

UPPER MACQUARIE COUNTY COUNCIL

DELEGATIONS TO COUNTY CHAIRMAN ADOPTED 5 AUGUST 2016

1) Council Seal

Authorise the Chairman to be the necessary witness to documents requiring Council's seal.

2) Media Relations

To make media statements or releases on behalf of Council.

3) Policy Making

To exercise in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council.

4) Correspondence

To sign correspondence on behalf of the Council.

5) Urgent Works

To authorise any work which is deemed urgent at a cost not exceeding \$5,000 provided that such expenditure is reported to the council at its next Ordinary Meeting.

6) Complaints Against the General Manager

The Chairman shall have the power to investigate substantive written complaints against the General Manager and shall, if warranted, report to its next Ordinary Meeting of Council.

7) Attendance at Conference, Seminars and functions by Councillors

The Chairman may authorise a Councillor to attend a conference, seminar or function within and outside the Council area. (Conference means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions events, etc, held within Australia, related to the industry of local government- See Policy Manual: Governance – Payment of Expenses and Provision of Facilities for Councillors.

8) Day-to-Day Oversight and Liaison with the General Manager

The Chairman shall be responsible for the day-to-day oversight and liaison with the General Manager including, but not limited to:

- approving leave.
- approving expenses incurred.
- managing complaints about the General Manager.

UPPER MACQUARIE COUNTY COUNCIL

DELEGATIONS TO GENERAL MANAGER ADOPTED 5 MAY 2017

The following summary contains all delegations to the General Manager by the Council, some of which may have been sub-delegated to other staff.

1. To carry on the regular services and operations of the council within the sums voted by the Council for expenditure thereon, and in accordance with the resolutions of Council.
2. To control and direct the staff of the Council.
3. To authorise the payment of the salaries and wages of the staff of the Council within the sum voted by the Council for expenditure thereon
4. To obtain quotations and authorise the purchase of goods, works and services to the limits authorised by Council.
5. To carry on the regular services, functions and operations of Council in accordance with any resolution or policy of Council.
6. To determine the matters which are to be included in the business papers for Council Meetings, subject to the inclusion of the following items whenever they arise, namely:
 - (a) Reports on matters which cannot be determined under delegated authority.
 - (b) Reports required to be submitted under any Act, Ordinance or Regulation.
 - (c) Reference to any deputations which the Council has agreed to receive.
 - (d) Matters requiring a determination of Policy
 - (e) Reports directed by Council to be submitted.
 - (f) Matters essential for the council's information.
 - (g) Matters requiring a vote.
7. To authorise action to be taken to comply with any policy of council or any provision of the Local Government Act, Noxious Weeds Act or of any other law, statutory or otherwise, affecting the Council.
8. To incur expenditure provided such funds have been allocated in the estimates.
9. To determine in consultation with the Chairperson whether any group or individual should be invited to address any Council Meeting or Council Committee Meeting.
10. To lay informations; to make applications for search warrants; to make complaints; to initiate and carry on any proceedings and to represent Council in any Court on any matter.

11. To maintain custody of Council's Common Seal and affix same to documents, as authorised, in the presence of either the Chairperson or one (1) other Councillor, both parties attesting by their signatures that the Common Seal was affixed in their presence.
12. To disclose Council's records in accordance with any legal obligations of any Act or Regulations and any resolutions of Council.
13. To sign cheques on behalf of Council in conjunction with a second counter-signatory to authorise the cheque payment, bank transfer or bill exchange.
14. To accept payment of charges due and payable by an entity in accordance with an agreement made with the entity and to write off or reduce interest accrued on charges if the entity complies with the agreement.
15. To write off accrued interest on rates or charges payable by an entity if the entity is unable to pay the accrued interest for reasons beyond the entity's control and payment of the accrued interest would, in the opinion of the General Manager, cause the entity hardship.
16. To invest money in accordance with Section 625 of the Local Government Act 1993.
17. To determine reimbursement for shortages in the cashier's tray.
18. To approve the submission of tenders and quotations for private works.
19. To authorise the release of Council plant and other resources to assist firefighting and emergency work.
20. Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse license and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the relevant acts and associated regulations and to implement the provisions as relating to the operation of Council of the relevant Acts and associated regulations, including but not limited to:
 - (a) The Local Government Act 1993
 - (b) The Noxious Weeds Act 1993
 - (c) The Work Health & Safety Act 2011
 - (d) Public Interest Disclosures Act 1994
 - (e) Government Information (Public Access) Act 2009
21. To authorise the release of any bond or bank guarantee where the required works or services have been completed in accordance with approvals granted by Council.
22. To serve any Notices or Orders or Intention of any Notice or Order under the provisions of the Local Government Act and Regulations and the Noxious Weeds Act and Regulations.
23. To give approval to 'approved forms' as defined by paragraph (c) ('approved form') of the Dictionary to the Local Government Act 1993, and to seek approval to forms used in connection with Council's functions under the Noxious Weeds Act 1993 from the Minister for Agriculture.

24. To obtain, accept and determine quotations for the supply of Council equipment, plant and motor vehicles provided that such tenders are not those which are required under the Local Government Act 1993 to be invited by Council.
25. To consider and act on work Required/Sundry Requests from Council Members and refer such matters to Council when necessary where the work requested requires a resolution of Council.
26. To sell Council's surplus property which has an estimated value not greater than \$8,000, on the condition that such property with an estimated value of \$4,000 or more is first offered for sale by advertisement.
27. To exercise the Power of Entry under the provisions of the Noxious Weeds Act 1993.
28. To accept or reject certifications submitted under Section 93 of the Local Government Act 1993.
29. To manage Council's Stores and Materials.
30. To manage council's Plant and Equipment.
31. To undertake Private Works.
32. To implement the requirements of the Work Health and Safety Act.
33. To engage contractors on a daily basis.
34. To adopt on behalf of council the Agency Information Guide required under Section 20 of the Government Information (Public Access) Act 2009.
35. To expend unbudgeted funds of up to \$1,000 and report any such expenditure to the next meeting of Council