in any road; or	
22.1.2	to relay the pavement or hard surface in any road; or	
22.1.3	to widen or extend the pavement or hard surface in any road; or	
22.1.4	to alter the level of any road; or	
22.1.5	to construct or alter any footpaths, gutters, kerbing or water tables in any road; or	
22.1.6	to construct or alter any drainage work in any road,	
	in which there is any water/sewerage infrastructure, to give the relevant water industry entity at least 14 days' notice of the proposed work (being a notice that includes details of the nature and thickness of the pavement or hard surface proposed to be made or laid in any such work, and of any other work that is proposed to be undertaken).	

22.2	The power pursuant to Section 52(2) of the Act, to within 14 days after receiving a notice, advise the person who gave the notice of any new water/sewerage infrastructure proposed in the relevant road and of any interference that is expected to be caused to the existing water/sewerage infrastructure.	GMAD
22.3	The power pursuant to Section 52(3) of the Act, if any work referred to Section 52(1) would involve any alteration to any water/sewerage infrastructure that is owned or operated by a water industry entity, to subject to Section 52(5) of the Act, pay to the entity:	GMAD
22.3.1	unless Section 52(3)(b) applies – half of the actual cost of the alteration or any damage caused by the work;	
22.3.2	in prescribed circumstances – an amount determined under the regulations.	
22.4	The power pursuant to Section 52(6) of the Act, to under an agreement between the Council and a person otherwise required to give notice under Section 52 of the Act, waive the requirement to give such notice in relation to specified classes of work.	GMAD
23 Unlawful abstraction, removal or diversion of water or sewage		
23.1	The power pursuant to Section 53(2) of the Act, to grant approval to a person to install or maintain a pipe capable of conveying water beyond the boundaries of a site occupied by that person where the Council supplies water to the site.	GMAD
23.2	The power pursuant to Section 53(3) of the Act, if the Council suffers loss as a result of a contravention of Section 53, to recover compensation for the loss from a person guilty of the contravention:	GMAD
23.2.1	on application to a court convicting the person of an offence against this Section; or	
23.2.2	by action in a court of competent jurisdiction.	
24 Water meters		
24.1	The power pursuant to Section 54(1) of the Act to, require a person who is supplied with water by the Council, to	GMAD
24.1.1	allow a person authorised by the Council to enter land and fix a meter supplied by the Council;	

24.1.2 ensure that a meter of a kind specified by the Council is fixed and used for purposes of measuring water supplied to the person.	
24.2 The power pursuant to Section 54(1) of the Act, to authorise a person to enter land and fix a meter supplied by the Council.	GMAD
24.3 The power pursuant to Section 54(3) of the Act, with the approval of the Commission or in prescribed circumstances, to include in a requirement under Section 54(1) of the Act a requirement that a person fix or use a meter supplied by the Council.	GMAD
24.4 The power pursuant to Section 54(10) of the Act, if a person fails to comply with Section 54(9) of the Act, to serve written notice on the person requiring him or her to take such action as is specified in the notice to provide access to the meter or fitting.	GMAD
24.5 The power pursuant to Section 54(11) of the Act, if a person on whom notice has been served under Section 54(10) of the Act fails to comply with the notice within 1 month to enter the land and take such action (including altering the position of the meter or fitting) as the delegate thinks fit to provide access to the meter or fitting.	GMAD
24.6 The power pursuant to Section 54(11) of the Act, if a person on whom a notice has been served under Section 54(10) of the Act fails to comply with the notice within one month, to authorise a person to enter land and take such action (including altering the position of the meter or fitting) as the person thinks fit to provide access to the meter or fitting.	GMAD
24.7 The power pursuant to Section 54(12) of the Act, if the Council suffers loss as a result of a contravention of Section 54 of the Act, to recover compensation for the loss from a person found guilty of the contravention:	GMAD
24.7.1 on application to a court convicting the person of an offence against this section; or	
24.7.2 by action in a court of competent jurisdiction.	
24.8 The power pursuant to Section 54(13) of the Act, if the Council incurs costs as a result of taking action under Section 54(11), to recover those costs as a debt by action in a court of competent jurisdiction.	GMAD

25 Discharge of unauthorised material into water infrastructure		
25.1	The power pursuant to Section 55(3) of the Act, if the Council suffers loss as a result of a contravention of Section 55, to recover compensation for the loss from a person found guilty of the contravention:	GMAD
25.1.1	on application to a court convicting the person of an offence against this Section; or	
25.1.2	by action in a court of competent jurisdiction.	
26 Discharge of unauthorised material into sewerage infrastructure		
26.1	The power pursuant to Section 56(3) of the Act, to, in relation to any sewerage infrastructure operated by the Council:	GMAD
26.1.1	on application by any person, authorise the person to discharge waste material referred to in the authorisation into the infrastructure; or	
26.1.2	as part of a contract in relation to the provision of a sewerage service, authorised a person to discharge waste material referred to in the contract into the infrastructure.	
26.2	The power pursuant to Section 56(4) of the Act, to grant an authorisation to a person to discharge any solid, liquid or gaseous material, or any other item or thing, prescribed by the regulations.	GMAD
26.3	The power pursuant to Section 56(5) of the Act, to grant an authorisation to a person to cause, permit or allow any rainwater, stormwater or surface water to flow into, or to otherwise enter, any sewerage infrastructure.	GMAD
26.4	The power pursuant to Section 56(7) of the Act, to attach such conditions to an authorisation under Section 56 of the Act as the delegate thinks fit and vary or revoke the authorisation at any time.	GMAD
26.5	The power pursuant to Section 56(9) of the Act, to recover the reasonable costs and expenses incurred by the Council in addressing any damage or loss caused as a result of, or in remedying circumstances caused by, a contravention of Section 56 as a debt from the person in contravention of Section 56 of the Act.	GMAD

<p>27 Work to be carried out by owner at requirement of water industry entity with respect to sewerage infrastructure</p>	
<p>27.1 The power pursuant to Section 57(1) of the Act, and in accordance with Section 57(2) of the Act, to, in order:</p>	<p>GMAD</p>
<p>27.1.1 to provide for the proper treatment (including the deodorising) of waste material before it is discharged from land into a drain connected to any sewerage infrastructure; or</p>	
<p>27.1.2 to prevent the discharge of rainwater, stormwater or surface water into any sewerage infrastructure or to prevent the discharge into any sewerage infrastructure of waste material that has been prescribed as water material that may not be discharged into any sewerage infrastructure or that is, in the opinion of the delegate, likely to damage or be detrimental to any sewerage infrastructure,</p>	
<p>by notice in writing served on the owner or occupier of the land, require the owner or occupier, within the time stated in the notice, to carry out work specified in the notice.</p>	
<p>27.2 The power pursuant to Section 57(1) of the Act, to, by notice referred to in Section 57(1) of the Act require the person on whom it is served to:</p>	<p>GMAD</p>
<p>27.2.1 install or construct in such locations as are specified in the notice;</p>	
<p>27.2.2 connect to the infrastructure;</p>	
<p>27.2.3 alter or replace;</p>	
<p>27.2.4 maintain, repair or cleanse;</p>	
<p>27.2.5 remove, block or disconnect,</p>	
<p>such drains, equipment or works as are specified in the notice in the manner specified in the notice or take other action specified in the notice.</p>	
<p>27.3 The power pursuant to Section 57(3) of the Act, to vary or revoke a notice referred to in Section 57(1) of the Act by a subsequent notice in writing served on the owner or occupier of the land.</p>	<p>GMAD</p>
<p>27.4 The power pursuant to Section 57(5) of the Act, if the requirements of a notice under Section 57 of the Act are not complied with, to take any action required by the notice.</p>	<p>GMAD</p>

27.5	The power pursuant to Section 57(6) of the Act, to authorise a person to take action under Section 52(5) of the Act on the Council's behalf.	GMAD
27.6	The power pursuant to Section 57(8) of the Act, to recover the reasonable costs and expenses incurred by the Council in taking action under Section 57(6) or (7) as a debt from the person who failed to comply with the requirements of the notice.	GMAD
28 Power to disconnect drains to restrict services		
28.1	The power pursuant to Section 58(1) of the Act, if the Council has grounds to believe that material:	GMAD
28.1.1	is being discharged from land into sewerage infrastructure in contravention of Division 1 Part 6 of the Act; or	
28.1.2	has been discharged from land into sewerage infrastructure in contravention of Division 1 Part 6 of the Act and that it is likely that a similar contravention will occur in the future,	
to, after complying with any requirement prescribed by the regulations, close off or disconnect from the sewerage infrastructure 1 or more drains on the land that are connected to the infrastructure or restrict the provision of any sewerage service to the land.		
28.2	The power pursuant to Section 58(2) of the Act, before reopening or reconnecting a drain closed off or disconnected under Section 58 of the Act, to require the owner or occupier of the relevant land to pay the prescribed fee.	GMAD
29 Power to restrict or discontinue water supply		
29.1	The power pursuant to Section 59(1) of the Act, if the delegate believes on reasonable grounds:	GMAD
29.1.1	that the quantity of water available for supply by the Council is, or is likely to be, insufficient to meet the demands of the persons to whom it is required to supply water (either because of a reduction in the quantity of water available or an increase in demand); or	
29.1.1.1	that the quantity or quality of water available for supply by the Council is, or is likely to be, below a standard set or adopted by the Council for the purposes of Section 59 of the Act, or prescribed by the regulations; or	

29.1.1.2	that the capacity of any water infrastructure is, or is likely to be, insufficient to cope with existing or anticipated demand; and	
29.1.2	that action under Section 59(1) of the Act is justified in the circumstances,	
	to, after complying with any requirements prescribed by the regulations, exercise 1 or more of the powers specified under Section 59(3) of the Act.	
29.2	The power pursuant to Section 59(1) and (3) of the Act and subject to Section 59(5) of the Act to:	GMAD
29.2.1	lessen the supply of water through any infrastructure (to such extent and in such manner as the delegate thinks fit);	
29.2.2	prohibit the use of water in a specified purpose or purposes, or restrict or regulate the purposes for which water can be used;	
29.2.3	prohibit the use of water in a specified manner or by specified means, or restrict or regulate the manner in which, or the means by which, water may be used;	
29.2.4	prohibit specified uses of water during specified periods, or restrict or regulate the times at which water may be used;	
29.2.5	for such time or times as the delegate thinks proper, discontinue the supply of water.	
29.3	The power pursuant to Section 59(3) of the Act, to provide in a requirement under Section 59(3) of the Act that a specified activity involving the use of water cannot occur without the authority of a permit issued by the Council in accordance with the regulations.	GMAD
29.4	The power pursuant to Section 59(4) of the Act, to:	GMAD
29.4.1	impose a prohibition or notice under Section 59(3) of the Act by a notice published or served in accordance with any requirements prescribed by the regulations; and	
29.4.2	vary or revoke a prohibition or notice under Section 59(3) of the Act in accordance with any requirements prescribed by the regulations.	

30 Power to require the use of devices to reduce flow		
30.1	The power pursuant to Section 60(1) of the Act and in accordance with Section 60(2) of the Act, if the delegate believes on reasonable grounds that action under Section 60 is justified in the circumstances to supply water during periods of high demand, to serve notice under Section 60(3) of the Act on the owner or occupier of land that is connected to water infrastructure operated by the Council.	GMAD
30.2	The power pursuant to Section 60(2) of the Act and subject to Section 60(3) of the Act, to, in the notice direct the owner or occupier:	GMAD
30.2.1	to install (at his or her expense) a flow reducing device of the kind specified in the notice at the point specified in the notice (including at a point on the customer's side of any connection point) to enable the flow in the pipes on the land that are connected to the infrastructure to be reduced; and	
30.2.2	to use the device to reduce flow in those pipes during the periods specified in the notice.	
30.3	The power pursuant to Section 60(5) of the Act, if the requirements of a notice under Section 60 of the Act are not complied with, to install a flow reducing device to reduce the flow in the pipes on the relevant land notwithstanding that this reduction in flow will operate continuously instead of during the periods specified in the notice.	GMAD
30.4	The power pursuant to Section 60(6) of the Act, to recover the reasonable costs and expenses incurred by the Council in taking action under Section 60(5) of the Act as a debt from the person who failed to comply with the requirements of the notice.	GMAD
31 Disconnection in an emergency		
31.1	The power pursuant to Section 64 of the Act, to, without incurring any liability, cut off the supply of water to any region, area, land or place if it is, in the delegate's opinion, necessary to do so to avert danger to any person or property.	GMAD
32 Responsibilities of water industry entity		
32.1	The power pursuant to Section 68(1) of the Act, to, where the Technical Regulator so requires of the Council:	GMAD

32.1.1	prepare and periodically revise a safety, reliability, maintenance and technical management plan dealing with matters prescribed by regulation in accordance with any requirements specified by the Technical Regulator; and	
32.1.2	obtain the approval of the Technical Regulator to the plan and any revision; and	
32.1.3	comply with the plan as approved from time to time; and	
32.1.4	audit from time to time the Council's compliance with the plans and report the results of those audits to the Technical Regulator.	
33 Responsibilities of Customers		
33.1	The power pursuant to Section 69(3) of the Act, if a person fails to comply with Section 69(1) of the Act to, where the Council is providing the service, disconnect the supply of water to the place, or the collection of sewerage from the place, or restrict the supply of services to that place.	GMAD
34 Enforcement notices		
34.1	The power pursuant to Section 80(2)(h) of the Act to, within 14 days, apply for a review of the notice under the provisions of the Act and the South Australian Civil and Administrative Tribunal Act 2013.	GMAD
35 Warning notices and assurances		
35.1	The power pursuant to Section 82(1)(b)(ii) of the Act and in accordance with Section 82(3) of the Act, to, in relation to a warning notice issued by the Commission to the Council give the Commission an assurance, in the terms specified in the notice, and within the period specified in the notice, that the Council will avoid a future contravention.	GMAD
35.2	The power pursuant to Section 82(2)(b)(ii) of the Act, and in accordance with Section 82(3) of the Act, to, in relation to a warning notice issued by the Technical Regulator to the Council give the Technical Regulator an assurance, in the terms specified in the notice, and within the period specified in the notice, that the Council will avoid a future contravention.	GMAD

36 Injunctions		
36.1	The power pursuant to Section 83(1) of the Act, to apply to the District Court for an injunction on the grounds that a person has engaged or proposes to engage in conduct that constitutes or would constitute a contravention of the Act.	GMAD
36.2	The power pursuant to Section 83(8) of the Act, to consent to a final injunction being granted without proof that proper grounds for the injunction exist.	GMAD
37 Review of decisions by Commission or Technical Regulator		
37.1	The power pursuant to Section 84(1) of the Act and subject to and in accordance with Section 84 of the Act to make an application to:	GMAD
37.1.1	the Commission for the issue or variation of the terms or conditions of a licence under Part 4 of the Act, or for agreement to the transfer of such a licence, for review of a decision of the Commission to refuse the application; or	
37.1.2	the Commissioner for review of a decision of the Commission under Part 4 of the Act to suspend or cancel the Council's licence or to vary the terms or conditions of the Council's licence; or	
37.1.3	the Technical Regulator where the Council has been given a direction under the Act by the Technical Regulator or an authorised officer for review of the decision to give the direction; or	
37.1.4	the Technical Regulator where the Council is a person affected by the decision for review of a decision of an authorised officer or a water industry officer to disconnect or restrict a supply of water to a place, or the collection of sewage from a place, or to restrict the provision of a service.	
38 Appeals		
38.1	The power pursuant to Section 85(1) of the Act and in accordance with Section 85(2) of the Act to make an application to the Tribunal:	GMAD
38.1.1	in relation to a decision as confirmed, amended or substituted by the Commission or the Technical Regulator;	
38.1.2	in relation to an enforcement notice issued under Part 8 Division 4 of the Act.	

Third Party Access Regime	
Sections 86A – 86ZR apply in relation to operators of water infrastructure or sewerage infrastructure, and infrastructure services, to the extent that it is declared by proclamation to apply.	
38A. Information brochure	
38A.1 The power pursuant to Section 86F(1) of the Act to determine:	
38A.1.1 the terms and conditions on which the Council is prepared to make the Council’s regulated infrastructure available for use by others; and	
38A.1.2 the procedures that the Council will apply in determining a proposal for access to any regulated infrastructure and infrastructure services; and	
38A.1.3 the prices and costs associated with gaining access to (and using) regulated infrastructure and infrastructure services; and	
38A.1.4 the standard access arrangement used by the Council.	
38B. Specific information to assist proponent to formulate proposal	
38B.1 The power pursuant to Section 86G(1)(c) of the Act, on the application of a person with a proper interest in making an access proposal to the Council, agree or refuse to provide access to regulated infrastructure and infrastructure services of a specified description and determine the general terms and conditions (including the likely price) on which the Council would be prepared to provide access.	
38B.2 The power pursuant to Section 86G(2) of the Act to make a reasonable charge (to be determined after taking into account any provision made by the regulations for the purposes of Section 86G(2) of the Act for providing information under Section 86G(2) of the Act.	
38C. Access proposal	
38C.1 The power pursuant to Section 86I(3) of the Act to require a proponent to provide further information about the proponent’s proposal that the delegate reasonably requires in order to assess and respond to the proposal.	

38C.2	The power pursuant to Section 86l(4)(b) of the Act to, within 1 month after the relevant day determine, and give the proponent a preliminary indication about,	
38C.2.1	whether the Council is prepared to provide access to the regulated infrastructure and infrastructure services and, if so, on what terms and conditions; and	
38C.2.2	if some alteration of, or addition to, existing infrastructure would be necessary to provide for access, whether the Council would agree to the alteration or addition and, if so, on what terms.	
38C.3	The power pursuant to Section 86l(6) of the Act to give notice of an access proposal to affected third parties by publishing a notice in a newspaper circulating generally in the State stating:	
38C.3.1	the name of the proponent and an address at which the proponent may be contacted; and	
38C.3.2	the name of the operator and an address at which the regulated operator may be contacted; and	
38C.3.3	the general nature of the access proposal.	
38C.4	The power pursuant to Section 86l(7) of the Act to recover the reasonable costs of giving notice under Section 86l of the Act, as a debt, from the proponent.	
38D. Function to negotiate in good faith		
38D.1	The power pursuant to Section 86J(1) of the Act to negotiate in good faith with the proponent with a view to reaching agreement on whether the proponent's requirements as set out in the access proposal (or some agreed modification of the requirements) could reasonably be met, and, if so, the terms and conditions for the provision of access for the proponent.	
38E. Existence of Dispute		
38E.1	The power pursuant to Section 86K(2) of the Act to refer a dispute to the regulator.	
38F. Power to refer dispute to arbitration		
38F.1	The power pursuant to Section 86N(3) of the Act to make submissions to the regulator about the selection of the arbitrator.	

38G. Confidentiality of information	
38G.1 The power pursuant to Section 86Z(2) of the Act to make representations to the arbitrator regarding access to, or disclosure of, information or documentary material.	
38H. Formal requirements related to awards	
38H.1 The power pursuant to Section 86ZD(1) of the Act to make representations to the arbitrator on the proposed award.	
38I. Consent awards	
38I.1 The power pursuant to Section 86ZE of the Act to consent to a proposed award.	
38J. Termination of variation of award	
38J.1 The power pursuant to Section 86ZG(1) of the Act to agree to terminate or vary an award.	
38J.2 The power pursuant to Section 86ZG(3) of the Act, if a material change in circumstances occurs, to propose termination or variation of the award.	
38K. Appeal on question of law	
38K.1 The power pursuant to Section 86ZJ of the Act to appeal to the Supreme Court from an award, or a decision not to make an award, on a question of law.	
38L. Injunctive remedies	
38L.1 The power pursuant to Section 86ZK(5) of the Act to apply for an injunction under Section 38ZK of the Act.	
38L.2 The power pursuant to Section 86ZK(6) of the Act to consent to an injunction.	
38L.3 The power pursuant to Section 86ZK(8) of the Act to apply to the Court to discharge or vary an injunction.	
38M. Compensation	
38M.1 The power pursuant to Section 86ZL(1) of the Act, if a person contravenes an award, to apply to the Supreme Court for compensation for loss or damage suffered as a result of the contravention.	

38N. Confidential information	
38N.1 The power pursuant to Section 86ZM(7) of the Act to, in connection with the operation of Section 86ZM of the Act, develop and maintain a policy to ensure that confidential information obtained by the Council is not disclosed or used except as authorised by Section 86ZM of the Act.	
38O. Access by agreement	
38O.1 The power pursuant to Section 86ZN of the Act to enter into an access contract with another person on terms and conditions agreed between the parties.	
38P. Review of Part	
38P.1 The power pursuant to Section 86ZR(2) of the Act to make written submissions to the regulator on the matters under review.	
39 Water conservation measures	
39.1 The power pursuant to Section 92(5) of the Act, to consult with the Minister before a regulation is made under Section 92(2) of the Act.	

WATER INDUSTRY REGULATIONS 2012

40 Information as to amounts already paid for retail services etc	SUB DELEGATION
40.1 The power pursuant to Regulation 11(1) to, on application by a person who has paid an amount to the Council for the provision of retail services, provide the person with a statement of the amount paid.	GMAD
40.2 The power pursuant to Regulation 11(2) of the Regulations to, on application by a consumer, provide the consumer with a statement of the quantity of water supplied by the Council to the consumer in a financial year.	GMAD
40.3 The power pursuant to Regulation 11(3) of the Regulations to, on application by any other person, in connection with the provision of retail services, provide that person with information of the kind referred to in Regulation 11(1) or (2) of the Regulations.	GMAD

41 Certificate as to encumbrance	
<p>41.1 The power pursuant to Regulation 12(1) of the Regulations to, on application by an interested person and payment of the fee prescribed in Schedule 1, provide the person with a statement as to the existence or non-existence of encumbrances in relation to the land to which the application relates that are prescribed encumbrances for the purposes of the <i>Land and Business (Sale and Conveyancing) Act 1994</i> and the regulations under that Act and that are in favour of the Council.</p>	GMAD
42 Protection of infrastructure – planting of trees etc on public land	
<p>42.1 The power pursuant to Regulation 13(9) of the Regulations to grant written approval for trees and shrubs (except those listed in Schedule 2 and Schedule 3) to be planted on public land owned by the Council or where the Council operates sewerage infrastructure that may be affected by the planting.</p>	GMAD
<p>42.2 The power pursuant to Regulation 13(b) of the Regulations to grant written approval for trees and shrubs to be planted on a road closer than 1 metre to any water infrastructure where the Council owns or operates the infrastructure.</p>	GMAD
43 Protection of infrastructure – action in relation to trees and shrubs	
<p>43.1 The power pursuant to Regulation 14(1) of the Regulations, if:</p>	GMAD
<p>43.1.1 a tree or shrub has been planted in contravention of Regulation 13; or</p>	
<p>43.1.2 the delegate is of the opinion (based on reasonable grounds) that a tree or shrub on public land is causing, or is likely to cause, damage to water/sewerage infrastructure or a reduction in the efficiency of the operation of that infrastructure,</p>	
<p>to, by written notice served on the Council or other person who owns or has the care, control or management of the land on which the tree or shrub is situated, direct that action specified in the notice (including the removal of the tree or shrub) be taken.</p>	

<p>43.2 The power pursuant to Regulation 14(2) of the Regulations to, if a person on whom a notice has been served fails to comply with the notice, enter the land and take the specified action.</p>	<p>GMAD</p>
<p>43.3 The power pursuant to Regulation 14(3) of the Regulations to, recover its costs of taking the specified action as a debt from the person on whom the notice was served.</p>	<p>GMAD</p>
<p>44 Protection of infrastructure – damage caused by trees or shrubs</p>	
<p>44.1 The power pursuant to Regulation 15 of the Regulations to, if a tree or shrub has been planted in contravention of Regulation 13 of the Regulations, recover the Council's costs of taking action under Regulation 14 as a debt from:</p>	<p>GMAD</p>
<p>44.1.1 the owner for the time being of the land on which the tree or shrub is, or was, situated; or</p>	
<p>44.1.2 in the case of land under the care, control or management of a Council – that Council.</p>	
<p>45 Access to sewerage infrastructure</p>	
<p>45.1 The power pursuant to Regulation 16(2) of the Regulations to recover the Council's costs of repairing any damage caused to infrastructure owned or operated by the Council by a person using an inspection point under Regulation 16(1) of the Regulations as a debt due by that person to the Council.</p>	<p>GMAD</p>
<p>46 Power to restrict or discontinue water supply</p>	
<p>46.1 The power pursuant to Regulation 17(1) of the Regulations to, if the Council proposes to exercise a power under Section 59(3)(a) to (e) (inclusive) of the Act in relation to water that may be used for human consumption, to:</p>	<p>GMAD</p>
<p>46.1.1 obtain the approval of the prescribed authority before acting; and</p>	
<p>46.1.2 notify the public of the intention to exercise the power by publishing a notice (specifying in the notice relevant details of the power to be exercised):</p>	
<p>46.1.2.1 if the Council proposes to exercise a power under Section 59(3)(b), (c) or (d) – in the Gazette; and</p>	

46.1.2.2	in all cases:	
	<ul style="list-style-type: none"> on a website determined by the delegate and in accordance with Regulation 17(2) of the Regulations; and 	
	<ul style="list-style-type: none"> in a newspaper circulating generally throughout the area of the State in which the persons affected by the exercise of the power are situated; and 	
	<ul style="list-style-type: none"> in any other manner considered appropriate by the delegate for the purpose of notifying the persons affected by the exercise of the power. 	
47 Notices under Section 59 – Permits		
47.1	The power pursuant to Regulation 18(1) of the Regulations, for the purposes of Section 59(4) of the Act, if a specified use of water is prohibited except under the authority of a permit issued by a water industry entity, to issue such a permit to a person in accordance with Regulation 18 of the Regulations.	GMAD
48 Fittings etc to be flush with road surface		
48.1	The power pursuant to Regulation 23(2)(a) of the Regulations to, if the surface height of a road, footpath or easement is altered and the Council has made the alteration, to give notice in writing to the water industry entity that owns, manages or uses the entry point, inspection point or other fitting of the alteration.	GMAD
48.2	The power pursuant to Regulation 23(2)(b) of the Regulations, if the surface height of a road, footpath or easement is altered, to at the cost of the Council, other authority or person who made the alteration, alter the height of the entry point, inspection point or other fitting.	GMAD
48.3	The power pursuant to Regulation 23(3) of the Regulations, to recover the Council's costs as a debt from the Council, other authority or person.	GMAD
49 Pipes must not lie across allotment boundaries		
49.1	The power pursuant to Regulation 34(1) of the Regulations, if, on the division of land, the boundary of adjoining allotments intersects the line on which a pipe connected to any water/sewerage infrastructure has been laid, to direct the owner or occupier of each allotment under Regulation	GMAD

34 of the Regulations to disconnect the pipe from the water/sewerage infrastructure.	
49.2 The power pursuant to Regulation 34(4) of the Regulations, if a pipe connected to any water/sewerage infrastructure lies across the boundary between adjoining allotments (except allotments in the same site under the <i>Strata Titles Act 1988</i> or in the same community parcel under the <i>Community Titles Act 1996</i>), to give written notice to the owner or occupier of each of the allotments directing that the pipe be disconnected from the water/sewerage infrastructure by a qualified person in the manner, at the point and within the time stated in the notice.	GMAD
49.3 The power pursuant to Regulation 34(7) of the Regulations, if a person to whom notice has been given fails to comply with the notice, to enter either allotment or any adjoining land and carry out the necessary work.	GMAD
50 Water meters – estimates	
50.1 The power pursuant to Regulation 36 of the Regulations if:	GMAD
50.1.1 the Council is unable for any reason to gain access to a meter or to read a meter for the purpose of measuring water supplied to the person by the Council; and	
50.1.2 a code or rules made under the <i>Essential Services Commission Act 2002</i> relating to the provision of retail services to customers does not apply to that supply of water,	
to, in accordance with any requirements of the Commission, estimate the quantity of water supplied through the meter and take that quantity to be the quantity of water supplied for the purpose of any amount payable for the supply of the water.	
51 Charge where land not connected or service to land reduced or discontinued	
51.1 The power pursuant to Regulation 38 of the Regulations to, for the purposes of Section 115(2)(c) of the Act, impose a charge in respect of land of a kind specified by the Minister by notice in the Gazette despite the fact that:	
51.1.1 the land is not connected to infrastructure by which a retail service is provided by the Council; or	
51.1.2 the provision of a retail service to the land by the Council has been reduced or discontinued.	

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Section(s) in Act to which conditions/ limitations apply	Conditions / Limitations
Nil	Nil

**INSTRUMENT OF DELEGATION UNDER THE
WORK HEALTH AND SAFETY ACT 2012**

NOTES

1. **Conditions or Limitations:** conditions or limitations may apply to the delegations contained in this Instrument. Refer to the Schedule of Conditions at the back of this document.
2. The Council delegated to the Chief Executive Officer (Head Delegation) and extend to any person appointed to act in the position of Chief Executive Officer at its meeting on the **24 October 2023**.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

1. Determination of work groups	SUB DELEGATION
1.1 The power pursuant to Section 51(1) of the <i>Work Health and Safety Act 2012</i> (the Act), to, if a request is made under Section 50 of the Act, facilitate the determination of one or more work groups of workers.	
2. Negotiations for agreement for work group	
2.1 The power pursuant to Section 52(1) of the Act, and in accordance with Sections 52(2), (3) and (6) of the Act, to determine a work group by negotiation and agreement with the workers who will form the work group or their representatives.	
2.2 The power pursuant to Section 52(4) of the Act to, in relation to an agreement concerning the determination of a work group or groups, at any time, negotiate a variation of the agreement in accordance with Section 52(6) of the Act.	
3. Failure of negotiations	
3.1 The power pursuant to Section 54(1) of the Act to, if there is a failure of negotiations (including negotiations concerning the variation of an agreement), ask the regulator to appoint an inspector for the purposes of Section 54 of the Act.	
4 Determination of work groups of multiple businesses	
4.1 The power pursuant to Section 55(2) of the Act to determine the particulars of the work groups by negotiation and agreement, in accordance with Section 56 of the Act, between each of the persons conducting the businesses or undertakings and the workers.	
4.2 The power pursuant to Section 55(3) of the Act to, in relation to an agreement concerning the determination of a	

work group or groups, at any time, negotiate a variation of the agreement.	
5 Negotiation of agreement for work groups of multiple businesses	
5.1 The power pursuant to Section 56(3) of the Act to, if agreement cannot be reached on a matter relating to the determination of a work group (or a variation of an agreement) within a reasonable time after negotiations commence under Subdivision 3 of Division 3, Part 5 of the Act, ask the regulator to appoint an inspector to assist the negotiations in relation to that matter.	
11 Withdrawal from negotiations or agreement involving multiple businesses	
6.1 The power pursuant to Section 58(1) of the Act to, in relation to a negotiation for an agreement, or an agreement, concerning a work group under Subdivision 3 of Division 3, Part 5 of the Act, withdraw from the negotiation or agreement at any time by giving reasonable notice (in writing) to the other parties.	
6.2 The power pursuant to Section 58(2) of the Act to, if a party withdraws from an agreement concerning a work group under Subdivision 3 of Division 3, Part 5 of the Act, negotiate a variation to the agreement in accordance with Section 56 of the Act.	
12 Disqualification of health and safety representatives	
7.1 The power pursuant to Section 65(1) of the Act, to make an application to SAET to disqualify a health and safety representative on the ground that the representative has:	
12.1.1 exercised a power or performed a function as a health and safety representative for an improper purpose; or	
12.1.2 used or disclosed any information he or she acquired as a health and safety representative for a purpose other than in connection with the role of health and safety representative,	
where the Council is adversely affected by the exercise of a power or the performance of a function referred to in Section 65(1)(a) of the Act or the use or disclosure of information referred to in Section 65(1)(b) of the Act.	

13 General obligations of person conducting business or undertaking	
13.1 The power pursuant to Section 70(1) of the Act, to	GMA, BFM, GMAD, GMCB, GMSC
8.1.1 consult, so far as is reasonably practicable, on work health and safety matters with any health and safety representative for a work group of workers carrying out work for the Council; and	
8.1.2 confer with a health and safety representative for a work group, whenever reasonably requested by the representative, for the purpose of ensuring the health and safety of the workers in the work group; and	
8.1.3 allow any health and safety representative for the work group to have access to information that the Council has relating to:	
8.1.3.1 hazards (including associated risks) at the workplace affecting workers in the work group; and	
8.1.3.2 the health and safety of the workers in the work group; and	
8.1.4 with the consent of a worker that the health and safety representative represents, allow the health and safety representative to be present at an interview concerning work health and safety between the worker and:	
8.1.4.1 an inspector; or	
8.1.4.2 the Council or the Council's representative; and	
8.1.5 with the consent of one or more workers that the health and safety representative represents, allow the health and safety representative to be present at an interview concerning work health and safety between a group of workers, which includes the workers who gave the consent, and:	
8.1.5.1 an inspector; or	
8.1.5.2 the Council or the Council's representative; and	

<p>8.1.6 provide any resources, facilities and assistance to a health and safety representative for the work group that are reasonably necessary or prescribed by the regulations to enable the representative to exercise his or her powers or perform his or her functions under the Act.</p>	
<p>8.1.7 allow a person assisting a health and safety representative for the work group to have access to the workplace if that is necessary to enable the assistance to be provided; and</p>	
<p>8.1.8 permit a health and safety representative for the work group to accompany an inspector during an inspection of any part of the workplace where a worker in the work group works; and</p>	
<p>8.1.9 provide any other assistance to the health and safety representative for the work group that may be required by the regulations.</p>	
<p>9 Exceptions for obligations under Section 70(1)</p>	
<p>9.1 The power pursuant to Section 71(5) of the Act to refuse on reasonable grounds to grant access to the workplace to a person assisting a health and safety representative for a work group.</p>	<p>GMA,GMAD, GMCB, GMSC</p>
<p>10 Obligation to train health and safety representatives</p>	
<p>10.1 The power pursuant to Section 72(1) of the Act to, consult with a health and safety representative in relation to the health and safety representative attending a course of training in work health and safety that is subject to Section 72(6), chosen by the health and safety representative.</p>	<p>GMA,GMAD, GMCB, GMSC</p>
<p>10.2 The power pursuant to Section 72(3) of the Act to:</p>	<p>GMA,GMAD, GMCB, GMSC</p>
<p>10.2.1 as soon as practicable within the period of 3 months after the request is made, allow the health and safety representative time off work to attend the course of training; and</p>	
<p>10.2.2 pay the course fees and any other reasonable costs associated with the health and safety representative's attendance at the course of training.</p>	

<p>10.3 The power pursuant to Section 72(6) of the Act to, if agreement cannot be reached between the Council or Council's delegate and the health and safety representative within the time required by Section 72(3) of the Act as to the matters set out in Sections 72(1)(c) and (3) of the Act, ask the regulator to appoint an inspector to decide the matter.</p>	<p>GMA,GMAD, GMCB, GMSC</p>
<p>11 Obligation to share costs if multiple businesses or undertakings</p>	
<p>11.1 The power pursuant to Section 73(1) of the Act to, if a health and safety representative, or deputy health and safety representative (if any), represents a work group of workers carrying out work for the Council and one or more other person conducting businesses or undertakings, agree that:</p>	
<p>11.1.1 the costs of the representative exercising powers and performing functions under the Act; and</p>	
<p>11.1.2 the costs referred to in Section 72(3)(b) of the Act,</p>	
<p>for which the Council or any of the other persons conducting those businesses or undertakings are liable, are to be apportioned between each of those persons otherwise than equally.</p>	
<p>11.2 The power pursuant to Section 73(2) of the Act, to vary an agreement to apportion the costs in another way, at any time by negotiation and agreement between each of the persons conducting the businesses or undertakings.</p>	
<p>12 Health and safety committees</p>	
<p>12.1 The power pursuant to Section 75(2) of the Act to, establish a health and safety committee for the workplace or part of the workplace.</p>	<p>GMA,GMAD, GMCB, GMSC</p>
<p>13 Constitution of committee</p>	
<p>13.1 The power pursuant to Section 76(1) of the Act and subject to Sections 76(2) to (4) of the Act, to agree the constitution of a health and safety committee with the workers at the workplace.</p>	<p>GMA,GMAD, GMCB, GMSC</p>
<p>13.2 The power pursuant to Section 76(5) of the Act to, if agreement is not reached under Section 76 within a reasonable time, ask the regulator to appoint an inspector to decide the matter.</p>	<p>GMA,GMAD, GMCB, GMSC</p>
<p>14 Referral of issue to regulator for resolution by inspector</p>	
<p>14.1 The power pursuant to Section 82(2) of the Act to, ask the regulator to appoint an inspector to attend the workplace to assist in resolving the issue.</p>	

15 Alternative work	
15.1 The power pursuant to Section 87 of the Act to, if a worker ceases work under Division 6, Part 5 of the Act, direct the worker to carry out suitable alternative work at the same or another workplace if that work is safe and appropriate for the worker to carry out until the worker can resume normal duties.	BFM, GMA, MFA, MPCA, GMAD, GMCB, GMSC, MCA, MCE, MCS, MCW, MCEL, MDS, ME, MFS, MF, MIT, MPC, MPRUD, MSG, MAL, PDJRP
16 Request to regulator to appoint inspector to assist	
16.1 The power pursuant to Section 89 of the Act to ask the regulator to appoint an inspector to attend the workplace to assist in resolving the issue arising in relation to the cessation of work.	
17 Request for review of provisional improvement notice	
17.1 The power pursuant to Section 100(1) of the Act, to, within 7 days after a provisional improvement notice is issued to the Council or a worker who carries out work at the Council, ask the regulator to appoint an inspector to review the notice.	
18 Application for assistance of inspector to resolve dispute	
18.1 The power, pursuant to Section 141 of the Act, to, if a dispute arises about the exercise or purported exercise by a WHS entry permit holder of a right of entry under the Act, ask the regulator to appoint an inspector to attend the workplace to assist in resolving the dispute.	
19 Authorising authority may deal with a dispute about a right of entry under this Act	
19.1 The power pursuant to Section 142(4) of the Act to apply to the authorising authority to deal with a dispute where the dispute relates to the Council.	
20 Return of seized things	
20.1 The power pursuant to Section 180(1) of the Act to, if a seized thing has not been forfeited, and the Council is the person entitled to the thing, apply to the regulator for the return of the thing after the end of 6 months after it was seized.	GMA, GMAD, GMCB, GMSC,

21 Access to seized things	
21.1 The power pursuant to Section 181(1) of the Act to, until a seized thing is forfeited or returned, inspect it and, if it is a document, to make copies of it at all reasonable times.	GMA, GMAD, GMCB, GMSC,
22 Application for internal review	
22.1 The power pursuant to Section 224(1) of the Act, to, where the Council is an eligible person in relation to a reviewable decision, other than a decision made by the regulator or a delegate of the regulator, apply to the regulator for review (an internal review) in accordance with Section 224(2) of the Act, of the decision within:	
22.1.1 the prescribed time after the day on which the decision first came to the Council's notice; or	
22.1.2 such longer period as the regulator allows.	
23 Application for external review	
23.1 The power pursuant to Section 229(1) of the Act, to, where the Council is an eligible person, apply to SAET under Part 3 Division 1 of the South Australian Employment Tribunal Act 2014, in accordance with Section 229(2) of the Act, for a review of:	
23.1.1 a reviewable decision made by the regulator; or	
23.1.2 a decision made, or taken to have been made, on an internal review.	

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations
Nil	Nil