

ALEXANDRINA COUNCIL

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# Delegations Register 2020



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Community Titles Act 1996 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

**Powers and Functions Delegated in this Instrument**

**Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS   | POSITION   |
|---|--|
| <b>1. Interpretation</b>  |  |
| 1.0.0 Interpretation  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 1.1.0 The duty pursuant to Section 3(11) of the Community Titles Act 1996 (the Act) where the Act requires the scheme description lodged with the Registrar-General to be endorsed by the relevant development authority and:   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 1.1.1 all the consents or approvals required under the Development Act 1993 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          | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 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) 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. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

**SUB-DELEGATIONS**

**POSITION**

**2. Application**

- 2.0.0 Application
- 2.1.0 The power pursuant to Section 14(1) of the Act where the Council is the registered proprietor of an estate in fee simple to apply to the Registrar-General for the division of the land by a plan of community division in
- 2.1.1 land comprising an allotment or allotments;
- 2.1.2 land comprising a primary lot or a secondary lot

**SUB-DELEGATIONS**

**POSITION**

**3. Application May Deal With Statutory Encumbrances**

- 3.0.0 Application May Deal With Statutory Encumbrances
- 3.1.0 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.

**SUB-DELEGATIONS**

**POSITION**

**4. Consents to Application**

- 4.0.0 Consents to Application
- 4.1.0 The power pursuant to Section 16(1)(a) of the Act to consent to the application:
- 4.1.1 where the Council is the holder of a registered encumbrance over the land to be divided; or
- 4.1.2 where deposit of the plan in the Lands Titles Registration Office will affect the estate or interest of the Council in land outside the community parcel; or
- 4.1.3 where deposit of the plan in the Lands Titles Registration Office will operate to vest an estate or interest in land (whether within or outside the community parcel) in the Council.

**SUB-DELEGATIONS**

**POSITION**

**5. Application to Amend Schedule of Lot Entitlements**

- 5.0.0 Application to Amend Schedule of Lot Entitlements
- 5.1.0 The power pursuant to Section 21(4)(a) of the Act to consent to the proposed amendment where the Council is:

SUB-DELEGATIONS

POSITION

**5. Application to Amend Schedule of Lot Entitlements**

- 5.1.1 the owner of a community lot at the relevant time but did not have the opportunity of voting against the resolution of the corporation authorising the proposed amendment because the Council was not a member of the corporation when the vote was taken; or
- 5.1.2 a prospective owner at the relevant time of a community lot; or
- 5.1.3 a registered encumbrancee or prospective encumbrancee at the relevant time of a community lot; or
- 5.1.4 where the Council is a person referred to in Section 21(5) of the Act.
  
- 5.2.0 The power pursuant to Section 21(5) of the Act:
  - 5.2.1 where the corporation is a primary corporation and a primary lot is divided by a secondary plan and where the Council is:
    - 5.2.1.1 a person who is the owner of a secondary lot at the relevant time but did not have the opportunity of voting against the proposed amendment because the Council was not a member of the secondary corporation when the vote was taken; or
    - 5.2.1.2 a prospective owner at the relevant time of a secondary lot; or
    - 5.2.1.3 a registered encumbrancee or prospective encumbrancee at the relevant time of a secondary lot; or
  - 5.2.2 where the corporation is a primary corporation and a primary lot is divided by a secondary plan and a secondary lot created by that plan is divided by a tertiary plan or where the corporation is a secondary corporation and a secondary lot is divided by a tertiary plan (to grant consent) where the Council is:
    - 5.2.2.1 a person who is the owner of a tertiary lot at the relevant time but did not have the opportunity of voting against the proposed amendment because the Council was not a member of the tertiary corporation when the vote was taken; or
    - 5.2.2.2 a prospective owner at the relevant time of a tertiary lot; or
    - 5.2.2.3 a registered encumbrancee or prospective encumbrancee at the relevant time of a tertiary lot to grant.

SUB-DELEGATIONS

POSITION

**6. Encroachments**

- 6.0.0 Encroachments
  
- 6.1.0 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.

SUB-DELEGATIONS

POSITION

**7. Scheme Description**

**SUB-DELEGATIONS**

**POSITION**

**7. Scheme Description**

|       |   |  |
|-------|---|--|
| 7.0.0 | Scheme Description  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 7.1.0 | 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: | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 7.1.1 | add any information that is necessary or desirable; or  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 7.1.2 | clarify any part of the description; or   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 7.1.3 | remove any unnecessary detail.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

**SUB-DELEGATIONS**

**POSITION**

**8. Amendment of Scheme Description**

|       |  |
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| 8.0.0 | Amendment of Scheme Description  |
| 8.1.0 | 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. |

SUB-DELEGATIONS

POSITION

**9. Persons Whose Consents are Required**

- 9.0.0 Persons Whose Consents are Required
- 9.1.0 The power pursuant to Section 32(1) of the Act to grant consent where the Council is:
  - 9.1.1 a person who is the owner of a community lot at the relevant time but did not have the opportunity of voting against the resolution of the corporation amending the scheme description because the Council was not then a member of the corporation; or
  - 9.1.2 the prospective owner at the relevant time of a community lot;
  - 9.1.3 the owner or prospective owner at the relevant time of a development lot;
  - 9.1.4 a registered mortgagee or prospective mortgagee and a registered lessee or prospective lessee at the relevant time of a community lot or development lot; or
  - 9.1.5 the owner or prospective owner at the relevant time of a development lot in a secondary or tertiary scheme that comprises part of the community scheme to which the scheme description relates; or
  - 9.1.6 a person referred to Section 32(2) of the Act to grant consent.
- 9.2.0 The power pursuant to Section 32(2) of the Act:
  - 9.2.1 where the corporation is a primary corporation and a primary lot is divided by a secondary plan and the Council is:
    - 9.2.1.1 a person who is the owner of a secondary lot at the relevant time but did not have the opportunity of voting against the proposed amendment to the scheme description because the Council was not then a member of the secondary corporation; or
    - 9.2.1.2 the prospective owner at the relevant time of a secondary lot; or
    - 9.2.1.3 a registered mortgagee or prospective mortgagee and a registered lessee or prospective lessee at the relevant time of a secondary lot or development lot; or
  - 9.2.2 to grant consent where the corporation is a primary corporation and a primary lot is divided by a secondary plan and a secondary lot created by that plan is divided by a tertiary plan or where the corporation is a secondary corporation and a secondary lot is divided by a tertiary plan and the Council is:
    - 9.2.2.1 a person who is the owner of a tertiary lot at the relevant time but did not have the opportunity of voting against the proposed amendment to the scheme description because the Council was not then a member of the tertiary corporation; or
    - 9.2.2.2 the prospective owner at the relevant time of a tertiary lot; or
    - 9.2.2.3 a registered mortgagee or prospective mortgagee and a registered lessee or prospective lessee at the relevant time of a tertiary lot or development lot.

SUB-DELEGATIONS

POSITION

**9A. By-laws**

- 9A By-laws

**SUB-DELEGATIONS**

**POSITION**

**9A. By-laws**

- 9A.1 The power pursuant to Section 34(6)(e) of the Act to within 60 days after service of the notice apply to the Magistrates Court for revocation of the notice.
- 9A.2 The power pursuant to Section 34(6)(g) of the Act to withdraw or otherwise discontinue the application for revocation.

**SUB-DELEGATIONS**

**POSITION**

**9B. By-law as to the Exclusive Use of Part of the Common Property**

- 9B By-law as to the Exclusive Use of Part of the Common Property
- 9B.1 The power pursuant to Section 36(5) of the Act to provide written consent to the community corporation to make a by-law under Section 36 of the Act.

**SUB-DELEGATIONS**

**POSITION**

**9C. Enforcement of Development Contract**

- 9C Enforcement of Development Contract
- 9C.1 The power pursuant to Section 49(2) of the Act where the Council is an owner or occupier of a lot who is by virtue of Section 49(1) of the Act a party to a development contract to take proceedings for its enforcement (including damages for breach of the contract) even though no obligations attach to the corporation owner and occupier under the contract in the Magistrates Court against:
  - 9C.1.1 the developer; and
  - 9C.1.2 if the contract is for the development of a development lot or a community lot - the subsequent owner or owners (if any) of the lot
- 9C.2 The power pursuant to Section 49(2a) of the Act to make application to the Magistrates Court to transfer the proceedings to the District Court.
- 9C.3 The power pursuant to Section 49(2b) of the Act to make application to a court to:
  - 9C.3.1 transfer an application under Section 49 of the Act to the Supreme Court on the ground that the application raises a matter of general importance; or
  - 9C.3.2 state a question of law for the opinion of the Supreme Court.

**SUB-DELEGATIONS**

**POSITION**

**10. Application for Amendment**

- 10.0.0 Application for Amendment

**SUB-DELEGATIONS****POSITION****10. Application for Amendment**

- 10.1.0 The power pursuant to Section 52(1)(a)(ii) of the Act to make an application for the amendment of a deposited community plan where the Council is the owner of a community lot that will be affected by the amendment.
- 10.2.0 The power pursuant to Section 52(2)(b) of the Act if the boundaries of a community lot or a development lot are affected by the amendment or if a community lot or a development lot is extinguished by the amendment and the Council is:
- 10.2.1 the owner of the lot (not being an applicant in accordance with Section 52(1)(a)(ii) of the Act; or
- 10.2.2 a person who holds a registered encumbrance over the lot.
- 10.3.0 The power pursuant to Section 52(2)(c) of the Act where amendment of the plan will operate to vest an estate or interest in land in the Council to consent to the application.

**SUB-DELEGATIONS****POSITION****11. Status of Application for Amendment of Plan**

- 11.0.0 Status of Application for Amendment of Plan
- 11.1.0 The power pursuant to Section 53(2) of the Act where the Council has consented to an application to consent to an application being withdrawn or amended.
- 11.2.0 The power pursuant to Section 53(3) of the Act to amend the application in order to comply with the Act or the Real Property Act 1886 or with a requirement of the Registrar-General under the Act or the Real Property Act 1886.

**SUB-DELEGATIONS****POSITION****12. Application May Deal With Statutory Encumbrances**

- 12.0.0 Application May Deal With Statutory Encumbrances
- 12.1.0 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.

**SUB-DELEGATIONS****POSITION****13. Alteration of Boundaries of Primary Community Parcel**

- 13.0.0 Alteration of Boundaries of Primary Community Parcel
- 13.1.0 The power pursuant to Section 57(2)(b) of the Act if part of an allotment is to be included in the primary parcel and the Council is the registered proprietor of the allotment to be divided from outside the parcel to make the application jointly with the community corporation.



**SUB-DELEGATIONS****POSITION****14. Amendment of Plan Pursuant to Development Contract**

- 14.0.0 Amendment of Plan Pursuant to Development Contract
- 14.1.0 The power pursuant to Section 58(1) of the Act and in accordance with Sections 58(2) (3) and (4) of the Act where the Council is the registered proprietor of an estate in fee simple in a development lot to apply to the Registrar-General for the division of the development lot in pursuant of the development contract and for the consequential amendment of the community plan.

**SUB-DELEGATIONS****POSITION****15. Amendment by Order of ERD Court**

- 15.0.0 Amendment by Order of ERD Court
- 15.1.0 The power pursuant to Section 59(1) of the Act and in accordance with Sections 59(2) and (3) of the Act to apply to the ERD Court to amend a community plan.
- 15.2.0 The power pursuant to Section 59(3a) of the Act to make submissions to the court in relation to the matter.

**SUB-DELEGATIONS****POSITION****16. Persons Whose Consents are Required**

- 16.0.0 Persons Whose Consents are Required
- 16.1.0 The power pursuant to Section 61(1) of the Act to consent to the amalgamation where the Council is:
  - 16.1.1 a person who is the owner of a community lot at the relevant time but did not have the opportunity of voting against the resolution of the corporation authorising the proposed amalgamation because the Council was not then a member of the corporation; or
  - 16.1.2 the prospective owner at the relevant time of a community lot; or
  - 16.1.3 the owner or prospective owner at the relevant time of a development lot; or
  - 16.1.4 a registered encumbrancee or prospective encumbrancee at the relevant time of a community lot or a development lot; or
  - 16.1.5 a person referred to in Section 61(2) of the Act
- 16.2.0 The power pursuant to Section 61(2) of the Act
  - 16.2.1 where the plans to be amalgamated are primary plans and a primary lot is divided by a secondary plan where the Council is:
    - 16.2.1.1 a person who is the owner of a secondary lot at the relevant time but did not have the opportunity of voting against the proposed amalgamation because the Council was not then a member of the secondary corporation; or
    - 16.2.1.2 the prospective owner at the relevant time of a secondary lot; or

**SUB-DELEGATIONS**

**POSITION**

**16. Persons Whose Consents are Required**

- 16.2.1.3 the owner or prospective owner at the relevant time of a development lot in the secondary scheme; or
- 16.2.1.4 a registered encumbrancee or prospective encumbrancee at the relevant time of a secondary lot or development lot; or
- 16.2.2 where the plans to be amalgamated are primary plans and a primary lot is divided by a secondary plan and a secondary lot created by that plan is divided by a tertiary plan or where the plans to be amalgamated are secondary plans a secondary lot is divided by a tertiary plan where to consent the Council is:
  - 16.2.2.1 a person who is the owner of a tertiary lot at the relevant time but did not have the opportunity of voting against the proposed amalgamation because the Council was not then a member of the tertiary corporation; or
  - 16.2.2.2 the prospective owner at the relevant time of a tertiary lot; or
  - 16.2.2.3 the owner or prospective owner at the relevant time of a development lot in the tertiary scheme; or
  - 16.2.2.4 a registered encumbrancee or prospective encumbrancee at the relevant time of a tertiary lot or development lot

**SUB-DELEGATIONS**

**POSITION**

**17. Deposit of Amalgamated Plan**

- 17.0.0 Deposit of Amalgamated Plan
- 17.1.0 The power pursuant to Section 62(3) of the Act to endorse an application for amalgamation with the Council's consent where the Council is:
  - 17.1.1 the owner of the servient land; or
  - 17.1.2 a person who appears from the Register Book to hold a registered encumbrance over the servient land (other than an easement that will not be affected)

**SUB-DELEGATIONS**

**POSITION**

**18. Persons Whose Consent is Required**

- 18.0.0 Persons Whose Consent is Required
- 18.1.0 The power pursuant to Section 66(1) of the Act to give consent to the application where the Council is:
  - 18.1.1 an owner at the relevant time of a community lot and a development lot (if any); or
  - 18.1.2 the prospective owner at the relevant time of a community lot or a development lot; or
  - 18.1.3 a registered encumbrancee or prospective encumbrancee at the relevant time of a community lot or development lot.

SUB-DELEGATIONS

POSITION

**18A Application to ERD Court**

- 18A.0.0 Application to ERD Court
- 18A.1 The power pursuant to Section 67(1) of the Act to make an application to the ERD Court for an order cancelling a community plan.
- 18A.2 The power pursuant to Section 67(1a) of the Act to make submissions to the Court in relation to the matter.

SUB-DELEGATIONS

POSITION

**19. Cancellation**

- 19.0.0 Cancellation
- 19.1.0 The power pursuant to Section 69(2)(e) of the Act to consent to the cancellation of a community plan where the Council is the owner of the servient land or holds a registered encumbrance over the servient land (other than an easement that will not be affected).
- 19.2.0 The power pursuant to Section 69(6) of the Act to where the Council is the registered proprietor of the servient land or the dominant land (if any) request an easement be reinstated on cancellation of a plan.

SUB-DELEGATIONS

POSITION

**20. Division of Primary Parcel Under Part 19AB**

- 20.0.0 Division of Primary Parcel Under Part 19AB
- 20.1.0 The power pursuant to Section 70(2) of the Act to endorse a plan of division lodged with the application with the Council's consent where the Council is:
  - 20.1.1 an owner of a primary lot or an owner of a development lot (if any) comprising the primary parcel;
  - 20.1.2 if a primary lot is divided by a secondary plan - an owner of the secondary lot and an owner of the development lot (if any) comprising the secondary parcel; or
  - 20.1.3 if a secondary lot is divided by a tertiary plan - an owner of a tertiary lot and the owner of a development lot (if any) comprising the tertiary parcel.

SUB-DELEGATIONS

POSITION

**21. Voting at General Meetings**

- 21.0.0 Voting at General Meetings

**SUB-DELEGATIONS**

**POSITION**

**21. Voting at General Meetings**

- 21.1.0 The power pursuant to Section 84(3) of the Act subject to Section 84(8) of the Act and in accordance with Sections 84(5) (5a) and (6) of the Act to nominate another person to attend and vote at meetings on the Council's behalf.
- 21.2.0 The power pursuant to Section 84(11) 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.

**SUB-DELEGATIONS**

**POSITION**

**22. Administrator of Community Corporation's Affairs**

- 22.0.0 Administrator of Community Corporation's Affairs
- 22.1.0 The power pursuant to Section 100(1) of the Act to make application to the District Court or the Magistrates Court to appoint an administrator of the community corporation or remove or replace an administrator previously appointed.

**SUB-DELEGATIONS**

**POSITION**

**23. Power to Enforce Duties of Maintenance and Repair etc**

- 23.0.0 Power to Enforce Duties of Maintenance and Repair etc
- 23.1.0 The power pursuant to Section 101(6) of the Act to recover those costs from that other person as a debt where:
  - 23.1.1
    - 23.1.1.1 the Council incurs costs in complying with a notice under Section 101(1) of the Act; or
    - 23.1.1.2 the corporation recovers costs from the Council under Section 101(5) of the Act; and
  - 23.1.2 the circumstances out of which the work was required are attributable to the act or default of another person.

**SUB-DELEGATIONS**

**POSITION**

**24. Right to Inspect Policies of Insurance**

- 24.0.0 Right to Inspect Policies of Insurance
- 24.1.0 The power pursuant to Section 108(1) of the Act to request to inspect policies of insurance that are in force and were taken out by or on behalf of the community corporation.
- 24.2.0 The power pursuant to Section 108(2) of the Act to request to inspect policies of insurance that are in force and were taken out by or on behalf of the primary community corporation.

SUB-DELEGATIONS

POSITION

**24. Right to Inspect Policies of Insurance**

24.3.0 The power pursuant to Section 108(3) of the Act to request to inspect policies of insurance that are in force and were taken out by or on behalf of the primary or secondary corporation.

SUB-DELEGATIONS

POSITION

**25. Information to be Provided by Corporation**

25.0.0 Information to be Provided by Corporation

25.1.0 The power pursuant to Section 139(1) of the Act to make application to a community corporation to:

25.1.1 provide a statement setting out:

25.1.1.1 particulars of any contribution payable in relation to the lot (including details of any arrears of contributions in relation to the lot); and

25.1.1.2 particulars of the assets and liabilities of the corporation; and

25.1.1.3 particulars of any expenditure that the corporation has incurred or has resolved to incur and to which the owner of the lot must contribute or is likely to be required to contribute; and

25.1.1.4 particulars in relation to any other matter prescribed by regulations; and

25.1.2 provide copies of:

25.1.2.1 the minutes of general meetings of the corporation and meetings of its management committee (if any) for such period not exceeding two years specified in the application; and

25.1.2.2 the statement of accounts of the corporation last prepared by the corporation; and

25.1.2.3 current policies of insurance taken out by the corporation; and

25.1.3 make available for inspection such information as is required to establish the current financial position of the corporation including:

25.1.3.1 a copy of the accounting records of the corporation; and

25.1.3.2 the minute books of the corporation; and

25.1.3.3 any other documentary material prescribed by regulation; and

25.1.4 if the community corporation is a party to a contract with a body corporate manager – make available for inspection a copy of the contract; and

25.1.5 make available for inspection the register maintained under Section 135 of the Act.

25.2 The power pursuant to Section 139(1a) of the Act to subject to Sections 139(2) and (4) of the Act make application to a community corporation to provide on a quarterly basis ADI statements for all accounts maintained by the corporation.

SUB-DELEGATIONS

POSITION

**26. Information as to Higher Tier of Community Scheme**

- 26 Information as to Higher Tier of Community Scheme
- 26.1 The power pursuant to Section 140(1) of the Act to apply to the primary corporation for information under Section 139 of the Act.
- 26.2 The power pursuant to Section 140(2) of the Act to apply to the primary or secondary corporation for information under Section 139 of the Act.

SUB-DELEGATIONS

POSITION

**27. Persons Who May Apply for Relief**

- 27 Persons Who May Apply for Relief
- 27.1 The power pursuant to Section 141(1) of the Act to apply for relief under Part 14 of the Act.

SUB-DELEGATIONS

POSITION

**28. Resolution of Disputes etc**

- 28 Resolution of Disputes etc
- 28.1 The power pursuant to Section 142(2) of the Act subject to Section 142(1) of the Act to make an application to the Magistrates Court.
- 28.2 The power pursuant to Section 142(3) of the Act to apply for the permission of the District Court to bring an application under Section 142 of the Act in the District Court.
- 28.3 The power pursuant to Section 142(3) of the Act to with the permission of the District Court bring an application under Section 142 in the District Court.
- 28.4 The power pursuant to Section 142(4) of the Act to make an application to the District Court that proceedings that have been commenced in the Magistrates Court be transferred to the District Court.
- 28.5 The power pursuant to Section 142(6) of the Act to make an application to a court to:
  - 28.5.1 transfer an application under Section 142 of the Act to the Supreme Court on the ground that the application raises a matter of general importance; or
  - 28.5.2 state a question of law for the opinion of the Supreme Court.

SUB-DELEGATIONS

POSITION

**29. Holding of Deposit and Other Contract Moneys When Lot is Pre-sold**

- 29 Holding of Deposit and Other Contract Moneys When Lot is Pre-sold
- 29.1 The power pursuant to Section 142A(3) of the Act in the event of a contravention of Section 142A(1) of the Act to by notice in writing given at any time before the plan of community division is deposited in the Lands Titles Registration Office avoid the contract of sale.
- 29.2 The power pursuant to Section 142A(4) of the Act if the plan of community division is not deposited in the Lands Titles Registration Office to by notice in writing to the vendor avoid the contract of sale at any time before the plan is deposited:
  - 29.2.1 within such period after the date of the contract as is specified in the contract in accordance with any requirements specified in the regulations; or
  - 29.2.2 if the contract does not specify a period in accordance with Section 142A(4)(a) of the Act within 6 months after the date of the contract

SUB-DELEGATIONS

POSITION

**30. Entry onto Lot or Common Property**

- 30 Entry onto Lot or Common Property
- 30.1 The power pursuant to Section 146(1) of the Act subject to Sections 146(2) - (9) of the Act where the Council needs to enter another lot or the common property in order to exercise rights under an easement for the establishment maintenance and repair of part of the service infrastructure to:
  - 30.1.1 give notice to the owner of the lot to be entered; or
  - 30.1.2 where it is necessary to enter the common property to give notice to the corporation.
- 30.2 The power pursuant to Section 146(4) of the Act if notice is not given (in an emergency) or the period of the notice has expired and it is not possible to gain entry without using force to use such force as is reasonable in the circumstances.
- 30.3 The power pursuant to Section 146(6) of the Act in an emergency to enter another lot or the common property to assist a person on the lot or common property or to prevent or reduce damage to the lot or another lot or to the common property.

# LAND AND BUSINESS (SALE AND CONVEYANCING) ACT 1994



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Land and Business (Sale and Conveyancing) Act 1994 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

## Powers and Functions Delegated in this Instrument

**Delegated To: Chief Executive Officer**

### SUB-DELEGATIONS

### POSITION

#### **1. The duty pursuant to Section 12(1) of the Land and Business (Sale and Conveyancing) Act 1994 (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:**

- |       |   |  |
|-------|---|--|
| 1.0.0 | The duty pursuant to Section 12(1) of the Land and Business (Sale and Conveyancing) Act 1994 (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: | Senior Customer Liaison Officer - Cemeteries |
| 1.1.0 | any charge or prescribed encumbrance over land within the Council's area of which the Council has the benefit; or   |  |
| 1.2.0 | insurance under Division 3 of Part 5 of the Building Work Contractors Act 1995 in relation to a building on land within the Council's area.   |  |





In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Liquor Licensing Act 1997 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

**Powers and Functions Delegated in this Instrument**

**Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS   | POSITION  |
|---|---|
| <b>0. Application for Review of Commissioner's Decision</b>   |   |
| 0.0.0 The power pursuant to Section 22(1) and subject to Sections 22(2) and (3) of the Liquor Licensing Act 1997 (the Act) to apply to the Court for a review of the Commissioner's decision. | Group Manager Leadership<br>Manager Development Assessment<br>Para Planner<br>Personal Assistant General Manager Resources<br>Property Officer<br>Senior Town Planner<br>Town Planner |

| SUB-DELEGATIONS  | POSITION  |
|--|---|
| <b>1. Extension of Trading Area</b>  |   |
| 1.0.0 Extension of Trading Area  | Group Manager Leadership<br>Manager Development Assessment<br>Para Planner<br>Personal Assistant General Manager Resources<br>Senior Town Planner<br>Town Planner |
| 1.1.0 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. | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner   |

| SUB-DELEGATIONS                  | POSITION |
|----------------------------------|----------|
| <b>2. Rights of Intervention</b> |          |

**SUB-DELEGATIONS**

**POSITION**

**2. Rights of Intervention**

|       |  |   |
|-------|--|---|
| 2.0.0 | Rights of Intervention   | Group Manager Leadership<br>Manager Development Assessment<br>Para Planner<br>Personal Assistant General Manager Resources<br>Senior Town Planner<br>Town Planner |
| 2.1.0 | 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. | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner   |

**SUB-DELEGATIONS**

**POSITION**

**3. Noise**

|       |  |   |
|-------|--|---|
| 3.0.0 | Noise  | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |
| 3.1.0 | 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). | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |
| 3.2.0 | The power pursuant to Section 106(4) of the Act to engage in conciliation between the parties facilitated by the Commissioner.   | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |
| 3.3.0 | 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).  | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |

**SUB-DELEGATIONS**

**POSITION**

**4. Disciplinary Action Before the Court**

|       |                                      |   |
|-------|--------------------------------------|---|
| 4.0.0 | Disciplinary Action Before the Court | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |
|-------|--------------------------------------|---|

**SUB-DELEGATIONS**

**POSITION**

**4. Disciplinary Action Before the Court**

4.1.0 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.

Manager Development Assessment  
 Para Planner  
 Senior Town Planner  
 Town Planner

**SUB-DELEGATIONS**

**POSITION**

**5. Commissioner's Power to Suspend or Impose Conditions Pending Disciplinary Action**

5.0.0 Commissioner's Power to Suspend or Impose Conditions Pending Disciplinary Action

Group Manager Leadership  
 Manager Development Assessment  
 Para Planner  
 Personal Assistant General Manager Resources  
 Senior Town Planner  
 Town Planner

5.1.0 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.

Manager Development Assessment  
 Para Planner  
 Senior Town Planner  
 Town Planner

**SUB-DELEGATIONS**

**POSITION**

**5A Preparation of Draft Local Liquor Accords**

5A.1.0 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.

Manager Development Assessment  
 Para Planner  
 Senior Town Planner  
 Town Planner

5A.2.0 The power pursuant to Section 128E(2) of the Act to include in a draft local liquor accord the following details:

Manager Development Assessment  
 Para Planner  
 Senior Town Planner  
 Town Planner

5A.2.1 the name of each party to the draft;

Manager Development Assessment  
 Para Planner  
 Senior Town Planner  
 Town Planner

5A.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);

Manager Development Assessment  
 Para Planner  
 Senior Town Planner  
 Town Planner

SUB-DELEGATIONS

POSITION

**5A Preparation of Draft Local Liquor Accords**

|  |   |
|--|---|
| <p>5A.2.3 the proposed accord area;</p>                        | <p>Manager Development Assessment<br/>Para Planner<br/>Senior Town Planner<br/>Town Planner</p> |
| <p>5A.2.4 any other details prescribed by the regulations.</p> | <p>Manager Development Assessment<br/>Para Planner<br/>Senior Town Planner<br/>Town Planner</p> |

SUB-DELEGATIONS

POSITION

**5B Terms of Local Liquor Accords**

|  |   |
|--|---|
| <p>5B.1.0 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:</p> | <p>Manager Development Assessment<br/>Para Planner<br/>Senior Town Planner<br/>Town Planner</p> |
| <p>5B.1.1 to cease or restrict either or both of the following on their licensed premises:</p>   | <p>Manager Development Assessment<br/>Para Planner<br/>Senior Town Planner<br/>Town Planner</p> |
| <p>5B.1.1.1 the sale of liquor on those premises (including the sale of liquor for consumption off premises);</p>  | <p>Manager Development Assessment<br/>Para Planner<br/>Senior Town Planner<br/>Town Planner</p> |
| <p>5B.1.1.2 allowing the consumption of liquor on those premises;</p>  | <p>Manager Development Assessment<br/>Para Planner<br/>Senior Town Planner<br/>Town Planner</p> |
| <p>5B.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;</p>  | <p>Manager Development Assessment<br/>Para Planner<br/>Senior Town Planner<br/>Town Planner</p> |
| <p>5B.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.</p>  | <p>Manager Development Assessment<br/>Para Planner<br/>Senior Town Planner<br/>Town Planner</p> |

SUB-DELEGATIONS

POSITION

**5C Approval of Local Liquor Accords**

**SUB-DELEGATIONS**

**POSITION**

**5C Approval of Local Liquor Accords**

|        |   |   |
|--------|---|---|
| 5C.1.0 | The power pursuant to Section 128H(3) of the Act to apply to the Commissioner to vary the accord (including the accord area).   | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |
| 5C.2.0 | 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 | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |
| 5C.3.0 | 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.                      | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |
| 5C.4.0 | The power pursuant to Section 128H(7) of the Act to:  | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |
| 5C.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                                     | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |
| 5C.4.2 | consent as a party to a local liquor accord to the coordinator making an application under Section 128H(6) of the Act.  | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |

**SUB-DELEGATIONS**

**POSITION**

**6. Commissioner's Power to Suspend or Impose Conditions Pending Disciplinary Action**

|       |  |   |
|-------|--|---|
| 6.1.0 | 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. | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |
| 6.2.0 | 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.  | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Town Planner |

SUB-DELEGATIONS

POSITION

**6. Commissioner's Power to Suspend or Impose Conditions Pending Disciplinary Action**

6.3.0 The power pursuant to Section 131(1c) of the Act to vary or revoke a notice under Section 131(1ab) of the Act by further notice in the Gazette.

Manager Development Assessment  
Para Planner  
Senior Town Planner  
Town Planner



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Local Government Act 1999 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

**Powers and Functions Delegated in this Instrument**

**Delegated To:**

| SUB-DELEGATIONS | POSITION |
|-----------------|----------|
|                 |          |

| SUB-DELEGATIONS | POSITION |
|-----------------|----------|
|-----------------|----------|

**1. Composition and Wards**

- 1.0.0 Composition and Wards
- 1.1.0 The power pursuant to Section 12(1) of the Local Government Act 1999 ('the Act') to by notice in the Gazette after complying with the requirements of Section 12 of the Act
  - 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.
- 1.2.0 The power pursuant to Section 12(2) of the Act also by notice under Section 12 of the Act to:
  - 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. Composition and Wards**

- 1.3.0 The duty pursuant to Section 12(3) of the Act to before publishing a notice conduct and complete a review under Section 12 of the Act for the purpose of determining whether the Council's community would benefit from an alteration to the Council's composition or ward structure.
- 1.4.0 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 duty to ensure that all aspects of the composition of the Council and the issue of the division or potential division of the area of the Council into wards are comprehensively reviewed at least once in each relevant period that is prescribed by the regulations.
- 1.5.0 Deliberately left blank.
- 1.6.0 Deliberately left blank
- 1.7.0 The duty pursuant to Section 12(5) of the Act to initiate the preparation of a representation options paper by a person who in the opinion of the Delegate is qualified to address the representation and governance issues that may arise with respect to the matters under review.
- 1.8.0 The duty pursuant to Section 12(7) of the Act to give public notice of the preparation of a representation options paper and notice in a newspaper circulating within the Council's area and to ensure that the notice contains an invitation to interested persons to make written submissions to the Council or the Delegate on the subject of the review within a period specified by the Council or the Delegate being a period of at least six weeks.
- 1.9.0 The duty pursuant to Section 12(8) of the Act to make copies of the representation options paper available for public inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council during the period that applies under Section 7(a)(ii).
- 1.10.0 At the conclusion of public consultation under Section 12(7)(a) the duty pursuant to Section 12(8a) of the Act to prepare a report that:
- 1.10.1 provides information on the public consultation process undertaken by the Council and the Council's or the Delegate's response to the issues arising from the submissions made as part of that process; and
- 1.10.2 sets out:
- 1.10.2.1 any proposals that the Council or the Delegate considers should be carried into effect under Section 12 of the Act; and
- 1.10.2.2 in respect of any such proposal - an analysis of how the proposal relates to the principles under Section 26(1)(c) of the Act and the matters referred to in Section 33 of the Act (to the extent that may be relevant); and
- 1.10.3 sets out the reasons for the Council's or the Delegate's decision insofar as a decision of the Council or the Delegate is not to adopt any change under consideration as part of the representation options paper or the public consultation process.
- 1.11.0 The duty pursuant to Section 12(9) of the Act to make copies of the report available for public inspection at the principal office of the Council and to give public notice by way of a notice in a newspaper circulating in its area informing the public of its preparation of the report and its availability and inviting interested persons to make written submissions on the report to the Council or the Delegate within a period specified by the Council or the Delegate being not less than three weeks.



**1. Composition and Wards**

- 1.12.0 The duty pursuant to Section 12(10) of the Act to give any person who makes written submissions in response to an invitation under Section 12(9) an opportunity to appear personally or by representative before the Council or a Council committee or the Delegate and to be heard on those submissions.
- 1.13.0 The duty pursuant to Section 12(11) of the Act to finalise the report including recommendations with respect to such related or ancillary matters as it sees fit.
- 1.14.0 With respect to a proposal within the ambit of Section 12(11a) the power pursuant to Section 12(11b) of the Act:
- 1.14.1 insofar as may be relevant in the particular circumstances to separate a proposal (and any related proposal) from any other proposal contained in the report; and
- 1.14.2 to determine to conduct the relevant poll in conjunction with the next general election for the Council or at some other time.
- 1.15.0 Where a poll is required under Section 12(11a) of the Act the duty pursuant to Section 12(11c)(b) of the Act to:
- 1.15.1 prepare a summary of issues surrounding the proposal to assist persons who may vote at the poll; and
- 1.15.2 obtain a certificate from the Electoral Commissioner that he or she is satisfied that the Council or the Delegate has taken reasonable steps to ensure the summary is a fair and comprehensive overview of the arguments for and against the proposal; and
- 1.15.3 after obtaining the certificate of the Electoral Commissioner ensure that copies of the summary are made available for public inspection at the principle office of the Council and on the internet and distributed in any other manner as may be directed by the Electoral Commissioner.
- 1.16.0 The duty pursuant Section 12(12) of the Act having then taken into account the operation of Section 12(11d) of the Act to refer the report to the Electoral Commissioner.
- 1.17.0 The duty pursuant to Section 12(12a) of the Act to send with the report copies of any written submissions received by the Council or the Delegate under Section 12(9) of the Act that relate to the subject matter of the proposal.
- 1.18.0 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.
- 1.19.0 The power and duty pursuant to Section 12(16) 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 to then refer the report back to the Electoral Commissioner.
- 1.20.0 Where the Council or the Delegate makes an alteration to the report under Section 12(16)(a) of the Act the duty pursuant to Section 12(17) of the Act to comply with the requirements of Sections 12(9) and (10) 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.
- 1.21.0 The duty pursuant to Section 12(24) of the Act to undertake a review of ward representation within a period specified by the Electoral Commissioner where the Electoral Commissioner notifies the Council in writing that the number of electors represented by a councillor for a ward varies from the ward quota by more than 20%.

**SUB-DELEGATIONS**

**POSITION**

**2. Status of a Council or Change of Various Names**

- 2.0.0 Status of a Council or Change of Various Names
  
- 2.1.0 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:
  - 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.
  
- 2.2.0 The duty pursuant to Section 13(2) of the Act to before publishing a notice comply with the following requirements:
  - 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.

**SUB-DELEGATIONS**

**POSITION**

**3. Deliberately Left Blank**

- 3.0.0 Deliberately left blank

**SUB-DELEGATIONS**

**POSITION**

**4. Deliberately left blank**

- 4.0.0 Deliberately left blank

**SUB-DELEGATIONS**

**POSITION**

**5. Council Initiated Proposal**

- 5.0.0 Council Initiated Proposal
  
- 5.1.0 Deliberately left blank

SUB-DELEGATIONS

POSITION

**5. Council Initiated Proposal**

- 5.2.0 Deliberately left blank
- 5.2.1 Deliberately left blank
- 5.2.2 Deliberately left blank
- 5.2.3 Deliberately left blank
- 5.2.4 Deliberately left blank
  
- 5.3.0 Deliberately left blank
- 5.3.1 Deiberately left blank
- 5.3.2 Deliberately left blank

SUB-DELEGATIONS

POSITION

**6. Commission to Receive Proposals**

- 6.0.0 Commission to Receive Proposals
  
- 6.1.0 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.
- 6.2.0 The power pursuant to Section 28(3) of the Act to in relation to a proposal under Section 28 of the Act:
  - 6.2.1 set out in general terms the nature of the proposal; and
  - 6.2.2 comply with any requirements of the proposal guidelines.

SUB-DELEGATIONS

POSITION

**6A. Inquiries - General Proposals**

- 6A Inquiries - General Proposals
  
- 6A.1 The power pursuant to Section 31(2) of the Act to make a submission to the Commission on the proposed appointments of investigators to conduct inquiries under Section 31 of the Act.
- 6A.2 The power pursuant to Section 31(10) of the Act to request the Minister consult with the relevant councils about the matter.

**SUB-DELEGATIONS**

**POSITION**

**7. General Powers and Capacities**

|       |  |  |
|-------|--|--|
| 7.0.0 | General Powers and Capacities  | Business Development Officer<br>Infrastructure Engineer<br>Manager Strategic Development<br>Water Infrastructure Project Officer |
| 7.1.0 | 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.   | Manager Strategic Development  |
| 7.2.0 | 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. | Manager Strategic Development  |
| 7.3.0 | The power pursuant to Section 36 (2) of the Act to act outside the Council's area:   | Manager Strategic Development  |
| 7.3.1 | to the extent considered by the Delegate to be necessary or expedient to the performance of the Council's functions; or  | Manager Strategic Development  |
| 7.3.2 | in order to provide services to an unincorporated area of the State.   | Manager Strategic Development  |
| 7.4.0 | The duty pursuant to Section 36(3) of the Act to take reasonable steps to separate the Council's regulatory activities from its other activities in the arrangement of its affairs.  | Manager Strategic Development  |

**SUB-DELEGATIONS**

**POSITION**

**8. Provision Relating to Contracts and Transactions**

|       |  |  |
|-------|--|--|
| 8.0.0 | Provision Relating to Contracts and Transactions   | General Manager Environment<br>General Manager Resources |
| 8.1.0 | 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. | General Manager Resources                                |

**SUB-DELEGATIONS**

**POSITION**

**9. Committees**

|       |   |  |
|-------|---|--|
| 9.0.0 | Committees  |  |
| 9.1.0 | The power pursuant to Section 41(1) and (2) of the Act to establish committees.   |  |
| 9.2.0 | The power pursuant to Section 41(3) of the Act to determine the membership of a committee.  |  |
| 9.3.0 | 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. |  |

**SUB-DELEGATIONS****POSITION****9. Committees**

- 9.4.0 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.
- 9.5.0 The power and duty 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.

**SUB-DELEGATIONS****POSITION****10. Delegations**

- 10.0.0 Delegations Governance Administration Officer  
Group Manager Leadership
- 10.1.0 The duty pursuant to Section 44(6) of the Act to cause a separate record to be kept of all delegations under the Act.
- 10.2.0 The duty pursuant to Section 44(7) of the Act to make available the record of delegations for inspection (without charge) by the public at the principal office of the Council during ordinary office hours.

**SUB-DELEGATIONS****POSITION****11. Principal Office**

- 11.0.0 Principal Office
- 11.1.0 The duty pursuant to Section 45(1) of the Act to nominate a place as the principal office of the Council for the purposes of the Act.
- 11.2.0 The power and duty 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 duty 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.
- 11.3.0 The power pursuant to Section 45(3) of the Act to consult with the local community in accordance with Council's public consultation policy 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.

**SUB-DELEGATIONS****POSITION****12. Commercial Activities**

- 12.0.0 Commercial Activities
- 12.1.0 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').

SUB-DELEGATIONS

POSITION

**12. Commercial Activities**

- 12.2.0 The power pursuant to Section 46 (2) of the Act to in connection with a commercial project:
  - 12.2.1 establish a business;
  - 12.2.2 participate in a joint venture trust partnership or other similar body.

SUB-DELEGATIONS

POSITION

**13. Interests in Companies**

- 13.0.0 Interests in Companies
  - 13.1.0 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.

SUB-DELEGATIONS

POSITION

**14. Prudential Requirements for Certain Activities**

- 14.0.0 Prudential Requirements for Certain Activities
  - 14.1.0 The power and duty 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:
    - 14.1.1 acts with due care diligence and foresight; and
    - 14.1.2 identifies and manages risks associated with a project; and
    - 14.1.3 makes informed decisions; and
    - 14.1.4 is accountable for the use of Council and other public resources.
  - 14.2.0 The duty pursuant to Section 48(a1) of the Act to ensure the prudential management policies practices and procedures developed by the Council for the purposes of Section 48(aa1) of the Act are consistent with any regulations made for the purposes of Section 48(a1) of the Act.
  - 14.3.0 Without limiting Section 48(aa1) of the Act the power and duty 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:
    - 14.3.1 Deliberately left blank
    - 14.3.2 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):

Program Development Officer

SUB-DELEGATIONS

POSITION

**14. Prudential Requirements for Certain Activities**

- 14.3.2.1 where the expected operating expenses calculated on an accrual basis of the Council over the ensuring five years is likely to exceed 20 per cent of the Council's average annual operating expenses over the previous five financial years (as shown in the Council's financial statements); or
- 14.3.2.2 where the expected capital cost of the project over the ensuring five years is likely to exceed \$4000000.00 (indexed); or
- 14.3.2.3 where the Council or Delegate considers that it is necessary or appropriate.
  
- 14.4.0 The power and duty pursuant to Section 48(5) of the Act to make a report under Section 48(1) of the Act available for public inspection at the principal office of the Council once the Council has made a decision on the relevant project (and the power to make the report available at an earlier time unless the Council orders that the report be kept confidential until that time).

SUB-DELEGATIONS

POSITION

**15. Contracts and Tenders Policies**

- 15.0.0 Contracts and Tender Policies General Manager Resources
- 15.0.1 obtaining value in the expenditure of public money; and
- 15.0.2 providing for ethical and fair treatment of participants; and
- 15.0.3 ensuring probity accountability and transparency in procurement operations.
  
- 15.1.0 Without limiting Section 49(a1) of the Act the power and duty pursuant to Section 49(1) of the Act to prepare and adopt policies on contracts and tenders including policies on the following:
  - 15.1.1 the contracting out of services; and
  - 15.1.2 competitive tendering and the use of other measures to ensure that services are delivered cost effectively; and
  - 15.1.3 the use of local goods and services; and
  - 15.1.4 the sale or disposal of land or other assets.
  
- 15.2.0 Without limiting Section 49(a1) of the Act the power and duty pursuant to Section 49(1) of the Act to prepare and adopt policies on contracts and tenders including policies on the following:
  - 15.2.1 the contracting out of services; and
  - 15.2.2 competitive tendering and the use of other measures to ensure that services are delivered cost effectively; and
  - 15.2.3 the use of local goods and services; and
  - 15.2.4 the sale or disposal of land or other assets.
  
- 15.3.0 The power and duty pursuant to Section 49(2) of the Act to ensure that any policies on contracts and tenders:

**SUB-DELEGATIONS****POSITION****15. Contracts and Tenders Policies**

- 15.3.1 identify circumstances where the Council will call for tenders for the supply of goods the provision of services or the carrying out of works or the sale or disposal of land or other assets; and
- 15.3.2 identify circumstances where the Council will call for tenders for the supply of goods the provision of services or the carrying out of works or the sale or disposal of land or other assets; and
- 15.3.3 provide for the recording of reasons for entering into contracts other than those resulting from the tender process.
- 15.3.4 are consistent with any requirement prescribed by the regulations.
- 15.4.0 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).
- 15.5.0 The duty pursuant to Section 49(4) of the Act to make available for inspection (without charge) a policy adopted under this Section at the principal office of Council during office hours.

**SUB-DELEGATIONS****POSITION****16. Public Consultation Policies**

- 16.0.0 Public Consultation Policies
- 16.1.0 The power and duty pursuant to Section 50(1) and (2) of the Act to prepare and adopt a public consultation policy which sets out the steps the Council will follow:
  - 16.1.1 in cases where the Act requires the Council to follow its public consultation policy; and
  - 16.1.2 in other cases involving Council decision making if relevant.
- 16.2.0 The duty 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.
- 16.3.0 The duty pursuant to Section 50(4) of the Act to ensure that the public consultation policy in cases where the Act requires the policy to be followed provides for:
  - 16.3.1 the publication of a notice describing the matter under consideration and inviting interested persons to make submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice:
    - 16.3.1.1 in a newspaper circulating within the area of the Council; and
    - 16.3.1.2 on a website determined by the Chief Executive Officer.
  - 16.3.2 the consideration of any submissions made in response to that invitation.
- 16.4.0 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.



**SUB-DELEGATIONS****POSITION****16. Public Consultation Policies**

- 16.5.0 Before the Council or the Delegate adopts a public consultation policy or alters or substitutes a public consultation policy the duty pursuant to Section 50(6) of the Act to:
- 16.5.1 prepare a document that sets out its proposal in relation to the matter; and
- 16.5.2 publish in a newspaper circulating within the area of the Council a notice of the proposal inviting interested persons to make submissions on the proposal within a period stated in the notice which must be at least one month;
- 16.5.3 consider any submissions made in response to an invitation made under Section 50(6)(d) of the Act.
- 16.6.0 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.
- 16.7.0 The duty 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.

**SUB-DELEGATIONS****POSITION****17. Deliberately left blank**

- 17.0.0 Deliberately left blank
- 17.1.0 Deliberately left blank
- 17.2.0 Deliberately left blank
- 17.3.0 Deliberately left blank
- 17.4.0 Deliberately left blank
- 17.5.0 Deliberately left blank

**SUB-DELEGATIONS****POSITION****18. Inspection of Register**

- 18.0.0 Inspection of Register
- 18.1.0 The duty pursuant to Section 70(1) of the Act to make available for inspection (without charge) the Register of Interests at the principal office of the Council during ordinary office hours.

**SUB-DELEGATIONS**

**POSITION**

**19. Reimbursement of Expenses**

19.0.0 Reimbursement of Expenses

19.1.0 The power pursuant to Section 77(1)(b) of the Act to reimburse to members of the Council expenses of a kind prescribed for the 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.

19.2.0 The duty pursuant to Section 77(3) of the Act to make available for inspection (without charge) any policy of Council concerning these reimbursements at the principal office of the Council during ordinary office hours.

**SUB-DELEGATIONS**

**POSITION**

**20. Register of Allowances and Benefits**

20.0.0 Register of Allowances and Benefits

20.1.0 The duty pursuant to Section 79(3) of the Act to make available for inspection (without charge) the Register of Allowances and Benefits at the principal office of the Council during ordinary office hours.

**SUB-DELEGATIONS**

**POSITION**

**21. Insurance of Members**

21.0.0 Insurance of Members

21.1.0 The duty 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.

**SUB-DELEGATIONS**

**POSITION**

**22. Training and Development**

22.0.0 Training and Development

22.1.0 The power and duty pursuant to Section 80A(1) of the Act to prepare and adopt a training and development policy in accordance with Section 80A(2) of the Act for the Council's members.

22.2.0 The duty 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.

**SUB-DELEGATIONS**

**POSITION**

**22. Training and Development**

- 22.3.0 The power pursuant to Section 80A(3) of the Act to from time to time alter the Council's training and development policy or substitute a new policy.
- 22.4.0 The duty pursuant to Section 80A(4) and (5) of the Act to make available the training and development policy for inspection (without charge) at the principal office of the Council during ordinary office hours and for purchase (on payment of a fee fixed by the Council).

**SUB-DELEGATIONS**

**POSITION**

**23. Committee Meetings**

- 23.0.0 Committee Meetings
- 23.1.0 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.
- 23.2.0 The duty pursuant to Section 87(2) of the Act in appointing a time for the holding of an ordinary meeting of a Council committee to take into account:
  - 23.2.1 the availability and convenience of members of the committee; and
  - 23.2.2 the nature and purpose of the committee.

**SUB-DELEGATIONS**

**POSITION**

**24. Meetings to be Held in Public Except in Special Circumstances**

- 24.0.0 Meetings to be Held in Public Except in Special Circumstances
- 24.1.0 The duty pursuant to Section 90(7) of the Act to make a note in the minutes of the making of an order under Section 90(2) of the Act and the grounds on which it was made.
- 24.2.0 The power pursuant to Section 90(8a)(a) of the Act to adopt a policy on the holding of informal gatherings or discussions subject to Section 90(8b) of the Act.
- 24.3.0 The power pursuant to Section 90(8c) of the Act to from time to time alter the Council's policy or substitute a new policy.

**SUB-DELEGATIONS**

**POSITION**

**25. Minutes and Release of Documents**

- 25.0.0 Minutes and Release of Documents

**SUB-DELEGATIONS****POSITION****25. Minutes and Release of Documents**

- 25.1.0 The duty pursuant to Section 91(3) to supply each member of the Council with a copy of all minutes of the proceedings of the Council or Council committee meeting within 5 days after that meeting.
- 25.2.0 Subject to Section 91(7) the duty pursuant to Section 91(4) of the Act to place a copy of the minutes of a meeting of the Council on public display in the principal office of the Council within 5 days after the meeting and to keep those minutes on display for a period of 1 month.
- 25.3.0 Subject to Section 91(7) of the Act the duty pursuant to Section 91(5) of the Act to make available for inspection without payment of a fee at the principal office of the Council:
- 25.3.1 minutes of the Council and Council committee meetings; and
- 25.3.2 reports to the Council or to a Council committee received at a meeting of the Council or Council committee; and
- 25.3.3 recommendations presented to the Council in writing and adopted by resolution of the Council; and
- 25.3.4 budgetary or other financial statements adopted by the Council.

**SUB-DELEGATIONS****POSITION****26. Access to Meetings and Documents - Code of Practice**

- 26.0.0 Access to Meetings and Documents - Code of Practice
- 26.1.0 The power and duty pursuant to Section 92(1) of the Act and subject to Section 92(4) of the Act to prepare and adopt a Code of Practice relating to the principles policies procedures and practices that the Council will apply for the purposes of the operation of Parts 3 and 4 of Chapter 6 of the Act.
- 26.2.0 The power and duty pursuant to Section 92(2) of the Act to review the operation of the Council's Code of Practice within 12 months after the conclusion of each periodic election.
- 26.3.0 The power pursuant to Section 92(3) of the Act to at any time alter the Council's code of practice or substitute a new code of practice.
- 26.4.0 The duty pursuant to Section 92(5) of the Act to ensure that before the Council or the Delegate adopts alters or substitutes a code of practice that:
- 26.4.1 copies of the proposed code alterations or substitute code (as the case may be) are made available for inspection or purchase at the Council's principal office and available for inspection on a website determined by the Chief Executive Officer; and
- 26.4.2 the relevant steps set out in the Council's Public Consultation Policy are followed.
- 26.5.0 The duty pursuant to Section 92(6) and (7) of the Act to ensure that the Code of Practice is available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of Council during ordinary office hours.

**SUB-DELEGATIONS****POSITION****27. Meetings of Electors**

**SUB-DELEGATIONS****POSITION****27. Meetings of Electors**

- 27.0.0 Meetings of Electors
- 27.1.0 The power pursuant to Section 93(1) of the Act to convene a meeting of electors of the area or part of the area of the Council.
- 27.2.0 The duty pursuant to Section 93(11) of the Act to provide each member of the Council with a copy of the minutes of any meeting of electors within 5 days of that meeting.
- 27.3.0 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).

**SUB-DELEGATIONS****POSITION****28. Obstructing of Meetings**

- 28.0.0 Obstructing of Meetings
- 28.1.0 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.

**SUB-DELEGATIONS****POSITION****29. Register of Remuneration Salaries and Benefits**

- 29.0.0 Register of Remuneration Salaries and Benefits Group Manager People  
Payroll Officer
- 29.1.0 The duty pursuant to Section 105(3) of the Act to make available the Register of Salaries of employees of the Council for inspection by the public at the principal office of the Council during ordinary office hours.

**SUB-DELEGATIONS****POSITION****30. Certain Periods of Service to be Regarded as Continuous**

- 30.0.0 Certain Periods of Service to be Regarded as Continuous Group Manager People  
Payroll Officer
- 30.1.0 The duty pursuant to Sections 106(2) and 106(2a) of the Act to ensure any other council receives within one month of the Council having received written notice requiring payment the appropriate contribution to an employee's service benefits.
- 30.2.0 The duty pursuant to Section 106(4) of the Act to supply to any other council at its request details of the service of an employee or former employee of the Council.

SUB-DELEGATIONS

POSITION

**30. Certain Periods of Service to be Regarded as Continuous**

30.3.0 The duty pursuant to Section 106(5) of the Act to hold and apply a payment or contribution received by the Council under Section 106 in accordance with the Regulations.

SUB-DELEGATIONS

POSITION

**31. Deliberately left blank**

31.0.0 Deliberately left blank

SUB-DELEGATIONS

POSITION

**32. Application of Division**

32.0.0 Application of Division

32.1.0 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.

SUB-DELEGATIONS

POSITION

**33. Certain Aspects of Strategic Management Plans**

33.0.0 Certain Aspects of Strategic Management Plans

33.1.0 The duty pursuant to Section 122(6) of the Act to develop a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the Council's development and review of its strategic management plans.

33.2.0 The duty pursuant to Section 122(7) of the Act to ensure that copies of the Council's strategic management plans are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.

SUB-DELEGATIONS

POSITION

**34. Annual Business Plans and Budgets**

34.0.0 Annual Business Plans and Budgets

General Manager Resources

34.1.0 Before the Council adopts an annual business plan the duty pursuant to Section 123(3) of the Act to:

34.1.1 prepare a draft annual business plan; and

34.1.2 follow the relevant steps set out in the Council's public consultation policy taking into account and complying with the requirements of Section 123(4) of the Act.

**SUB-DELEGATIONS**

**POSITION**

**34. Annual Business Plans and Budgets**

- 34.2.0 The duty pursuant to Section 123(5) of the Act to ensure that copies of the draft annual business plan are available at the meeting arranged pursuant to and in accordance with Section 123(4)(a)(i) and (4)(b) of the Act and for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council and on the website at least 21 days before the date of that meeting.
- 34.3.0 The duty pursuant to Section 123(5a) of the Act to ensure that provision is made for (on the Council's website during the public consultation period):
  - 34.3.1 a facility for asking and answering questions; and
  - 34.3.2 the receipt of submissions.
- 34.4.0 After the Council has adopted an annual business plan and a budget the duty pursuant to Section 123(9) of the Act to:
  - 34.4.1 ensure:
    - 34.4.1.1 that a summary of the annual business plan is prepared in accordance with the requirements set out at Sections 123(10) (11) and (12) of the Act 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
    - 34.4.1.2 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; and
  - 34.4.2 ensure:
    - 34.4.2.1 that copies of the annual business plan and the budget (as adopted) are available for inspection (without charge) or purchase (on payment of a fee fixed by the Council) at the principal office of the Council; and
    - 34.4.2.2 that copies of the summary of the annual business plan are available for inspection and to take (without charge) at the principal office of the Council.
  - 34.4.3 ensure that electronic copies of the annual business plan and the budget (as adopted) are published on a website determined by the Chief Executive Officer.

**SUB-DELEGATIONS**

**POSITION**

**35. Accounting Records to be Kept**

- 35.0.0 Accounting Records to be Kept General Manager Resources  
Manager Finance
- 35.1.0 The duty pursuant to Section 124(1) of the Act to:
  - 35.1.1 keep such accounting records as correctly and adequately record and explain the revenues expenses assets and liabilities of the Council;
  - 35.1.2 keep the Councils accounting records in such manner as will enable:
    - 35.1.2.1 the preparation and provision of statements that fairly present financial and other information; and
    - 35.1.2.2 the financial statements of the Council to be conveniently and properly audited.

**SUB-DELEGATIONS****POSITION****35. Accounting Records to be Kept**

35.2.0 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.

**SUB-DELEGATIONS****POSITION****36. Internal Control Policies**

36.0.0 Internal Control Policies

General Manager Resources  
Manager Finance

36.1.0 The duty pursuant to Section 125 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.

**SUB-DELEGATIONS****POSITION****37. Audit Committee**

37.0.0 Audit Committee

General Manager Resources

37.1.0 The power and duty pursuant to Section 126(1) of the Act to appoint an audit committee in accordance with Section 126(2) of the Act.

37.2.0 If an audit committee is appointed by the Delegate or the Council the power to determine the membership of any audit committee in accordance with Section 126(2) of the Act.

**SUB-DELEGATIONS****POSITION****38. Financial Statements**

38.0.0 Financial Statements

General Manager Resources  
Manager Finance

38.1.0 The duty pursuant to Section 127(1) of the Act to prepare for each financial year:

38.1.1 financial statements and notes in accordance with standards prescribed by the regulations; and

38.1.2 other statements and documentation referring to the financial affairs of the Council required by the Regulations.

38.2.0 The duty 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:

38.2.1 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



**SUB-DELEGATIONS****POSITION****38. Financial Statements**

- 38.2.2 comply with standards and principles prescribed by the Regulations; and
- 38.2.3 include the information required by the Regulations.
- 38.3.0 The duty pursuant to Section 127(3) of the Act to submit for auditing by the Council's auditor the statements prepared for each financial year
- 38.4.0 The duty 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.
- 38.5.0 The duty pursuant to Section 127(5) of the Act to ensure that copies of the Council's audited statements are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.

**SUB-DELEGATIONS****POSITION****39. The Auditor**

- 39.0.0 The Auditor General Manager Resources
- 39.1.0 The power and duty pursuant to and in accordance with Section 128(2) (3) (4) (4a) (5) (6) (7) and (8) of the Act to appoint an auditor on the recommendation of the Council's audit committee.
- 39.2.0 The duty pursuant to Section 128(8) of the Act to comply with any requirements prescribed by the Regulations with respect to providing for the independence of the auditor.
- 39.3.0 The duty pursuant to Section 128(9) of the Act to ensure that the following information is included in the Council's annual report:
- 39.3.1 information on the remuneration payable to the Council's auditor for work performed during the relevant financial year distinguishing between
- 39.3.1.1 remuneration payable for the annual audit of the Council's financial statements; and
- 39.3.1.2 other remuneration;
- 39.3.2 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.

**SUB-DELEGATIONS****POSITION****40. Conduct of Audit**

- 40.0.0 Conduct of Audit General Manager Resources
- 40.1.0 The duty 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.

**SUB-DELEGATIONS****POSITION****41. Other Investigations**

- 41.0.0 Other Investigations
- 41.1.0 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.
- 41.2.0 Unless Section 130A(7) of the Act applies the duty pursuant to Section 130A(6) of the Act to place the report prepared pursuant to Section 130A(1) of the Act on the agenda for consideration:
- 41.2.1 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;
- 41.2.2 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.

**SUB-DELEGATIONS****POSITION****42. Annual Report to be Prepared and Adopted**

- 42.0.0 Annual Report to be Prepared and Adopted
- 42.1.0 The duty pursuant to Section 131(1) of the Act and in accordance with Sections 131(2) and (3) of the Act to prepare and adopt on or before 30 November each year an annual report relating to the operations of the Council for the financial year ending on the preceding 30 June.
- 42.2.0 The duty pursuant to Section 131(2) and (3) of the Act to include in that report the material and include specific reports on the matters specified in Schedule 4 as amended from time to time by regulation.
- 42.3.0 The duty pursuant to Section 131(4) of the Act to provide a copy of the annual report to each member of the Council.
- 42.4.0 The duty pursuant to Section 131(5) of the Act to submit a copy of the annual report to:
- 42.4.1 the Presiding Member of both Houses of Parliament; and
- 42.4.2 to the persons or body prescribed by the Regulations; on or before the date determined under the Regulations.
- 42.5.0 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.
- 42.6.0 The duty pursuant to Section 131(8) of the Act to ensure that copies of Council's annual report are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.

## SUB-DELEGATIONS

## POSITION

**43. Access to Documents**

- 43.0.0 Access to Documents
- 43.1.0 The duty pursuant to Section 132(1) of the Act to ensure a member of the public is able:
- 43.1.1 to inspect a document referred to in Schedule 5 of the Act at the principal office of the Council during ordinary office hours without charge;  
and
- 43.1.2 to purchase a document referred to in Schedule 5 to the Act at the principal office of the Council during ordinary office hours for a fee fixed by the Council.
- 43.2.0 The power pursuant to Section 132(2) of the Act to make a document available in electronic form for the purposes of Section 132(1)(a).
- 43.3.0 The power and duty pursuant to and in accordance with Section 132 (3) of the Act to make the following documents available for inspection on a website determined by the Chief Executive Officer within a reasonable time after they are available at the principal office of the Council:
- 43.3.1 agendas for meetings of the Council or Council committees;
- 43.3.2 minutes of meetings of the Council or Council committees;
- 43.3.3 codes of conduct or codes of practice adopted by the Council under this Act or the Local Government (Elections) Act 1999;
- 43.3.4 the Council's contract and tenders policies public consultation policy and order-making policies;
- 43.3.5 the Council's draft annual business plan annual business plan (as adopted by the council) and the summary of the annual business plan required under Part 2 of this Chapter;
- 43.3.6 the Council's budget (as adopted by the Council for a particular year);
- 43.3.7 a list of fees and charges imposed by the Council under this Act;
- 43.3.8 by-laws made by the Council and any determination in respect of a by-law made under Section 246(3)(e) of the Act;
- 43.3.9 procedures for the review of decisions established by the Council under Part 2 of Chapter 13;
- 43.3.10 the audited financial statements of the Council;
- 43.3.11 the annual report of the Council;
- 43.3.12 the Council's most recent information statement under the Freedom of Information Act 1991 unless the Council provides it as part of the annual report of the Council.

## SUB-DELEGATIONS

## POSITION

**44. Related Administrative Standards**

- 44.0.0 Related Administrative Standards

**SUB-DELEGATIONS**

**POSITION**

**44. Related Administrative Standards**

- 44.1.0 The power and duty pursuant to Section 132A of the Act to ensure that appropriate policies practices and procedures are implemented and maintained in order:
- 44.1.1 to ensure compliance with any statutory requirements; and
- 44.1.2 to achieve and maintain standards that reflect good administrative practices.

**SUB-DELEGATIONS**

**POSITION**

**45. Sources of Funds**

- 45.0.0 Sources of Funds General Manager Environment  
General Manager Resources
- 45.1.0 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 the Act or another Act.

**SUB-DELEGATIONS**

**POSITION**

**46. Ability of a Council to Give Security**

- 46.0.0 Ability of a Council to Give Security
- 46.1.0 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:
  - 46.1.1 guarantees (including guarantees relating to the liability of a subsidiary of the Council);
  - 46.1.2 debentures charged on the general revenue of the Council (including to support a guarantee provided under Section 135(1) of the Act);
  - 46.1.3 bills of sale mortgages or other charges (including to support a guarantee provided under Section 135(1)(a) of the Act.
- 46.2.0 The power and duty 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:
  - 46.2.1 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
  - 46.2.2 if the debentures are being offered generally to members of the public appoint a trustee for the debenture holders.

**SUB-DELEGATIONS**

**POSITION**

**47. Expenditure of Funds**

- 47.0.0 Expenditure of Funds General Manager Environment  
General Manager Resources  
Manager Finance

SUB-DELEGATIONS

POSITION

**47. Expenditure of Funds**

47.1.0 Subject to the Act or another Act the power pursuant to Section 137 of the Act to expend the 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.

SUB-DELEGATIONS

POSITION

**48. Investment Powers**

48.0.0 Investment Powers General Manager Resources

48.1.0 The power pursuant to Section 139(1) of the Act to invest money under the Council's control.

48.2.0 The duty pursuant to Section 139(2) of the Act in exercising the power of investment to:

48.2.1 exercise the care diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and

48.2.2 Avoid investments that are speculative or hazardous in nature.

48.3.0 The duty pursuant to Section 139(3) of the Act to take into account when exercising the power of investment so far as is appropriate in the circumstances and without limiting the matters which may be taken into account the following matters:

48.3.1 the purposes of the investment;

48.3.2 the desirability of diversifying Council investments;

48.3.3 the nature of and risk associated with existing Council investments;

48.3.4 the desirability of maintaining the real value of the capital and income of the investment;

48.3.5 the risk of capital or income loss or depreciation;

48.3.6 the potential for capital appreciation;

48.3.7 the likely income return and the timing of income return;

48.3.8 the length of the term of a proposed investment;

48.3.9 the period for which the investment is likely to be required;

48.3.10 the liquidity and marketability of a proposed investment during and on determination of the term of the investment;

48.3.11 the aggregate value of the assets of the Council;

48.3.12 the likelihood of inflation affecting the value of a proposed investment;

48.3.13 the costs of making a proposed investment;

48.3.14 the results of any review of existing Council investments.

**SUB-DELEGATIONS****POSITION****48. Investment Powers**

- 48.4.0 Subject to the matters specified in Section 139(3) of the Act the power pursuant to Section 139(4) of the Act so far as may be appropriate in the circumstances to have regard to:
- 48.4.1 the anticipated community benefit from an investment; and
- 48.4.2 the desirability of attracting additional resources into the local community.
- 48.5.0 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.

**SUB-DELEGATIONS****POSITION****49. Review of Investment**

- 49.0.0 Review of Investment General Manager Resources
- 49.1 The duty 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.

**SUB-DELEGATIONS****POSITION****50. Gifts to a Council**

- 50.0.0 Gifts to a Council General Manager Resources
- 50.1.0 Within the confines of Section 44(3) of the Act:
- 50.1.1 the power pursuant to Section 141(1) of the Act to accept a gift made to the Council;
- 50.1.2 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;
- 50.1.3 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;
- 50.1.4 where a variation is sought in the terms of a trust the duty 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
- 50.1.5 the duty 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.

**SUB-DELEGATIONS****POSITION****51. Duty to Insure Against Liability**

- 51.0.0 Duty to Insure Against Liability

SUB-DELEGATIONS

POSITION

**51. Duty to Insure Against Liability**

51.1.0 The duty 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.

SUB-DELEGATIONS

POSITION

**52. Writing off Bad Debts**

52.0.0 Writing off Bad Debts

General Manager Resources  
Manager Finance

52.1.0 The power pursuant to Section 143(1) of the Act to write off any debts owed to the Council:

52.1.1 if the Council has no reasonable prospect of recovering the debts; or

52.1.2 if the costs of recovery are likely to equal or exceed the amount to be recovered up to and including an amount of \$5000.00 in respect of any one debt.

52.2.0 The duty pursuant to Section 143(2) of the Act to ensure that no debt is written off unless the Chief Executive Officer has certified:

52.2.1 reasonable attempts have been made to recover the debt; or

52.2.2 the costs of recovery are likely to equal or exceed the amount to be recovered.

SUB-DELEGATIONS

POSITION

**53. Recovery of Amounts Due to Council**

53.0.0 Recovery of Amounts Due to Council

General Manager Resources  
Manager Finance  
Senior Revenue and Property Officer  
Team Leader Revenue and Property

53.1.0 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

53.2.0 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.

SUB-DELEGATIONS

POSITION

**54. Land Against Which Rates May be Assessed**

**SUB-DELEGATIONS**

**POSITION**

**54. Land Against Which Rates May be Assessed**

- |        |  |  |
|--------|--|--|
| 54.0.0 | Land Against Which Rates May be Assessed   | General Manager Resources<br>Manager Finance<br>Team Leader Revenue and Property |
| 54.1.0 | The power and duty 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. |  |

**SUB-DELEGATIONS**

**POSITION**

**55. Basis of Rating**

- |        |  |  |
|--------|--|--|
| 55.0.0 | Basis of Rating  | General Manager Resources<br>Manager Finance<br>Team Leader Revenue and Property |
| 55.1.0 | Before the Council:  |  |
| 55.1.1 | 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);<br>or  |  |
| 55.1.2 | changes the basis on which land is valued for the purposes of rating; or   |  |
| 55.1.3 | changes the imposition of rates on land by declaring or imposing a separate rate service rate or service charge on any land; the power and duty pursuant to Section 151(5)(d) and (e) of the Act to:   |  |
| 55.1.4 | prepare a report on the proposed change in accordance with Section 151(6) of the Act; and  |  |
| 55.1.5 | follow the relevant steps set out in its public consultation policy in accordance with Section 151(7) of the Act.  |  |
| 55.2.0 | The duty pursuant to Section 151(8) of the Act to ensure that copies of the report required under Section 151(5)(d) of the Act are available at the meeting held under Section 151(7)(a)(i) of the Act 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. |  |

**SUB-DELEGATIONS**

**POSITION**

**56. General Rates**

- |        |   |   |
|--------|---|---|
| 56.0.0 | General Rates   | General Manager Resources<br>Manager Finance<br>Senior Revenue and Property Officer<br>Team Leader Revenue and Property |
| 56.1.0 | 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. |   |



## SUB-DELEGATIONS

## POSITION

**57. Service Rates and Service Charges**

- |        |   |  |
|--------|---|--|
| 57.0.0 | Service Rates and Service Charges   | General Manager Resources<br>Manager Finance |
| 57.1.0 | The duty 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.  |  |
| 57.2.0 | 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. |  |

## SUB-DELEGATIONS

## POSITION

**58. Basis of Differential Rates**

- |        |  |  |
|--------|--|--|
| 58.0.0 | Basis of Differential Rates  | General Manager Resources<br>Manager Finance<br>Team Leader Revenue and Property |
| 58.1.0 | 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.  |  |
| 58.2.0 | The power and duty 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:   |  |
| 58.2.1 | prepare a report on the proposed change in accordance with Section 156(14b) of the Act; and  |  |
| 58.2.2 | follow the relevant steps set out in its public consultation policy in accordance with Section 156(14d) of the Act.  |  |
| 58.3.0 | The duty 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. |  |

## SUB-DELEGATIONS

## POSITION

**59. Notice of Differentiating Factors**

- |        |                                   |  |
|--------|-----------------------------------|--|
| 59.0.0 | Notice of Differentiating Factors | General Manager Resources<br>Manager Finance<br>Team Leader Revenue and Property |
|--------|-----------------------------------|--|

## SUB-DELEGATIONS

## POSITION

**59. Notice of Differentiating Factors**

- 59.1.0 If the Council declares differential rates the duty 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.

## SUB-DELEGATIONS

## POSITION

**60. Preliminary**

- 60.0.0 Preliminary Manager Finance
- 60.1.0 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.
- 60.2.0 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).
- 60.3.0 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%.
- 60.4.0 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.

## SUB-DELEGATIONS

## POSITION

**61. Rebate of Rates - Community Services**

- 61.0.0 Rebate of Rates - Community Services General Manager Resources  
Manager Finance
- 61.1.0 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 and administration (or both) by a community service organisation where that organisation:
- 61.1.1 is incorporated on a not-for-profit basis for the benefit of the public; and
- 61.1.2 provides community services without charge or for charge that is below the cost to the body of providing their services; and
- 61.1.3 does not restrict its services to persons who are members of the body.

## SUB-DELEGATIONS

## POSITION

**62. Rebate of Rates - Educational Purposes**

- 62.0.0 Rebate of Rates - Educational Purposes General Manager Resources  
Manager Finance

## SUB-DELEGATIONS

## POSITION

**62. Rebate of Rates - Educational Purposes**

- 62.1.0 The power pursuant to Section 165(1) and (2) of the Act to grant a rebate of rates at more than 75% on land:
- 62.1.1 occupied by a Government school under a lease or license and being used for educational purposes; or
- 62.1.2 occupied by non-Government school registered under the Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes; or
- 62.1.3 land being used by University or University College to provide accommodation and other forms of support for students on a not-for-profit basis.

## SUB-DELEGATIONS

## POSITION

**63. Discretionary Rebates of Rates**

- 63.0.0 Discretionary Rebates of Rates General Manager Resources  
Manager Finance
- 63.1.0 The duty 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):
- 63.1.1 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
- 63.1.2 the community need that is being met by activities being carried out on the land for which the rebate is sought; and
- 63.1.3 the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons;
- 63.1.4 any other matter considered relevant by the Council or the Delegate.
- 63.2.0 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:
- 63.2.1 where the rebate is desirable for the purpose of securing the proper development of the area or part of the area;
- 63.2.2 where the rebate is desirable for the purpose of assisting or supporting a business in the area;
- 63.2.3 where the rebate will be conducive to the preservation of buildings or places of historic significance;
- 63.2.4 where the land is being used for educational purposes;
- 63.2.5 where the land is being used for agricultural horticultural or floricultural exhibitions;
- 63.2.6 where the land is being used for a hospital or health centre;
- 63.2.7 where the land is being used to provide facilities or services for children or young persons;
- 63.2.8 where the land is being used to provide accommodation for the aged or disabled;
- 63.2.9 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;

**SUB-DELEGATIONS**

**POSITION**

**63. Discretionary Rebates of Rates**

- 63.2.10 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;
- 63.2.11 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;
- 63.2.12 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:
  - 63.2.12.1 a redistribution of the rates burden within the community arising from a change to the basis or structure of the Council's rates; or
  - 63.2.12.2 a change to the basis on which land is valued for the purpose of rating rapid changes in valuations or anomalies in valuations.
- 63.2.13 where the rebate is considered by the Delegate to be appropriate to provide relief in order to avoid what would otherwise constitute:
  - 63.2.13.1 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
  - 63.2.13.2 a liability that is unfair or unreasonable;
- 63.2.14 where the rebate is to give effect to a review of a decision of the Council under Chapter 13 Part 2; or
- 63.2.15 where the rebate is contemplated under another provision of the Act.
  
- 63.3.0 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:
  - 63.3.1 where the rebate is desirable for the purpose of securing a proper development of the area or part of the area; or
  - 63.3.2 where the rebate is desirable for the purpose of assisting or supporting a business in the area; or
  - 63.3.3 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.
- 63.4.0 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.

**SUB-DELEGATIONS**

**POSITION**

**64. Valuation of Land for the Purposes of Rating**

- 64.0.0 Valuation of Land for the Purposes of Rating
  - General Manager Resources
  - Manager Finance
  - Team Leader Revenue and Property
  
- 64.1.0 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.
- 64.2.0 For the purpose of adopting a valuation of land for rating the duty pursuant to Section 167(2) of the Act and in accordance with Section 167(3) (4) and (5) of the Act to adopt:
  - 64.2.1 valuations made or caused to be made by the Valuer-General; or

## SUB-DELEGATIONS

## POSITION

**64. Valuation of Land for the Purposes of Rating**

- 64.2.2 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.
- 64.3.0 The duty pursuant to Section 167(6) of the Act to publish a notice of the adoption of valuations in the Gazette within 21 days after the date of the adoption.

## SUB-DELEGATIONS

## POSITION

**65. Valuation of Land**

- 65.0.0 Valuation of Land  
Revenue and Property Officer  
Senior Revenue and Property Officer  
Team Leader Revenue and Property
- 65.1.0 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).
- 65.2.0 The duty 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.
- 65.3.0 The power and duty 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.

## SUB-DELEGATIONS

## POSITION

**66. Objections to Valuations Made by Council**

- 66.0.0 Objections to Valuations Made by Council  
General Manager Resources  
Manager Finance  
Revenue and Property Officer  
Senior Revenue and Property Officer  
Team Leader Revenue and Property
- 66.1.0 The duty 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:
- 66.1.1 the objection does not involve a question of law; and
- 66.1.2 the objection is made in writing (setting out a full and detailed statement of the grounds on which the objection is based); and
- 66.1.3 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).
- 66.2.0 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.

**SUB-DELEGATIONS****POSITION****66. Objections to Valuations Made by Council**

- 66.3.0 The duty pursuant to Section 169(7) of the Act to give the objector written notice of the outcome of the reconsideration of the objection.
- 66.4.0 The duty 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:
- 66.4.1 in the prescribed manner and form;
- 66.4.2 made within 21 days after the objector receives notice of the outcome of his or her initial objection; and
- 66.4.3 accompanied by the prescribed fee.
- 66.5.0 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.

**SUB-DELEGATIONS****POSITION****67. Notice of Declaration of Rates**

- 67.0.0 Notice of Declaration of Rates
- General Manager Resources  
Team Leader Revenue and Property
- 67.1.0 The duty pursuant to Section 170 of the Act to ensure the notice of declaration of a rate or service charge is published in the Gazette and in a newspaper circulating in the area within 21 days after the date of the declaration.

**SUB-DELEGATIONS****POSITION****68. Alterations to Assessment Record**

- 68.0.0 Alterations to Assessment Record
- Revenue and Property Officer  
Senior Revenue and Property Officer  
Team Leader Revenue and Property
- 68.1.0 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.
- 68.2.0 The duty 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.

**SUB-DELEGATIONS****POSITION****69. Inspection of Assessment Record**

**SUB-DELEGATIONS**

**POSITION**

**69. Inspection of Assessment Record**

|        |  |   |
|--------|--|---|
| 69.0.0 | Inspection of Assessment Record  | General Manager Resources<br>Manager Finance<br>Revenue and Property Officer<br>Senior Revenue and Property Officer<br>Team Leader Revenue and Property |
| 69.1.0 | The duty 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. |   |

**SUB-DELEGATIONS**

**POSITION**

**70. Liability for Rates**

|        |  |   |
|--------|--|---|
| 70.0.0 | Liability for Rates  | General Manager Resources<br>Manager Finance<br>Senior Revenue and Property Officer<br>Team Leader Revenue and Property |
| 70.1.0 | 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:  |   |
| 70.1.1 | the principal ratepayer; or  |   |
| 70.1.2 | any other person (not being a principal ratepayer) who is an owner or occupier of the land; or   |   |
| 70.1.3 | any other person who was at the time of the declaration of the rates an owner or occupier of the land.   |   |
| 70.2.0 | 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. |   |
| 70.3.0 | 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.              |   |
| 70.4.0 | 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.  |   |

**SUB-DELEGATIONS**

**POSITION**

**71. Liability for Rates if Land is Not Rateable for the Whole of the Financial Year**

|        |   |  |
|--------|---|--|
| 71.0.0 | Liability for Rates if Land is Not Rateable for the Whole of the Financial Year   | General Manager Resources<br>Manager Finance<br>Team Leader Revenue and Property |
| 71.2.0 | The duty 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. |  |

## SUB-DELEGATIONS

## POSITION

**72. Service of Rate Notice**

|        |   |  |
|--------|---|--|
| 72.0.0 | Service of Rate Notice  | General Manager Resources<br>Manager Finance<br>Team Leader Revenue and Property |
| 72.1.0 | The duty 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 owner or occupier of the relevant land a rates notice as soon as practicable after: |  |
| 72.1.1 | the declaration of a rate; or   |  |
| 72.1.2 | the imposition of a service charge; or  |  |
| 72.1.3 | a change in the rates liability of land.  |  |

## SUB-DELEGATIONS

## POSITION

**73. Payment of Rates - General Principles**

|        |  |                           |
|--------|--|---------------------------|
| 73.0.0 | Payment of Rates - General Principles  | General Manager Resources |
| 73.1.0 | 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.  |                           |
| 73.2.0 | If the Council declares a general rate for a particular financial year after 31 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). |                           |
| 73.3.0 | 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.  |                           |
| 73.4.0 | The duty 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 :   |                           |
| 73.4.1 | the amount of the instalment; and  |                           |
| 73.4.2 | 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.   |                           |
| 73.5.0 | The power pursuant to Section 181(7a) of the Act where the Council has entered into an agreement with a principal ratepayer 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.   |                           |
| 73.6.0 | 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.   |                           |
| 73.7.0 | The power pursuant to Section 181(11) of the Act to grant discounts or other incentives in order to encourage:   |                           |
| 73.7.1 | the payment of instalments of rates in advance; or   |                           |



## SUB-DELEGATIONS

## POSITION

**73. Payment of Rates - General Principles**

- 73.7.2 prompt payment of rates.
- 73.8.0 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.
- 73.9.0 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.
- 73.10.0 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:
- 73.10.1 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
- 73.10.2 the Delegate must give at least 30 days notice before an instalment falls due.

## SUB-DELEGATIONS

## POSITION

**74. Remission and Postponement of Payment**

- 74.0.0 Remission and Postponement of Payment General Manager Resources
- 74.1.0 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:
- 74.1.1 postpone payment in whole or in part for such period as the Delegate thinks fit; or
- 74.1.2 remit the rates in whole or in part.
- 74.2.0 The power pursuant to Section 182(2) of the Act on a postponement of rates:
- 74.2.1 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);
- 74.2.2 to grant the postponement on other conditions determined by the Delegate; and
- 74.2.3 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).
- 74.3.0 The power pursuant to Section 182(3) of the Act to grant other or additional postponements of rates:
- 74.3.1 to assist or support a business in the Council's area; or
- 74.3.2 to alleviate the affects of anomalies that have occurred in valuations under the Act.

## SUB-DELEGATIONS

## POSITION

**74. Remission and Postponement of Payment**

- 74.4.0 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 Land Tax Remission Act 1986 (such remissions will be in addition to the remissions that are available under that Act).
- 74.5.0 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.
- 74.6.0 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).

## SUB-DELEGATIONS

## POSITION

**75. Postponement of Rates - Seniors**

- 75.0.0 Postponement of Rates - Seniors General Manager Resources  
Manager Finance
- 75.1.0 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.
- 75.2.0 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:
- 75.2.1 reject an application for the postponement of rates; or
- 75.2.2 impose conditions on the postponement of rates; but only in accordance with the Regulations.

## SUB-DELEGATIONS

## POSITION

**76. Application of Money in Respect of Rates**

- 76.0.0 Application of Money in Respect of Rates General Manager Resources
- 76.1.0 The power and the duty to apply monies received or recovered in respect of rates pursuant to and in accordance with Section 183 of the Act.

## SUB-DELEGATIONS

## POSITION

**77. Sale of Land for Non-Payment of Rates**

- 77.0.0 Sale of Land for Non-Payment of Rates General Manager Resources
- 77.1.0 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.

**77. Sale of Land for Non-Payment of Rates**

- 77.2.0 The duty 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:
- 77.2.1 stating the period for which the rates have been in arrears; and
- 77.2.2 stating the amount of the total liability for rates presently outstanding in relation to the land; and
- 77.2.3 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.
- 77.3.0 The duty 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:
- 77.3.1 to any owner of the land who is not the principal ratepayer; and
- 77.3.2 to any registered mortgagee of the land; and
- 77.3.3 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.
- 77.4.0 If:
- 77.4.1 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
- 77.4.2 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:
- 77.4.3 placing a copy of the notice in a newspaper circulating throughout the State; and
- 77.4.4 leaving a copy of the notice in a conspicuous place on the land.
- 77.5.0 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 to the ratepayer under Section 184(2) of the Act.
- 77.6.0 The duty 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 Crown Lands Act 1929 grants consent to sale by public auction.
- 77.7.0 The duty 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.
- 77.8.0 The duty 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.
- 77.9.0 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.
- 77.10.0 The power and duty to apply monies received by the Council in respect of the sale of land for non-payment of rates pursuant to and in accordance with Section 184(11) of the Act.

## SUB-DELEGATIONS

## POSITION

**77. Sale of Land for Non-Payment of Rates**

- 77.11.0 The duty 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 Unclaimed Moneys Act 1981.

## SUB-DELEGATIONS

## POSITION

**78. Objection Review or Appeal**

- 78.0.0 Objection Review or Appeal
- General Manager Resources  
Manager Finance  
Senior Revenue and Property Officer  
Team Leader Revenue and Property
- 78.1.0 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:
- 78.1.1 to refund or credit the overpaid amount against future liabilities for rates on the land subject to the rates; or
- 78.1.2 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.

## SUB-DELEGATIONS

## POSITION

**79. Certificate of Liabilities**

- 79.0.0 Certificate of Liabilities
- Coordinator Information Management  
Information Management Officer  
Revenue and Property Officer  
Senior Revenue and Property Officer  
Team Leader Revenue and Property
- 79.1.0 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:
- 79.1.1 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 10 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 Act); and
- 79.1.2 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.

## SUB-DELEGATIONS

## POSITION

**80. Investigation by Ombudsman**

**SUB-DELEGATIONS**

**POSITION**

**80. Investigation by Ombudsman**

- 80.0.0 Investigation by Ombudsman
- 80.1.0 The duty 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 action that should be taken by the Council to within 2 months after receipt of that report provide a written response to:
  - 80.1.1 the Ombudsman; and
  - 80.1.2 if relevant the person who made the complaint.
- 80.2.0 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.

**SUB-DELEGATIONS**

**POSITION**

**81. Fees and Charges**

- 81.0.0 Fees and Charges General Manager Resources
- 81.1.0 The power pursuant to Section 188(1) and (2) of the Act to impose fees and charges:
  - 81.1.1 for the use of any property or facility owned controlled managed or maintained by the Council;
  - 81.1.2 for services supplied to a person at his or her request;
  - 81.1.3 for carrying out work at a person's request;
- 81.2.0 The power pursuant to Section 188(3) of the Act to provide for:
  - 81.2.1 specific fees and charges;
  - 81.2.2 maximum fees and charges and minimum fees and charges;
  - 81.2.3 annual fees and charges;
  - 81.2.4 the imposition of fees or charges according to specified factors;
  - 81.2.5 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
  - 81.2.6 the reduction waiver or refund in whole or in part of any fees and charges.
- 81.3.0 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.

**SUB-DELEGATIONS****POSITION****81. Fees and Charges**

- 81.4.0 The duty pursuant to Section 188(6) of the Act to keep a list of fees and charges imposed under this Section on public display during ordinary office hours at the principal office of the Council.
- 81.5.0 The duty pursuant to Section 188(7) of the Act to if the Council fixes or varies a fee imposed under this Section update the list referred to in Section 188(6) of the Act and 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.

**SUB-DELEGATIONS****POSITION****82. Acquisition of Land by Agreement**

- 82.0.0 Acquisition of Land by Agreement
- 82.1.0 The power pursuant to Section 190 of the Act to acquire land by agreement.

**SUB-DELEGATIONS****POSITION****83. Compulsory Acquisition of Land**

- 83.0.0 Compulsory Acquisition of Land
- 83.1.0 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.
- 83.2.0 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.

**SUB-DELEGATIONS****POSITION****84. Assumption of Care Control and Management of Land**

- 84.0.0 Assumption of Care Control and Management of Land
- 84.1.0 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.
- 84.2.0 The duty 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 Gazette.

**SUB-DELEGATIONS****POSITION****85. Classification**

- 85.0.0 Classification
- 85.1.0 The duty pursuant to Section 193(6) of the Act to give notice in the Gazette of a resolution:
  - 85.1.1 to exclude land from classification as community land under Section 193(4) of the Act; or
  - 85.1.2 to classify as community land land that had previously been excluded from classification as such under Section 193(5) of the Act.

**SUB-DELEGATIONS****POSITION****86. Revocation of Classification of Land as Community Land**

- 86.0.0 Revocation of Classification of Land as Community Land
- 86.1.0 The duty pursuant to Section 194(2) of the Act before the Council revokes the classification of land as community land to:
  - 86.1.1 prepare and make publicly available a report on the proposal containing:
    - 86.1.1.1 a summary of reasons for the proposal; and
    - 86.1.1.2 a statement of any dedication reservation or trust to which the land is subject; and
    - 86.1.1.3 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
    - 86.1.1.4 an assessment of how implementation of the proposal would affect the area and the local community; and
    - 86.1.1.5 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
  - 86.1.2 follow the relevant steps set out in the Council's public consultation policy.
- 86.2.0 After complying with the requirements of Section 194(2) of the Act the duty 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.
- 86.3.0 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.

**SUB-DELEGATIONS****POSITION****87. Effect of Revocation of Classification**

- 87.0.0 Effect of Revocation of Classification

**SUB-DELEGATIONS****POSITION****87. Effect of Revocation of Classification**

- 87.1.0 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 Act 1929 the duty 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.

**SUB-DELEGATIONS****POSITION****88. Management Plans**

- 88.0.0 Management Plans
- 88.1.0 The power and duty pursuant to and in accordance with Section 196(1) (2) (3) and (7) of the Act to prepare and adopt management plan or management plans for the Council's community land for which a management plan must be prepared that:
- 88.1.1 identifies the land to which it applies; and
- 88.1.2 states the purpose for which the land is held by the Council; and
- 88.1.3 states the Council's objectives policies (if any) and proposals for the management of the land; and
- 88.1.4 states performance targets and how the Council proposes to measure its performance against its objectives and performance targets.
- 88.2.0 If a management plan relates to land that is not in the Council's ownership the power and duty 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:
- 88.2.1 identify the owner of the land; and
- 88.2.2 state the nature of any trust dedication or restriction to which the land is subject apart from the Act; and
- 88.2.3 contain any provisions that the owner reasonably requires and identify those provisions as provisions required by the owner.
- 88.3.0 The duty 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.

**SUB-DELEGATIONS****POSITION****89. Public Consultation on Proposed Management Plan**

- 89.0.0 Public Consultation on Proposed Management Plan
- 89.1.0 Before the Council adopts a management plan for community land the duty pursuant to Section 197(1) of the Act and subject to Section 197(2) of the Act to:
- 89.1.1 make copies of the proposed plan available for inspection or purchase at the Council's principal office; and
- 89.1.2 follow the relevant steps set out in Council's public consultation policy.



**SUB-DELEGATIONS**

**POSITION**

**89. Public Consultation on Proposed Management Plan**

89.2.0 The duty pursuant to Section 197(3) of the Act to give public notice of the adoption of a management plan.

**SUB-DELEGATIONS**

**POSITION**

**90. Amendment or Revocation of Management Plan**

90.0.0 Amendment or Revocation of Management Plan

90.1.0 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.

90.2.0 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.

90.3.0 The duty 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.

**SUB-DELEGATIONS**

**POSITION**

**91. Effect of Management Plan**

91.0.0 Effect of Management Plan

91.1.0 The duty pursuant to Section 199 of the Act to manage community land in accordance with any management plan for the relevant land.

**SUB-DELEGATIONS**

**POSITION**

**92. Use of Community Land for Business Purposes**

92.0.0 Use of Community Land for Business Purposes

General Manager Environment  
General Manager Resources  
Property Officer  
Water Infrastructure Project Officer

92.1.0 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.

**SUB-DELEGATIONS**

**POSITION**

**93. Sale or Disposal of Local Government Land**

## SUB-DELEGATIONS

## POSITION

**93. Sale or Disposal of Local Government Land**

- 93.0.0 Sale or Disposal of Local Government Land
- 93.1.0 The power pursuant to Section 201(1) of the Act to sell or otherwise dispose of an interest in land:
- 93.1.1 vested in the Council in fee simple; or
- 93.1.2 vested in the Council as lessee.
- 93.2.0 The power pursuant to Section 201(2) of the Act to:
- 93.2.1 grant an easement (including a right of way) over community land; and
- 93.2.2 grant an easement (excluding a right of way) over a road or part of a road.

## SUB-DELEGATIONS

## POSITION

**94. Alienation of Community Land by Lease or Licence**

- 94.0.0 Alienation of Community Land by Lease or Licence General Manager Resources
- 94.1.0 The power pursuant to Section 202(1) and (5) of the Act and subject to Section 202(7) of the Act 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:
- 94.1.1 the erection or removal of buildings and other structures for the purpose of activities conducted under the lease or licence;
- 94.1.2 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);
- 94.1.3 any other matter relevant to the use or maintenance of the land.
- 94.2.0 The duty 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 follow the relevant steps set out in Council's public consultation policy unless:
- 94.2.1 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
- 94.2.2 the Regulations provide in the circumstances of the case for an exemption from compliance with the public consultation policy.
- 94.3.0 The power and duty pursuant to Section 202(4) of the Act and subject to Section 202(4a) and Section 202(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.
- 94.4.0 The duty pursuant to Section 202(6) of the Act and subject to Section 202(7) of the Act to ensure that a lease or licence relating to community land is consistent with any relevant management plan.

**SUB-DELEGATIONS****POSITION****95. Register of Community Land**

- 95.0.0 Register of Community Land
- 95.1.0 The duty pursuant to Section 207(1) of the Act to keep a register of all community land in Council's area.
- 95.2.0 The duty pursuant to Section 207(2)(a) and (b) of the Act to ensure that the register:
- 95.2.1 contains the information required by the Regulations; and
- 95.2.2 contains copies of current management plans.
- 95.3.0 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.
- 95.4.0 The duty pursuant to Section 207(3) and (4) of the Act to make available the register of all community land in the Council's area for inspection (without charge) or purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council during ordinary office hours.

**SUB-DELEGATIONS****POSITION****96. Ownership of Public Roads**

- 96.1.0 The duty 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) to be published in the Gazette.

**SUB-DELEGATIONS****POSITION****97. Ownership of Fixtures and Equipment Installed on Public Roads**

- 97.0.0 Ownership of Fixtures and Equipment Installed on Public Roads
- 97.1.0 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.

**SUB-DELEGATIONS****POSITION****98. Conversion of Private Road to Public Road**

- 98.0.0 Conversion of Private Road to Public Road
- General Manager Environment  
Infrastructure Engineer  
Water Infrastructure Project Officer

**SUB-DELEGATIONS****POSITION****98. Conversion of Private Road to Public Road**

- 98.1.0 The duty 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.
- 98.2.0 The duty 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:
- 98.2.1 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
- 98.2.2 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
- 98.2.3 give public notice of the proposed declaration.
- 98.3.0 The duty pursuant to Section 210(5) to publish in the Gazette a declaration of the Council made in accordance with Section 210(1) of the Act.
- 98.4.0 The duty 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.

**SUB-DELEGATIONS****POSITION****99. Highways**

- 99.0.0 Highways
- 99.1.0 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.

General Manager Environment  
 Infrastructure Engineer  
 Water Infrastructure Project Officer

**SUB-DELEGATIONS****POSITION****100. Power to Carry Out Roadwork**

- 100.0.0 Power to Carry Out Roadwork
- 100.1.0 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.
- 100.2.0 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:
- 100.2.1 the roadwork is carried out in compliance with any relevant requirement under the Road Traffic Act 1961; and

General Manager Environment  
 Infrastructure Engineer  
 Water Infrastructure Project Officer

**SUB-DELEGATIONS**

**POSITION**

**100. Power to Carry Out Roadwork**

- 100.2.2 before carrying out roadwork in relation to a road that runs into or intersects with a highway (and that may have an affect on the users of that highway) consult with the Commissioner of Highways; and
- 100.2.3 the roadwork in relation to a private road is only carried out if:
  - 100.2.3.1 the owner agrees; or
  - 100.2.3.2 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
  - 100.2.3.3 the identity or whereabouts of the owner is unknown; and
- 100.2.4 the roadwork on other private land is carried out with the agreement of the owner (unless otherwise provided in the Act).

**SUB-DELEGATIONS**

**POSITION**

**101. Recovery of Cost of Roadwork**

- 101.1.0 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.
- 101.2.0 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:
  - 101.2.1 the person who caused the damage; or
  - 101.2.2 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.
- 101.3.0 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.

**SUB-DELEGATIONS**

**POSITION**

**102. Contribution Between Councils where Road is on Boundary Between Council Areas**

- 102.0.0 Contribution Between Councils where Road is on Boundary Between Council Areas
 

General Manager Environment  
Infrastructure Engineer  
Water Infrastructure Project Officer
- 102.1.0 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 bought.

**SUB-DELEGATIONS**

**POSITION**

**103. Special Provisions for Certain Kinds of Roadwork**

SUB-DELEGATIONS

POSITION

**103. Special Provisions for Certain Kinds of Roadwork**

- 103.1.0 If the Council changes the level of a road the duty pursuant to Section 215(1) of the Act to:
  - 103.1.1 ensure that adjoining properties have adequate access to the road; and
  - 103.1.2 construct any retaining walls embankments or other structures necessary to provide protection required in consequence of the change of level.
- 103.2.0 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:
  - 103.2.1 there is no significant risk of damage to the adjoining property; or
  - 103.2.2 the road work does not significantly increase the risk of damage to adjoining property.
- 103.3.0 The duty 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.

SUB-DELEGATIONS

POSITION

**104. Power to Order Owner of Private Road to Carry Out Specific Roadwork**

- 104.1.0 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.
- 104.2.0 The duty 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:
  - 104.2.1 any proposal to make an order under Section 216(1) of the Act; and
  - 104.2.2 if an order is made any order under Section 216(1) of the Act.

SUB-DELEGATIONS

POSITION

**105. Power to Order Owner of Infrastructure on Road to Carry Out Specified Maintenance or Repair Work**

- 105.0.0 Power to Order Owner of Infrastructure on Road to Carry Out Specified Maintenance or Repair Work
  - General Manager Environment
  - Infrastructure Engineer
  - Water Infrastructure Project Officer
- 105.1.0 The power pursuant to Section 217(1) of the Act by order in writing to the owner of a structure or equipment (including pipes wires cables fittings and other objects) installed in on across under or over a road to require the owner:
  - 105.1.1 to carry out specified work by way of maintenance or repair; or
  - 105.1.2 to move the structure or equipment in order to allow the Council to carry out roadwork.

## SUB-DELEGATIONS

## POSITION

**105. Power to Order Owner of Infrastructure on Road to Carry Out Specified Maintenance or Repair Work**

105.2.0 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.

## SUB-DELEGATIONS

## POSITION

**106. Power to Require Owner of Adjoining Land to Carry Out Specific Work**

106.0.0 Power to Require Owner of Adjoining Land to Carry Out Specific Work

General Manager Environment  
Infrastructure Engineer  
Water Infrastructure Project Officer

106.1.0 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 to construct remove or repair a crossing place from the road to the land.

106.2.0 The duty 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:

106.2.1 any proposal to make an order; and

106.2.2 if an order is made any order under Section 218(1) of the Act.

## SUB-DELEGATIONS

## POSITION

**107. Power to Assign a Name or Change the Name of a Road or Public Place**

107.1.0 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.

107.2.0 The duty pursuant to Section 219(1a) of the Act to assign a name to a public road created after the commencement of Section 219(1a) of the Act by land division.

107.3.0 Where it is proposed to change the name of a public road that runs into the area of an adjoining council the duty pursuant to Section 219(2) of the Act to:

107.3.1 give the adjoining council at least 2 months notice of the proposed change; and

107.3.2 consider any representations made by the adjoining council in response to that notice.

107.4.0 The duty pursuant to Section 219(3) of the Act to:

107.4.1 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

107.4.2 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.

107.5.0 The duty 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.

SUB-DELEGATIONS

POSITION

**107. Power to Assign a Name or Change the Name of a Road or Public Place**

- 107.6.0 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.
- 107.7.0 The power pursuant to Section 219(6) of the Act to at any time alter a policy or substitute a new policy.
- 107.8.0 The duty pursuant to Section 219(7) of the Act to publish notice of the adopting or altering of a policy under Section 219 of the Act:
  - 107.8.1 in the Gazette; and
  - 107.8.2 in a newspaper circulating in the area of the council; and
  - 107.8.3 on a website determined by the Chief Executive Officer.

SUB-DELEGATIONS

POSITION

**108. Numbering of Premises and Allotments**

- 108.0.0 Numbering of Premises and Allotments General Manager Environment  
Water Infrastructure Project Officer
- 108.1.0 The power pursuant to Section 220(1) of the Act to adopt a numbering system for buildings and allotments adjoining a road.
- 108.2.0 The duty 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.
- 108.3.0 The duty 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 Section 220(1b) of the Act.
- 108.4.0 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.
- 108.5.0 The duty 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.
- 108.6.0 The duty pursuant to Section 220(4) of the Act to notify the Valuer-General of the decision to adopt alter or substitute a numbering system.
- 108.7.0 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.

SUB-DELEGATIONS

POSITION

**109. Alteration of Road**



**109. Alteration of Road**

- 109.0.0 Alteration of Road General Manager Resources
- 109.1.0 The power pursuant to Section 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: altering the construction or arrangement of the road to permit or facilitate access from an adjacent property; or erecting or installing a structure (including pipes wires cables fixtures fittings and other objects) in on across under or over the road; or changing or interfering with the construction arrangement or materials of the road; or changing interfering with or removing a structure (including pipes wires cables fixtures fittings and other objects) associated with the road; or planting a tree or other vegetation on the road interfering with vegetation on the road or removing vegetation from the road. Before authorising the erection or installation of a structure under Section 221(2)(b) of the Act the duty pursuant to Section 221(4) of the Act to give consideration as to whether the structure will: unduly obstruct the use of the road; or unduly interfere with the construction of the road; or have an adverse effect on road safety. The power pursuant to Section 221(6) of the Act to grant an authorisation under Section 221 of the Act: for a particular act or occasion; or 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.
- 109.1.1 altering the construction or arrangement of the road to permit or facilitate access from an adjacent property; or
- 109.1.2 erecting or installing a structure (including pipes wires cables fixtures fittings and other objects) in on across under or over the road; or
- 109.1.3 changing or interfering with the construction arrangement or materials of the road; or
- 109.1.4 changing interfering with or removing a structure (including pipes wires cables fixtures fittings and other objects) associated with the road; or
- 109.1.5 planting a tree or other vegetation on the road interfering with vegetation on the road or removing vegetation from the road.
- 109.2.0 Before authorising the erection or installation of a structure under Section 221(2)(b) of the Act the duty pursuant to Section 221(4) of the Act to give consideration as to whether the structure will:
- 109.2.1 unduly obstruct the use of the road; or
- 109.2.2 unduly interfere with the construction of the road; or
- 109.2.3 have an adverse effect on road safety.
- 109.3.0 The power pursuant to Section 221(6) of the Act to grant an authorisation under Section 221 of the Act:
- 109.3.1 for a particular act or occasion; or
- 109.3.2 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.

**110. Permits for Business Purposes**

**SUB-DELEGATIONS****POSITION****110. Permits for Business Purposes**

- 110.0.0 Permits for Business Purposes General Manager Resources
- 110.1.0 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. 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. 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.
- 110.2.0 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.
- 110.3.0 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.

**SUB-DELEGATIONS****POSITION****111. Public Consultation**

- 111.0.0 Public Consultation General Manager Environment  
Infrastructure Engineer  
Property Officer  
Water Infrastructure Project Officer
- 111.1.0 The duty 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 follow the relevant steps set out in Council's public consultation policy if the Delegate proposes to grant an authorisation or permit:
- 111.1.1 that confers a right of exclusive occupation; or
- 111.1.2 that would have the effect of restricting access to a road; or
- 111.1.3 in relation to a use or activity for which public consultation is required under the Regulations.
- 111.2.0 The duty 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.

**SUB-DELEGATIONS****POSITION****112. Conditions of Authorisation or Permit**

- 112.0.0 Conditions of Authorisation or Permit General Manager Environment  
Infrastructure Engineer  
Property Officer  
Water Infrastructure Project Officer

## SUB-DELEGATIONS

## POSITION

**112. Conditions of Authorisation or Permit**

- 112.1.0 The power pursuant to Section 224 of the Act subject to Sections 224(2) and (4) of the Act to grant an authorisation or permit under Division 6 of Part 2 Chapter 11 on conditions the Delegate considers appropriate.

## SUB-DELEGATIONS

## POSITION

**113. Cancellation of Authorisation or Permit**

- 113.0.0 Cancellation of Authorisation or Permit
- General Manager Environment  
Infrastructure Engineer  
Property Officer  
Water Infrastructure Project Officer
- 113.1.0 The power pursuant to Section 225(1) of the Act by notice in writing to the holder of an authorisation or permit:
- 113.1.1 in the case of a permit for the purposes of a mobile food vending business under Section 222 of the Act - cancel the permit for breach of a condition if the breach is sufficiently serious to justify cancellation of the permit; or
- 113.1.2 in the any other case - cancel the authorisation or permit for breach of a condition.
- 113.2.0 The duty pursuant to Section 225(2) of the Act before cancelling an authorisation or permit to:
- 113.2.1 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
- 113.2.2 consider any representations made in response to the notice.
- 113.3.0 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 of the public or otherwise to protect the public interest.
- 113.4.0 The power pursuant to Section 225(4) of the Act if the Council cancels a permit under Section 225(1)(a) of the Act to specify at the time of cancellation a period (not exceeding six months) that an application for a permit for the purposes of a mobile food vending business under Section 222 of the Act must not be made by or on behalf of the person who before the cancellation held the permit.

## SUB-DELEGATIONS

## POSITION

**113A. Location Rules - General**

- 113A Location Rules - General
- General Manager Environment  
Infrastructure Engineer  
Water Infrastructure Project Officer
- 113A.1 The power pursuant to Section 225A(1) of the Act and subject to Section 225A(2) of the Act to prepare and adopt rules (location rules) that set out locations within the Council area in which mobile food vending businesses may operate.

**SUB-DELEGATIONS****POSITION****113A. Location Rules - General**

113A.2 The power pursuant to Section 225A(4) of the Act to:

113A.2.1 from time to time amend the Council's location rules;

113A.2.2 amend its location rules in order that the rules comply with:

113A.2.2.1 any requirement specified by the Minister under Section 225A(2)(b) of the Act; or

113A.2.2.2 any direction given by the Small Business Commissioner under Section 225A(7) of the Act.

**SUB-DELEGATIONS****POSITION****114. Register**

114.0.0 Register

Infrastructure Engineer  
Water Infrastructure Project Officer

114.1.0 The power and duty pursuant to Section 231(1) and (2) of the Act to keep a register of public roads in the Council's area which:

114.1.1 includes the information required by regulation; and

114.1.2 may consist (if the Delegate so decides) of a computer record of the relevant information.

114.2.0 The duty pursuant to Section 231(3) and (4) of the Act to make the register available for public inspection (without charge) and purchase of extracts (upon payment of a fee fixed by the Council) at the principal office of the Council during ordinary office hours.

**SUB-DELEGATIONS****POSITION****115. Trees**

115.0.0 Trees

Infrastructure Engineer  
Recreational Services Coordinator  
Water Infrastructure Project Officer

115.1.0 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):

115.1.1 giving consideration to whether the vegetation is on balance appropriate to the proposed site taking into account:

115.1.1.1 environmental and aesthetic issues; and

115.1.1.2 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

115.1.1.3 road safety matters; and

115.1.1.4 other matters (if any) considered relevant by the Delegate; and

**SUB-DELEGATIONS**

**POSITION**

**115. Trees**

115.2.0 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.

**SUB-DELEGATIONS**

**POSITION**

**116. Damage**

116.0.0 Damage

General Manager Environment  
Infrastructure Engineer  
Water Infrastructure Project Officer

116.1.0 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.

**SUB-DELEGATIONS**

**POSITION**

**117. Council's Power to Remove Objects etc From Roads**

117.0.0 Council's Power to Remove Objects etc From Roads

Community Safety Coordinator  
Community Safety Officer  
Infrastructure Engineer  
Manager Development Assessment  
Manager Strategic Development  
Water Infrastructure Project Officer

117.1.0 The power pursuant to Section 234(1) of the Act to remove and dispose of any structure object or substance from a road if:

Manager Development Assessment  
Manager Strategic Development  
Manager Development Assessment  
Manager Strategic Development  
Manager Development Assessment  
Manager Strategic Development

117.1.1 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

117.1.2 an authorisation or permit has been granted but has later expired or been cancelled.

117.2.0 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.

Manager Development Assessment  
Manager Strategic Development

117.3.0 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.

Manager Development Assessment  
Manager Strategic Development

**SUB-DELEGATIONS**

**POSITION**

**118. Deliberately left blank**

## SUB-DELEGATIONS

## POSITION

**118. Deliberately left blank**

118.0.0 Deliberately left blank

## SUB-DELEGATIONS

## POSITION

**119. Abandonment of Vehicles and Farm Implements**

119.0.0 Abandonment of Vehicles and Farm Implements

Community Safety Coordinator  
Community Safety Officer  
Manager Development Assessment  
Manager Strategic Development

119.1.0 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 abandoned on a public road or public place.

Manager Development Assessment  
Manager Strategic Development

## SUB-DELEGATIONS

## POSITION

**120. Removal of Vehicles**

120.0.0 Removal of Vehicles

Community Safety Coordinator  
Community Safety Officer  
Manager Development Assessment  
Manager Strategic Development

120.1.0 The duty pursuant to Section 237(4) of the Act to ensure that the owner of the vehicle is notified of the removal of the vehicle:

Manager Development Assessment  
Manager Strategic Development

120.1.1 by written notice in the prescribed form:

Manager Development Assessment  
Manager Strategic Development

120.1.1.1 served on the owner personally as soon as practicable after the removal of the vehicle; or

Manager Development Assessment  
Manager Strategic Development

120.1.1.2 served on the owner by the use of person-to-person registered post as soon as practicable after the removal of the vehicle; or

Manager Development Assessment  
Manager Strategic Development

120.1.2 if the owner is unknown or cannot be found - by public notice published in a newspaper circulating generally in the State within 14 days after the removal of the vehicle.

Manager Development Assessment  
Manager Strategic Development

120.2.0 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 duty 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.

Manager Development Assessment  
Manager Strategic Development

120.3.0 The power pursuant to Section 237(6) of the Act to dispose of the vehicle in such manner as the Delegate thinks fit if:

Manager Development Assessment  
Manager Strategic Development

120.3.1 the vehicle is offered for sale but not sold; or

Manager Development Assessment  
Manager Strategic Development

**SUB-DELEGATIONS**

**POSITION**

**120. Removal of Vehicles**

|         |  |   |
|---------|--|---|
| 120.3.2 | 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.  | Manager Development Assessment<br>Manager Strategic Development |
| 120.4.0 | The duty pursuant to Section 237(7) of the Act where the vehicle is sold to apply the proceeds of sale as follows:   | Manager Development Assessment<br>Manager Strategic Development |
| 120.4.1 | firstly in payment of the costs of and incidental to the sale;   | Manager Development Assessment<br>Manager Strategic Development |
| 120.4.2 | 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;  | Manager Development Assessment<br>Manager Strategic Development |
| 120.4.3 | thirdly in payment of the balance to the owner of the vehicle.   | Manager Development Assessment<br>Manager Strategic Development |
| 120.5.0 | The duty 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 duty to pay the balance of the proceeds of sale to the Council.   | Manager Development Assessment<br>Manager Strategic Development |
| 120.6.0 | The duty 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 duty to deal with the property as unclaimed goods under the Unclaimed Goods Act 1987 as if the Council were the bailee of those goods. | Manager Development Assessment<br>Manager Strategic Development |

**SUB-DELEGATIONS**

**POSITION**

**121. Time Limits for Dealing with Certain Applications**

|         |   |   |
|---------|---|---|
| 121.0.0 | Time Limits for Dealing with Certain Applications   | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Property Officer |
| 121.1.0 | Where the power to decide upon certain applications to which the Section applies has been delegated the duty 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. | Manager Development Assessment<br>Manager Strategic Development   |
| 121.2.0 | The duty 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.   | Manager Development Assessment<br>Manager Strategic Development   |

**SUB-DELEGATIONS**

**POSITION**

**122. Registrar-General to Issue Certificate of Title**

|         |  |
|---------|--|
| 122.0.0 | Registrar-General to Issue Certificate of Title  |
| 122.1.0 | The duty 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 Real Property Act 1896 where land vests for an estate in fee simple in the Council under this Act. |

**SUB-DELEGATIONS**

**POSITION**

**122. Registrar-General to Issue Certificate of Title**

- 122.2.0 The duty 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:
  - 122.2.1 in a manner and form approved by the Registrar-General; and
  - 122.2.2 accompanied by:
    - 122.2.2.1 Deliberately left blank
    - 122.2.2.2 any surveys of the land and other materials that the Registrar-General may reasonably require; and
    - 122.2.2.3 a fee fixed by the Registrar-General.

**SUB-DELEGATIONS**

**POSITION**

**123. Liability for Injury Damage or Loss Caused by Certain Trees**

- 123.0.0 Liability for Injury Damage or Loss Caused by Certain Trees General Manager Environment  
Recreational Services Coordinator
- 123.1.0 The power and duty 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).

**SUB-DELEGATIONS**

**POSITION**

**124. Council May Require Bond or Other Security in Certain Circumstances**

- 124.0.0 Council May Require Bond or Other Security in Certain Circumstances Infrastructure Engineer  
Water Infrastructure Project Officer
- 124.1.0 Subject to Section 245A of the Act if:
  - 124.1.1 a person has approval to carry out development under the Development Act 1993; and
  - 124.1.2 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 the power pursuant to Section 245A of the Act to by notice in writing serve 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.
- 124.2.0 The power pursuant to Sections 37(b) and 245A of the Act where a person has approval to carry out development under the Development Act 1993 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.



**SUB-DELEGATIONS****POSITION****125. Power to Make By-Laws**

125.0.0 Power to Make By-Laws

125.1.0 The duty 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 notice of the determination is published in the Gazette and in a newspaper circulating in the area of the Council.

**SUB-DELEGATIONS****POSITION****126. Passing By-Laws**

126.0.0 Passing By-Laws

126.1.0 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 duty pursuant to Section 249(1) of the Act to:

126.1.1 make copies of the proposed by-law (and any code standard or other document proposed to be applied or incorporated by the by-law) available for public inspection without charge and during ordinary office hours at the principal office of the Council and so far as is reasonable practicable on the Internet; and

126.1.2 by notice in a newspaper circulating in the area of the Council:

126.1.2.1 inform the public of the availability of the proposed by-law; and

126.1.2.2 set out the terms of the by-law or describe in general terms the by-law's nature and effect.

126.2.0 Before the Council makes a by-law the duty 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:

126.2.1 the Council has power to make the by-law by virtue of a statutory power specified in the certificate; and

126.2.2 the by-law is not in conflict with the Act.

126.3.0 The duty pursuant to Section 249(5) of the Act to publish a by-law in the Gazette.

126.4.0 The duty pursuant to Section 249(7) of the Act to publish a notice of the making of a by-law under Section 249 of the Act in a newspaper circulating in the area of the Council.

**SUB-DELEGATIONS****POSITION****127. Model By-Laws**

127.0.0 Model By-Laws

127.1.0 The duty 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 Gazette.

**SUB-DELEGATIONS**

**POSITION**

**127. Model By-Laws**

127.2.0 The duty pursuant to Section 250(7) of the Act to publish a notice of the adoption of a model by-law or alteration made under Section 250 of the Act in a newspaper circulating in the area of the Council.

**SUB-DELEGATIONS**

**POSITION**

**128. Register of By-Laws and Certified Copies**

128.0.0 Register of By-Laws and Certified Copies

128.1.0 The duty 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; such register to include a copy of any code standard or other document referred to or incorporated in a by-law.

128.2.0 The duty pursuant to Section 252(3) and (4) of the Act to make available the register of by-laws for inspection or purchase an extract from the register (on payment of a fee fixed by the Council) by the public at the principal office of the Council during ordinary office hours.

128.3.0 The duty 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.

**SUB-DELEGATIONS**

**POSITION**

**129. Power to Make Orders**

129.0.0 Power to Make Orders

Community Safety Coordinator  
Community Safety Officer  
Manager Development Assessment  
Manager Strategic Development  
Property Officer

129.1.0 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.

Manager Development Assessment  
Manager Strategic Development

**SUB-DELEGATIONS**

**POSITION**

**130. Procedures to be Followed**

130.0.0 Procedures to be Followed

Community Safety Coordinator  
Community Safety Officer  
Manager Development Assessment  
Manager Strategic Development

130.1.0 The duty 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:

Manager Development Assessment  
Manager Strategic Development

## SUB-DELEGATIONS

## POSITION

**130. Procedures to be Followed**

|         |   |   |
|---------|---|---|
| 130.1.1 | stating the proposed action including the terms of the proposed order and the period within which compliance with the order will be required;<br>and  | Manager Development Assessment<br>Manager Strategic Development |
| 130.1.2 | stating the reasons for the proposed action; and  | Manager Development Assessment<br>Manager Strategic Development |
| 130.1.3 | 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).  | Manager Development Assessment<br>Manager Strategic Development |
| 130.2.0 | If a notice of intention to make an order is directed to a person who is not the owner of the relevant land the duty pursuant to Section 255(2) of the Act to take reasonable steps to serve a copy of the notice on the owner.                         | Manager Development Assessment<br>Manager Strategic Development |
| 130.3.0 | 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:   | Manager Development Assessment<br>Manager Strategic Development |
| 130.3.1 | to make an order in accordance with the terms of the original proposal; or  | Manager Development Assessment<br>Manager Strategic Development |
| 130.3.2 | to make an order with modifications from the terms of the original proposal; or   | Manager Development Assessment<br>Manager Strategic Development |
| 130.3.3 | to determine not to proceed with an order.  | Manager Development Assessment<br>Manager Strategic Development |
| 130.4.0 | The power pursuant to Section 255(5) of the Act to:   | Manager Development Assessment<br>Manager Strategic Development |
| 130.4.1 | include two or more orders in the same instrument;  | Manager Development Assessment<br>Manager Strategic Development |
| 130.4.2 | direct two or more persons to do something specified in the order jointly.  | Manager Development Assessment<br>Manager Strategic Development |
| 130.5.0 | The duty pursuant to Section 255(6) of the Act to ensure that the order:  | Manager Development Assessment<br>Manager Strategic Development |
| 130.5.1 | subject to Section 255 of the Act specifies a reasonable period within which compliance with the order is required; and   | Manager Development Assessment<br>Manager Strategic Development |
| 130.5.2 | states the reasons for the order.   | Manager Development Assessment<br>Manager Strategic Development |
| 130.6.0 | The duty 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.  | Manager Development Assessment<br>Manager Strategic Development |
| 130.7.0 | If an order is directed to a person who is not the owner of the relevant land the duty pursuant to Section 255(8) of the Act to take reasonable steps to serve a copy of the order to the owner.  | Manager Development Assessment<br>Manager Strategic Development |
| 130.8.0 | 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. | Manager Development Assessment<br>Manager Strategic Development |
| 130.9.0 | If the Delegate in the circumstances of a particular case considers:  | Manager Development Assessment<br>Manager Strategic Development |

## SUB-DELEGATIONS

## POSITION

**130. Procedures to be Followed**

|         |   |   |
|---------|---|---|
| 130.9.1 | that an activity constitutes or is likely to constitute a threat to life or an immediate threat to public health or public safety; or | Manager Development Assessment<br>Manager Strategic Development |
| 130.9.2 | that an emergency situation otherwise exists<br>the Delegate has the power pursuant to Section 255(12) of the Act to:                 | Manager Development Assessment<br>Manager Strategic Development |
| 130.9.3 | proceed immediately to make an order under this Section without giving notice under Section 255(1); and                               | Manager Development Assessment<br>Manager Strategic Development |
| 130.9.4 | require immediate compliance with an order despite Section 255(6)(a).   | Manager Development Assessment<br>Manager Strategic Development |

## SUB-DELEGATIONS

## POSITION

**131. Rights of Review**

|         |  |   |
|---------|--|---|
| 131.0.0 | Rights of Review   | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Property Officer |
| 131.1.0 | The duty 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. | Manager Development Assessment<br>Manager Strategic Development   |

## SUB-DELEGATIONS

## POSITION

**132. Action on Non-Compliance**

|         |  |   |
|---------|--|---|
| 132.0.0 | Action on Non-Compliance   | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Property Officer |
| 132.1.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development   |
| 132.2.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development   |
| 132.3.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development   |
| 132.4.0 | 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: | Manager Development Assessment<br>Manager Strategic Development   |

**SUB-DELEGATIONS**

**POSITION**

**132. Action on Non-Compliance**

|         |  |   |
|---------|--|---|
| 132.4.1 | the person is liable to pay interest charged at the prescribed rate per annum on the amount unpaid; and  | Manager Development Assessment<br>Manager Strategic Development |
| 132.4.2 | 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. | Manager Development Assessment<br>Manager Strategic Development |

**SUB-DELEGATIONS**

**POSITION**

**133. Councils to Develop Policies**

|         |  |  |
|---------|--|--|
| 133.0.0 | Councils to Develop Policies   |  |
| 133.1.0 | The power and duty 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.   |  |
| 133.2.0 | The power and duty pursuant to Section 259(2) of the Act to:   |  |
| 133.2.1 | prepare a draft of a Policy; and   |  |
| 133.2.2 | by notice in a newspaper circulating in the area of the Council give notice of the place or places at which copies of the draft are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) and invite interested persons to make written representations on the draft within a period specified by the Council or the Delegate (being at least four weeks). |  |
| 133.3.0 | The duty pursuant to Section 259(3) of the Act to consider any submission made on a proposed policy in response to an invitation under Section 259(2) of the Act.  |  |
| 133.4.0 | The power pursuant to Section 259(4) of the Act to amend a policy at any time.   |  |
| 133.5.0 | The duty 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.   |  |
| 133.6.0 | The duty pursuant to Sections 259(6) and (7) of the Act to make a policy available for inspection (without charge) and purchase (upon payment of a fee fixed by the Council) at the principal office of the Council during ordinary office hours.  |  |
| 133.7.0 | The duty pursuant to Section 259(8) of the Act in considering whether to make an order under Part 2 of Chapter 12 of the Act to deal with the particular case on its merits and the duty to take into account any relevant policy under Division 3 of Part 2 Chapter 12 of the Act.  |  |

**SUB-DELEGATIONS**

**POSITION**

**134. Appointment of Authorised Persons**

|         |   |  |
|---------|---|--|
| 134.0.0 | Appointment of Authorised Persons   |  |
| 134.1.0 | 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. |  |

**SUB-DELEGATIONS****POSITION****134. Appointment of Authorised Persons**

- 134.2.0 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.
- 134.3.0 The power and duty pursuant to Section 260(3) of the Act to issue to an authorised person an identity card:
  - 134.3.1 containing a photograph of the authorised person; and
  - 134.3.2 identifying any conditions or limitations imposed under Section 260(2) of the Act.
- 134.4.0 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.

**SUB-DELEGATIONS****POSITION****135. Procedures for Review of Decisions and Requests for Services**

- 135.0.0 Procedures for Review of Decisions and Requests for Services
- 135.1.0 The power and duty 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:
  - 135.1.1 any reasonable request for the provision of a service by the Council or for the improvement of a service provided by the Council; and
  - 135.1.2 complaints about the actions of the Council employees of the Council or other persons acting on behalf of the Council.
- 135.2.0 The power and duty 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:
  - 135.2.1 dealing with the relevant requests or complaints in a timely effective and fair way; and
  - 135.2.2 using information gained from the Council's community to improve its services and operations.
- 135.3.0 Without limiting Sections 270(a1) and (a2) of the Act the power and duty 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 of:
  - 135.3.1 the Council;
  - 135.3.2 employees of the Council;
  - 135.3.3 other persons acting on behalf of the Council
- 135.4.0 The duty pursuant to Section 270(2) of the Act to ensure that the procedures established under Section 270(1) of the Act address the following matters (and any other matters which the Delegate or the Council determines to be relevant):
  - 135.4.1 the manner in which an application for review may be made;

SUB-DELEGATIONS

POSITION

**135. Procedures for Review of Decisions and Requests for Services**

- 135.4.2 the assignment of a suitable person to reconsider a decision under review;
- 135.4.3 the matters that must be referred to the Council itself for consideration or further consideration;
- 135.4.4 in the case of applications that relate to the impact that any declaration of rates or service charges may have had on ratepayers - the provision to be made to ensure that these applications can be dealt with promptly and if appropriate addressed through the provision of relief or concessions under the Act;
- 135.4.5 the notification of the progress and outcome of an application for review;
- 135.4.6 the timeframes within which notifications will be made and procedures on a review will be completed.
  
- 135.5.0 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:
  - 135.5.1 the application was made by an employee of the Council and relates to an issue concerning his or her employment; or
  - 135.5.2 it appears that the application is frivolous or vexatious; or
  - 135.5.3 the applicant does not have a sufficient interest in the matter.
  
- 135.6.0 The power and duty pursuant to Section 270(5) of the Act to ensure that copies of a document concerning the policies practices and procedures that apply under Section 270 of the Act are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.
  
- 135.7.0 The power pursuant to Section 270(6) of the Act to from time to time amend the policies practices and procedures established under Section 270 of the Act.
  
- 135.8.0 The power and duty pursuant to Section 270(8) of the Act to on an annual basis initiate and consider a report that relates to:
  - 135.8.1 the number of applications for review made under Section 270; and
  - 135.8.2 the kinds of matters to which the applications relate; and
  - 135.8.3 the outcome of applications under this Section; and
  - 135.8.4 such other matters as may be prescribed by the Regulations.
  
- 135.9.0 The power pursuant to Section 270(9) of the Act on an application for the provision of some form of relief or concession with respect to the payment of those 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.

SUB-DELEGATIONS

POSITION

**136. Mediation Conciliation and Neutral Evaluation**

- 136.0.0 Mediation Conciliation and Neutral Evaluation

**SUB-DELEGATIONS****POSITION****136. Mediation Conciliation and Neutral Evaluation**

- 136.1.0 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.
- 136.2.0 The duty 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 if a dispute is to be dealt with under a Scheme established under Section 271(1) of the Act.

**SUB-DELEGATIONS****POSITION****136A. Provision of Information to Minister**

- 136A Provision of Information to Minister
- 136A.1 The power and duty 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.
- 136A.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:
- 136A.2.1 the information was given to the Council in confidence; or
- 136A.2.2 is held on a confidential basis under Chapter 6 Part 4.

**SUB-DELEGATIONS****POSITION****136B. Minister May Refer Investigation of Council to Ombudsman**

- 136B Minister May Refer Investigation of Council to Ombudsman
- 136B.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.
- 136B.2 The power pursuant to Section 272(5) of the Act to make submissions to the Minister in relation to the matter.

**SUB-DELEGATIONS****POSITION****136C. Action on a Report**

- 136C Action on a Report



SUB-DELEGATIONS

POSITION

**136C. Action on a Report**

136C.1 The power pursuant to Section 273(3) of the Act to make submissions to the Minister on the report on which the action is based.

SUB-DELEGATIONS

POSITION

**136D. Deliberately left blank**

136D Deliberately left blank

136D.1 Deliberately left blank

136D.2 Deliberately left blank

SUB-DELEGATIONS

POSITION

**136E. Action on a Report**

136E Action on a Report

136E.1 The power pursuant to Section 275(2) of the Act to make submissions to the Minister.

SUB-DELEGATIONS

POSITION

**137. Special Jurisdiction**

137.0.0 Special Jurisdiction

137.1.0 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:

137.1.1 proceedings to try the title of a member to an office;

137.1.2 proceedings to try the right of a person to be admitted or restored to an office;

137.1.3 proceedings to compel restoration or admission;

137.1.4 proceedings to compel the Council to proceed to an election poll or appointment;

137.1.5 proceedings to try the validity of a rate or service charge;

137.1.6 proceedings to try the validity of a by-law;

137.1.7 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.

**SUB-DELEGATIONS****POSITION****138. Service of Documents by Councils etc**

138.0.0 Service of Documents by Councils etc

138.1.0 Where a document is required or authorised to be served on or given to a person by the Council the power and duty to effect service in accordance with and pursuant to Section 279 of the Act.

**SUB-DELEGATIONS****POSITION****139. Service of Documents on Councils**

139.0.0 Service of Documents on Councils

139.1.0 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.

**SUB-DELEGATIONS****POSITION****140. Recovery of Amounts from Lessees or Licensees**

140.0.0 Recovery of Amounts from Lessees or Licensees

General Manager Resources

140.1.0 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.

**SUB-DELEGATIONS****POSITION****141. Ability of Occupiers to Carry out Works**

141.0.0 Ability of Occupiers to Carry out Works

141.1.0 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.

**SUB-DELEGATIONS****POSITION****142. Power to Enter and Occupy Land in Connection with an Activity**

142.0.0 Power to Enter and Occupy Land in Connection with an Activity

General Manager Environment

142.1.0 The duty 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.

**SUB-DELEGATIONS****POSITION****142. Power to Enter and Occupy Land in Connection with an Activity**

- 142.2.0 The duty pursuant to Section 294(3) of the Act:
- 142.2.1 to pay to 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
- 142.2.2 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
- 142.2.3 within 6 months of ceasing to occupy the land:
- 142.2.3.1 remedy damage to land caused by the Council while in occupation of the land (to such extent as this may be reasonably practicable); and
- 142.2.3.2 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.
- 142.3.0 The duty 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.

**SUB-DELEGATIONS****POSITION****143. Reclamation of Land**

- 143.0.0 Reclamation of Land General Manager Environment  
Infrastructure Engineer  
Water Infrastructure Project Officer
- 143.1.0 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.
- 143.2.0 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.
- 143.3.0 The duty pursuant to Section 296(3) of the Act to give notice of a valuation to the relevant owner under this Section of the Act.
- 143.4.0 The duty 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.

**SUB-DELEGATIONS****POSITION****144. Property in Rubbish**

- 144.0.0 Property in Rubbish

SUB-DELEGATIONS

POSITION

**144. Property in Rubbish**

144.1.0 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.

SUB-DELEGATIONS

POSITION

**145. Power of Council to Act in an Emergency**

145.0.0 Power of Council to Act in an Emergency

General Manager Environment  
Infrastructure Engineer  
Water Infrastructure Project Officer

145.1.0 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.

SUB-DELEGATIONS

POSITION

**146. Deliberately left blank**

146.0.0 Deliberately left blank

SUB-DELEGATIONS

POSITION

**147. Costs of Advertisements**

147.0.0 Costs of Advertisements

General Manager Resources

147.1.0 The duty 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.

SUB-DELEGATIONS

POSITION

**148. Deliberately left blank**

148.0.0 Deliberately left blank

Group Manager People

148.1.0 Deliberately left blank

SUB-DELEGATIONS

POSITION

**148A. Use of Facilities**

SUB-DELEGATIONS

POSITION

**148A. Use of Facilities**

148A Use of Facilities

148A.1.0 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.

SUB-DELEGATIONS

POSITION

**149. Deliberately left blank**

149.0.0 Deliberately left blank

SUB-DELEGATIONS

POSITION

**150. Deliberately left blank**

150.0.0 Deliberately left blank

SUB-DELEGATIONS

POSITION

**151. Deliberately left blank**

151.0.0 Deliberately left blank

SUB-DELEGATIONS

POSITION

**151A. Preparation of Stormwater Management Plans by Councils**

151A Preparation of Stormwater Management Plans by Councils

151A.1 The power pursuant to Clause 17(1) of Schedule 1A of the Act to prepare a stormwater management plan which: (a) complies with the guidelines issued by the Authority; and (b) is prepared in consultation with the relevant regional NRM board or boards; and (c) is prepared in accordance with any other procedures or requirements prescribed by the Regulations.

SUB-DELEGATIONS

POSITION

**151B. Authority May Issue Order**

151B Authority May Issue Order

**SUB-DELEGATIONS****POSITION****151B. Authority May Issue Order**

- 151B.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.
- 151B.2 The power pursuant to Clause 20(6) of Schedule 1A of the Act 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 payment by the Council of interest on the debt (and the power to agree the rate with the Authority).

**SUB-DELEGATIONS****POSITION****152. Deliberately left blank**

- 152.0.0 Deliberately left blank

**SUB-DELEGATIONS****POSITION****153. Deliberately left blank**

- 153.0.0 Deliberately left blank

**SUB-DELEGATIONS****POSITION****154. Special Powers in Relation to Land**

- 154.0.0 Special Powers in Relation to Land
- 154.1.0 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: (a) enter and occupy any land; and (b) construct maintain or remove any infrastructure; and (c) excavate any land; and (d) inspect examine or survey any land and for that purpose: (i) fix posts stakes or other markers on the land; and (ii) dig trenches or sink test holes in the land to determine the nature of the top soil and underlying strata; and (iii) remove samples for analysis. (e) 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 (f) hold any water in a watercourse or lake or by any other means; and (g) 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 (h) 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 (i) undertake any other form of work (including work undertaken for the purposes of stormwater management or flood mitigation); and (j) undertake any testing monitoring or evaluation; and (k) undertake any other activity of a prescribed kind.
- 154.2.0 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 Land Acquisition Act 1969 and any other applicable laws.

**SUB-DELEGATIONS****POSITION****155. Entry and Occupation of Land Other Than Council Land**

- 155.0.0 Entry and Occupation of Land Other Than Council Land
- 155.1.0 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.
- 155.2.0 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.

**SUB-DELEGATIONS****POSITION****156. Vesting of Infrastructure etc**

- 156.0.0 Vesting of Infrastructure etc
- 156.1.0 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.

**SUB-DELEGATIONS****POSITION****157. Building Upgrade Agreement (May only be delegated to CEO)**

- 157.0.0 Building Upgrade Agreement (May only be delegated to CEO)
- 157.1.0 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 (a building upgrade agreement) under which:
- 157.1.1 the building owner agrees to undertake upgrade works in respect of the building; and
- 157.1.2 a finance provider agrees to advance money to the building owner for the purpose of funding those upgrade works; and
- 157.1.3 the Council agrees:
- 157.1.3.1 to levy a charge on the relevant land (a building upgrade charge) 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
- 157.1.3.2 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).
- 157.2.0 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.

SUB-DELEGATIONS

POSITION

**157. Building Upgrade Agreement (May only be delegated to CEO)**

157.3.0 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.

SUB-DELEGATIONS

POSITION

**158. Variation of Termination of Agreement (May only be delegated to CEO)**

158.0.0 Variation of Termination of Agreement (May only be delegated to CEO)

158.1.0 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.

SUB-DELEGATIONS

POSITION

**159. Contents of Agreement (May only be delegated to CEO)**

159.0.0 Contents of Agreement (May only be delegated to CEO)

159.1.0 The power pursuant to Clause 5(1) of Schedule 1B of the Act to make a building upgrade agreement in writing and specify:

159.1.1 the upgrade works to be undertaken by or on behalf of the building owner under the agreement; and

159.1.2 the amount of money to be advanced by the finance provider under the agreement; and

159.1.3 the amount of the building upgrade charge to be levied by the Council under the agreement; and

159.1.4 the schedule for the payment by the building owner of a building upgrade charge to the Council; and

159.1.5 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

159.1.6 any prescribed matters.

159.2.0 The power pursuant to Clause 5(2) of Schedule 1B of the Act to in a building upgrade agreement:

159.2.1 provide for the early repayment of any amount payable under the agreement; and

159.2.2 include and agree to other provisions.

SUB-DELEGATIONS

POSITION

**160. Declaration of Building Upgrade Charge (May only be delegated to CEO)**

160.0.0 Declaration of Building Upgrade Charge (May only be delegated to CEO)



## SUB-DELEGATIONS

## POSITION

**160. Declaration of Building Upgrade Charge (May only be delegated to CEO)**

- 160.1.0 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).
- 160.2.0 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:
- 160.2.1 the name and address of the building owner; and
- 160.2.2 a description of the relevant land in respect of which the building upgrade charge is being levied; and
- 160.2.3 the building upgrade agreement under which the building upgrade charge is being levied; and
- 160.2.4 the amount for which the building owner is liable; and
- 160.2.5 the manner of payment of the amount; and
- 160.2.6 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
- 160.2.7 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
- 160.2.8 any prescribed matters.
- 160.3.0 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.

## SUB-DELEGATIONS

## POSITION

**161. Payment of Building Upgrade Charge**

- 161.0.0 Payment of Building Upgrade Charge
- 161.1.0 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.
- 161.2.0 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:
- 161.2.1 hold that money on behalf of the finance provider pending payment to the finance provider; and
- 161.2.2 pay that money to the finance provider in accordance with the terms of the building upgrade agreement under which the charge was levied.

## SUB-DELEGATIONS

## POSITION

**162. Sale of Land for Non-Payment of Building Upgrade Charge**

- 162.0.0 Sale of Land for Non-Payment of Building Upgrade Charge
- 162.1.0 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 a building upgrade charge remains unpaid for more than 3 years sell the relevant land in accordance with the regulations.
- 162.2.0 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:
- 162.2.1 firstly - in paying the costs of the sale and any other costs incurred in proceeding under Clause 9 of Schedule 1B of the Act;
- 162.2.2 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);
- 162.2.3 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;
- 162.2.4 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;
- 162.2.5 fifthly - in discharging any liabilities secured by registered mortgages encumbrances or charges;
- 162.2.6 sixthly - in discharging any other mortgages encumbrances or charges of which the Council has notice;
- 162.2.7 seventhly - in payment to the owner of the land.
- 162.3.0 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 Unclaimed Moneys Act 1891.

## SUB-DELEGATIONS

## POSITION

**163. Repayment of Advances to Finance Provider**

- 163.0.0 Repayment of Advances to Finance Provider
- 163.1.0 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:
- 163.1.1 adjust the building upgrade charge to reflect the lower amount advanced to the building owner; and
- 163.1.2 give the building owner written notice of the adjustment.
- 163.2.0 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 to refund the building owner the excess amount paid if:
- 163.2.1 the building owner has made payment in respect of the charge in excess of the adjusted amount; and
- 163.2.2 the excess amount has been paid by the Council to the finance provider

**164. Register of Building Upgrade Agreements**

164.0.0 Register of Building Upgrade Agreements

164.1.0 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.

164.2.0 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).

**NATURAL RESOURCES MANAGEMENT ACT 2004 - Replace by Landscape South Australia Act 2019 on 1/7/2020**



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Natural Resources Management Act 2004 (the Act) Natural Resources Management (General) Regulations 2005 and the Natural Resources Management (Transitional Provisions - Levies) Regulations 2004 are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

**Powers and Functions Delegated in this Instrument**

**Delegated To: Chief Executive Officer**

**SUB-DELEGATIONS**

**POSITION**

**1. Collaboration with NRM Board**

- 1.0.0 Collaboration with NRM Board
- 1.1.0 The power pursuant to Section 29(4)(d) of the Natural Resources Management Act 2004 (the Act) to work collaboratively with a regional NRM board in the performance of its functions.

**SUB-DELEGATIONS**

**POSITION**

**2. Act in Conjunction with NRM Board**

- 2.0.0 Act in Conjunction with NRM Board
- 2.1.0 The power pursuant to Section 30 of the Act to act in conjunction with a regional NRM board in relation to the NRM board doing anything necessary expedient or incidental to - a) performing the functions of the NRM group under the Act or any other Act; or b) assisting in the administration of the Act; or c) furthering the objects of the Act

**SUB-DELEGATIONS**

**POSITION**

**3. Special Vesting of Infrastructure**

- 3.0.0 Special Vesting of Infrastructure
- 3.1.0 The power pursuant to Section 33(7) of the Act to give consent on behalf of the Council in respect of making varying or revoking a proclamation under Section 33(1) 33(2) or 33(6) of the Act.

# ROADS (OPENING AND CLOSING) ACT 1991



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Roads (Opening and Closing) Act 1991 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

## Powers and Functions Delegated in this Instrument

### Delegated To: Chief Executive Officer

| SUB-DELEGATIONS   | POSITION  |
|---|---|
| <b>1. Commencement of Road Process</b>  |   |
| 1.0.0 Commencement of Road Process  | Infrastructure Engineer<br>Water Infrastructure Project Officer |
| 1.1.0 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. |   |

| SUB-DELEGATIONS   | POSITION   |
|---|--|
| <b>2. Deposit of Preliminary Plan and Statement of Persons Affected</b>   |  |
| 2.0.0 Deposit of Preliminary Plan and Statement of Persons Affected   | General Manager Environment<br>Infrastructure Engineer<br>Water Infrastructure Project Officer |
| 2.1.0 The duty pursuant to Section 9(1) of the Act where the Council proposes to commence a road process to cause to be prepared:   |  |
| 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.   |  |
| 2.2.0 The duty 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 the said preliminary plan and statement at the Adelaide office of the Surveyor-General together with the prescribed fee. |  |

## SUB-DELEGATIONS

## POSITION

**3. Notification of Proposed Road Process**

- |       |  |  |
|-------|--|--|
| 3.0.0 | Notification of Proposed Road Process  | General Manager Environment<br>Infrastructure Engineer<br>Water Infrastructure Project Officer |
| 3.1.0 | The duty 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:   |  |
| 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.  |  |
| 3.2.0 | The duty 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. |  |

## SUB-DELEGATIONS

## POSITION

**4. Dealings in Land after Commencement of Road Process**

- |       |   |  |
|-------|---|--|
| 4.0.0 | Dealings in Land after Commencement of Road Process   | General Manager Environment<br>Infrastructure Engineer<br>Water Infrastructure Project Officer |
| 4.1.0 | 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 Real Property Act 1886) to lodge a caveat with the Registrar-General forbidding any dealing with the land without the consent of the Council.  |  |
| 4.2.0 | 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 Real Property Act 1886) 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. |  |

## SUB-DELEGATIONS

## POSITION

**5. Power to Make Preliminary Agreements**

- |       |   |  |
|-------|---|--|
| 5.0.0 | Power to Make Preliminary Agreements  | General Manager Environment<br>Infrastructure Engineer<br>Water Infrastructure Project Officer |
| 5.1.0 | 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. |  |
| 5.2.0 | The duty 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:  |  |

**SUB-DELEGATIONS****POSITION****5. Power to Make Preliminary Agreements**

- 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;
- 5.2.2 in any case to first invite offers from the owners of land adjoining the land subject to the proposed road closure.

**SUB-DELEGATIONS****POSITION****6. Meeting to Consider Objection or Application**

- 6.0.0 Meeting to Consider Objection or Application
  - General Manager Environment
  - Infrastructure Engineer
  - Water Infrastructure Project Officer
- 6.1.0 The duty 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.

**SUB-DELEGATIONS****POSITION****7. Making of Road Process Order**

- 7.0.0 Making of Road Process Order
  - General Manager Environment
  - Infrastructure Engineer
  - Water Infrastructure Project Officer
- 7.1.0 The duty 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:
  - 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
  - 7.1.2 determine that no road process order is to be made.
- 7.2.0 The duty 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:
  - 7.2.1 to the Surveyor General; and
  - 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
  - 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.
- 7.3.0 The duty 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:
  - 7.3.1 any objections made by any person pursuant to the Act; and

**7. Making of Road Process Order**

- 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
- 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
- 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
- 7.3.5 any other matter that the Delegate considers relevant.
- 7.4.0 The duty 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:
- 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;
- 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;
- 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;
- 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;
- 7.4.5 an order that land subject to the road closure:
- 7.4.5.1 be added to adjoining land that is dedicated under the Crown Lands Act 1929; or
- 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
- 7.4.5.3 be vested in the Crown.
- 7.5.0 The power 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.
- 7.6.0 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.
- 7.7.0 The duty 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:
- 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
- 7.7.2 In addition in the case of an order for a road opening:



## SUB-DELEGATIONS

## POSITION

**7. Making of Road Process Order**

- 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
- 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 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
- 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.
- 7.8.0 The duty 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:
- 7.8.1 2 copies of the order; and
- 7.8.2 survey plans as required by the Registrar-General for the purposes of this Section; and
- 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 duty payable in respect of the agreement; and
- 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
- 7.8.5 any other document required by the Surveyor-General; and
- 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.
- 7.9.0 The duty 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:
- 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
- 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.

## SUB-DELEGATIONS

## POSITION

**8. Review and Confirmation of Road Process Order**

- 8.0.0 Review and Confirmation of Road Process Order
- General Manager Environment  
Infrastructure Engineer  
Water Infrastructure Project Officer
- 8.1.0 The duty 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.

**SUB-DELEGATIONS****POSITION****8. Review and Confirmation of Road Process Order**

- 8.2.0 The duty 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:
- 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.

**SUB-DELEGATIONS****POSITION****9. Compensation**

- 9.0.0 Compensation
- 9.1.0 The duty 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:
- 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.

General Manager Environment  
 Infrastructure Engineer  
 Water Infrastructure Project Officer

**SUB-DELEGATIONS****POSITION****10. Acquisition of Additional Land Under Land Acquisition Act**

- 10.0.0 Acquisition of Additional Land Under Land Acquisition Act
- 10.1.0 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:
- 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
- 10.1.2 proceed to acquire the land whether or not the land is required in connection with the proposed road.
- 10.2.0 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.

General Manager Environment  
 Infrastructure Engineer  
 Water Infrastructure Project Officer

**SUB-DELEGATIONS****POSITION****11. Duty to Fence**

**11. Duty to Fence**

11.0.0 Duty to Fence

General Manager Environment  
Infrastructure Engineer  
Water Infrastructure Project Officer

11.1.0 The duty 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.

**ROAD TRAFFIC ACT 1961 (SA) ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014 AND ROAD TRAFFIC (ROAD RULES - ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 2014**



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Road Traffic Act 1961 (SA) (the Act) the Road Traffic (Miscellaneous) Regulations 2014 and the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

**Powers and Functions Delegated in this Instrument**

**Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS   | POSITION   |
|---|--|
| <b>1. Installation etc of traffic control devices - general division</b>  |  |
| 1.0.0 Direction as to Installation etc of Traffic Control Devices   | Infrastructure Engineer<br>Recreational Services Coordinator<br>Water Infrastructure Project Officer |
| 1.1.0 The power pursuant to Section 17(1) of the Road Traffic Act 1961 ('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.   |  |
| 1.2.0 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.  |  |
| 1.3.0 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:  |  |
| 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.   |  |
| 1.4.0 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. |  |

| SUB-DELEGATIONS   | POSITION |
|---|----------|
| <b>2. Direction as to installation etc of traffic control devices</b> |          |

**SUB-DELEGATIONS****POSITION****2. Direction as to installation etc of traffic control devices**

- 2.0.0 Direction as to installation etc of traffic control devices
- 2.1.0 The duty pursuant to Section 18(5) of the Road Traffic Act 1961 (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.
- 2.2.0 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.

**SUB-DELEGATIONS****POSITION****3. Work areas and work sites**

- 3.0.0 Work areas and work sites
- 3.1.0 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.
- 3.2.0 The power pursuant to Section 20(4) of the Act to place speed limit signs on a road:
- 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
- 3.2.2 if:
- 3.2.2.1 the work is required to be undertaken by the Council as a matter of urgency; and
- 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
- 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
- 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
- 3.2.3 if:
- 3.2.3.1 the signs will not relate to any prescribed roads; and
- 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.
- 3.3.0 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.

**SUB-DELEGATIONS****POSITION****3. Work areas and work sites**

- 3.4.0 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:
- 3.4.1 by telephone or any other manner prescribed by the regulations; and
- 3.4.2 at least three hours before the end of that 24 hour period (unless the Minister is satisfied that there were good reasons for a delay in making the application).

**SUB-DELEGATIONS****POSITION****4. Appeal to District Court**

- 4.0.0 Appeal to District Court
- 4.1.0 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.

**SUB-DELEGATIONS****POSITION****5. Action to Deal With False Devices or Hazards to Traffic**

- 5.0.0 Action to Deal with False Devices or Hazards to Traffic
- Civil and Construction Coordinator - Goolwa  
Contracts Manager - Engineering and Environment  
General Manager Environment  
Infrastructure Engineer  
Recreational Services Coordinator  
Water Infrastructure Project Officer
- 5.1.0 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.

**SUB-DELEGATIONS****POSITION****6. Road Closing and Exemptions for Certain Events**

- 6.0.0 Road Closing and Exemptions for Certain Events
- 6.1.0 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.

SUB-DELEGATIONS

POSITION

**7. Notice of Removal of Vehicle and Disposal of Vehicle if Unclaimed**

- 7.0.0 Notice of Removal of Vehicle and Disposal of Vehicle if Unclaimed Community Safety Coordinator  
Manager Strategic Development
- 7.1.0 The duty pursuant to Section 40P(3) of the Act and subject to Section 40P(4) 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.
- 7.2.0 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.
- 7.3.0 The duty pursuant to Section 40P(5) of the Act to apply the proceeds of the sale of a vehicle as follows:
  - 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.
- 7.4.0 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.

SUB-DELEGATIONS

POSITION

**8. Council May Determine That Ticket for Parking be Obtained Without Fee**

- 8.0.0 Council May Determine That Ticket for Parking be Obtained Without Fee
- 8.1.0 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):
  - 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.

SUB-DELEGATIONS

POSITION

**9. Compensation Orders for Damage to Road Infrastructure**

**SUB-DELEGATIONS****POSITION****9. Compensation Orders for Damage to Road Infrastructure**

9.0.0 Compensation Orders for Damage to Road Infrastructure

General Manager Environment  
Infrastructure Engineer  
Water Infrastructure Project Officer

9.1.0 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.

**SUB-DELEGATIONS****POSITION****10. Assessment of Compensation**

10.0.0 Assessment of Compensation

10.1.0 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.

**SUB-DELEGATIONS****POSITION****11. Service of Certificates**

11.0.0 Service of Certificates

11.1.0 The duty 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.

**SUB-DELEGATIONS****POSITION****12. Exemptions**



## SUB-DELEGATIONS

## POSITION

**12. Exemptions**

- | SUB-DELEGATIONS   | POSITION   |
|---|--|
| <b>12. Exemptions</b>   |  |
| 12.0.0 Exemptions   | General Manager Environment<br>Infrastructure Engineer<br>Water Infrastructure Project Officer |
| 12.1.0 The power pursuant to Section 174C(1) of the Act to exempt any person or any persons of specified class or any specified vehicle or any vehicles of a specified class from compliance with a prescribed provision of the Act subject to the payment of such fee and to such other conditions (if any) as the Delegate thinks fit and specifies in the exemption. |  |

## SUB-DELEGATIONS

## POSITION

**13. Event Management Plan**

- | SUB-DELEGATIONS  | POSITION   |
|--|--|
| <b>13. Event Management Plan</b>   |  |
| 13.0.0 Event Management Plan   | General Manager Environment<br>Infrastructure Engineer<br>Water Infrastructure Project Officer |
| 13.1.0 The power pursuant to Regulation 6(2) of the Road Traffic (Miscellaneous) Regulations 2014 to consult with an applicant in the preparation of an event management plan for the purpose of Section 33(1) of the Act.   |  |
| 13.2.0 The power pursuant to Regulation 6(2) of the Road Traffic (Miscellaneous) Regulations 2014 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. |  |

## SUB-DELEGATIONS

## POSITION

**14. Permit Zones**

- | SUB-DELEGATIONS   | POSITION   |
|---|--|
| <b>14. Permit Zones</b>   |  |
| 14.0.0 Permit Zones   | General Manager Environment<br>Manager Strategic Development |
| 14.1.0 The power pursuant to Regulation 17(2) of the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 to determine:  |  |
| 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.   |  |
| 14.2.0 The power pursuant to Regulation 17(3) of the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 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. |  |

**15. Parking and Parking Ticket-Vending Machines or Parking Meters**

15.0.0 Parking and Parking Ticket-Vending Machines or Parking Meters

General Manager Environment  
Manager Strategic Development

15.1.0 The power pursuant to Regulation 19(2) of the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 1999 if the Council has installed permissive parking signs on a length of road or an area to determine fees that will be payable for parking by the operation of parking ticket-vending machines or parking meters installed or to be installed in the length of road or area and the power to vary such fees.

**DEVELOPMENT ACT 1993 DEVELOPMENT (DEVELOPMENT PLANS) AMENDED ACT 2006 DEVELOPMENT REGULATIONS 2008 and Development (Waste Reform) Variation Regulations 2019**



In exercise of the powers contained in Section 20 and 34(23) of the Development Act 1993 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Development Act 1993 and the Development Regulations 2008 are hereby delegated to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993 and the Development Regulations 2008. The Delegate is authorised to further delegate these powers and functions in accordance with Section 101 of the Local Government Act 1999 as the Delegate sees fit unless otherwise indicated below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument. In exercise of the powers contained in Section 20 and 34(23) of the Development Act 1993 the powers and functions under the Development Act 1993 and the Development Regulations 2008 contained in the Instrument of Delegation are delegated to the Council's Development Assessment Panel subject to any conditions contained in the Instrument of Delegation under the Development Act 1993.

**Powers and Functions Delegated in this Instrument**

**Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS  | POSITION   |
|--|--|
| <b>1. Concept of Change in the Use of Land</b>   |  |
| 1.0.0 Concept of Change in the Use of Land   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 1.1.0 The power pursuant to Section 6(3) of the Development Act 1993 (the Act) and in circumstances where a particular use of land has been discontinued for a period of six months or more: | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 1.1.1 to form the opinion that the revival of that use would be inconsistent with the Development Plan and have an adverse effect on the locality in which the land is situated; and         | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 1.1.2 to serve written notice on the owner and occupier of the land declaring that a revival of the use will be treated for the purposes of the Act as a change in the use of land.          | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**2. Appointment of Authorised Officers**

- 2.0.0 Appointment of Authorised Officers
- 2.1.0 The power pursuant to Section 18(1) of the Act to appoint a person to be an authorised officer for the purposes of the Development Act 1993.
- 2.2.0 The power pursuant to Section 18(2) of the Act to impose conditions on the appointment of an authorised officer.
- 2.3.0 The duty pursuant to Section 18(3) of the Act to issue an authorised officer with an identity card.
- 2.4.0 The power pursuant to Section 18(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.

## SUB-DELEGATIONS

## POSITION

**3. Delegations**

- 3.0.0 Delegations
- 3.1.0 The duty pursuant to Section 20(8) of the Act to ensure that notice of a delegation under Section 20 of the Act is in prescribed circumstances given in the Gazette.

## SUB-DELEGATIONS

## POSITION

**4. Council or Minister May Amend A Development Plan**

- 4.0.0 Council or Minister May Amend a Development Plan  
Manager Strategic Development  
Strategic Development and Policy Planner
- 4.1.0 Where an amendment relates to the area or part of the area of a council the power pursuant to Section 24(1)(a)(i) of the Act to prepare an amendment to a Development Plan.  
Manager Strategic Development  
Strategic Development and Policy Planner
- 4.2.0 Where an amendment to a Development Plan relates to the areas or parts of the areas of two or more councils the power pursuant to Section 24(1)(b)(i) to consult with the Minister.  
Manager Strategic Development  
Strategic Development and Policy Planner
- 4.3.0 Where an amendment to a Development Plan relates to the areas or parts of the areas of two or more councils the power pursuant to Section 24(1)(b)(ii) of the Act to prepare an amendment to a Development Plan at the request or with the approval of the Minister.  
Manager Strategic Development  
Strategic Development and Policy Planner
- 4.4.0 The power pursuant to Section 24(1a) of the Act and in accordance with subdivision 2 of Division 2 Part 3 of the Act to act jointly with one or more councils in preparing amendments to 1 or more Development Plans under sub Section (1)(a)(i) or (1)(b)(ii) of the Act.  
Manager Strategic Development  
Strategic Development and Policy Planner
- 4.5.0 The power pursuant to section 24(1)(a)(iva) of the Act where the Council or the Delegate has after commencing the processes associated with making an amendment as set out in Section 25 of the Act to subsequently decide not to proceed with the amendment after all.  
Manager Strategic Development  
Strategic Development and Policy Planner

## SUB-DELEGATIONS

## POSITION

**4. Council or Minister May Amend A Development Plan**

- |       |  |   |
|-------|--|---|
| 4.6.0 | The power pursuant to Section 24(1b) of the Act to make submissions in relation to the matter within the period specified by the Minister. | Manager Strategic Development<br>Strategic Development and Policy Planner |
| 4.7.0 | The power pursuant to Section 24(2a) of the Act to make submissions (within a period specified in the notice) in relation to a matter.     | Manager Strategic Development<br>Strategic Development and Policy Planner |

## SUB-DELEGATIONS

## POSITION

**5. Amendments by a Council**

- 5.0.0 Amendments by a Council
- 5.1.0 The power pursuant to Section 25(1) of the Act to prepare a 'Statement of Intent' in accordance with the Regulations.
- 5.2.0 The power pursuant to Section 25(1) of the Act to reach agreement with the Minister on a 'Statement of Intent' prepared by the Council.
- 5.3.0 Subject to Sections 25(4) and 25(5) of the Act the power pursuant to Section 25(3) of the Act to prepare a proposal to be called a 'Development Plan Amendment' (or DPA) that complies with the following requirements:
- 5.3.1 the DPA must be based on the outcome of investigations initiated by the Council or the Delegate in accordance with the terms of the Statement of Intent and such other investigations (if any) as the Council or the Delegate thinks fit;
- 5.3.2 the DPA must include an assessment of the extent to which the proposed amendment:
- 5.3.2.1 accords with the Planning Strategy; and
- 5.3.2.2 accords with the Statement of Intent; and
- 5.3.2.3 accords with other parts of the Development Plan; and
- 5.3.2.4 complements the policies in the Development Plans for adjoining areas; and
- 5.3.2.5 satisfies the matters prescribed in the Regulations;
- 5.3.3 the DPA must include:
- 5.3.3.1 an explanation of the intent of the proposed amendments the relationship between that intent and the policy of the Statement of Intent and a summary of the major policy changes (if any) that are proposed; and
- 5.3.3.2 a summary of the conclusions drawn from the investigations and assessments referred to above; and
- 5.3.3.3 a draft of the amendment or a draft of the relevant section of the Development Plan as amended (with the amendments shown in a distinctive manner);
- 5.3.4 the DPA must include an assessment of the extent to which the proposed amendment accords with relevant infrastructure planning (with respect to both physical and social infrastructure) identified by the Council through strategic planning or other processes undertaken by the Council under the Act or the Local Government Act 1999 or identified by a Minister or any other relevant government agency in accordance with any scheme set out in the Regulations in connection with the preparation of the DPA under the Act;

**5. Amendments by a Council**

- 5.3.5 the DPA must include any other matter prescribed by the Regulations.
- 5.4.0 The power pursuant to Section 25(3)(a) of the Act to initiate investigations in accordance with the terms of the Statement of Intent and such other investigations as the Delegate thinks fit.
- 5.5.0 The duty pursuant to Section 25(4) of the Act to prepare a DPA only after the Delegate has considered the advice of a person with prescribed qualifications.
- 5.6.0 The power pursuant to Section 25(5) of the Act to not except as authorised by the Minister propose an amendment to a part of a Development Plan that has been declared by the Minister by notice in the Gazette as being part of a set of standard policy modules for the purposes of the Act.
- 5.7.0 The duty pursuant to Section 25(6) of the Act to deal with a DPA in accordance with process A B or C as described by the Act depending on an agreement reached between the Council or the Delegate and the Minister as part of the Statement of Intent or at some later time if so determined or agreed by the Minister.
- 5.8.0 The power pursuant to Section 25(6) of the Act to reach an agreement with the Minister as part of the Statement of Intent or at some later time if so determined or agreed by the Minister.
- 5.9.0 Process A
- 5.9.1 The duty pursuant to Section 25(7)(a) of the Act to refer the DPA to any government Department or agency that has a direct interest in the matter and any other body specified in the Statement of Intent for comment within the period prescribed by the Regulations.
- 5.9.2 The power pursuant to Section 25(7)(b) of the Act if a response is not received within the period that applies under Section 25(7)(a) of the Act to assume that the particular Department agency or other body does not desire to provide any comment.
- 5.9.3 The power pursuant to Section 25(7)(c) of the Act to consult with the Minister.
- 5.9.4 The duty pursuant to Section 25(7)(c)(i) of the Act to comply with the requirement of the Minister to make an alteration to the DPA.
- 5.9.5 Subject to Sections 25(10) 25(11) 25(12) and 25(12a) of the Act the duty pursuant to Section 25(7)(d) of the Act to release the DPA for public consultation in accordance with the Regulations) over a period of at least 8 weeks.
- 5.10.0 Process B
- 5.10.1 The duty pursuant to Section 25(8)(a) of the Act if required by the Minister to first refer the DPA to the Minister for consideration.
- 5.10.2 The power pursuant to Section 25(8)(a) of the Act to consult with the Minister.
- 5.10.3 The duty pursuant to Section 25(8)(a)(i) of the Act to comply with a requirement of the Minister to make an alteration to the DPA.
- 5.10.4 Subject to complying with Section 25(8)(a) of the Act (if relevant) the duty and power pursuant to Section 25(8)(b)(i) of the Act to refer the DPA to any government Department or agency that has a direct interest in the matter and any other body specified in the Statement of Intent for comment within a period of 8 weeks and if a response is not received within this period to assume that the particular Department agency or body does not desire to provide any comment.

**5. Amendments by a Council**

- 5.10.5 Subject to Sections 25(10) 25(11) and 25(12) and 25(12a) of the Act the duty pursuant to Section 25(8)(b)(ii) of the Act to release the DPA for public consultation in accordance with the Regulations over a period that is at least concurrent with the period that applies under Section 25(8)(b)(i) of the Act.
- 5.11.0 Process C
- 5.11.1 The duty and power pursuant to Section 25(9)(a) of the Act to refer the DPA to any government Department or agency that has a direct interest in the matter and any other body specified in the Statement of Intent for comment within a period of 4 weeks and if a response is not received within this period to assume that the particular Department agency or body does not desire to provide any comment.
- 5.11.2 Subject to Sections 25(10) 25(11) 25(12) and 25(12a) of the Act the duty pursuant to Section 25(9)(b) of the Act to release the DPA for public consultation in accordance with the Regulations over a period that is at least concurrent with the period that applies under Section 25(9)(a) of the Act.
- 5.11.3 The duty pursuant to Section 25(9)(c) of the Act at the time that the DPA is released for public consultation to give (by way of a written notice in accordance with the Regulations):
- 5.11.3.1 an owner or occupier of any land that is directly subject to the operation of the proposed amendment; and
- 5.11.3.2 an owner or occupier of each piece of adjacent land to land that is directly subject to the operation of the proposed amendment a written notice in accordance with the Regulations.
- 5.12.0 The duty pursuant to Section 25(10) of the Act to not release a DPA for public consultation unless or until the Chief Executive Officer of the Council has on behalf of the Council issued a certificate in the prescribed form relating to the extent to which the proposed amendment:
- 5.12.1 accords with the Planning Strategy; and
- 5.12.2 accords with the Statement of Intent; and
- 5.12.3 accords with other parts of the Development Plan; and
- 5.12.4 complements the policies in the Development Plans for adjoining areas; and
- 5.12.5 satisfies the matters prescribed in the Regulations.
- 5.13.0 In addition to any requirement prescribed by the Regulations the duty pursuant to Section 25(11) of the Act for the purposes of undertaking the public consultation to:
- 5.13.1 allow interested persons to make representations in writing in relation to the matter over the period that applies for the purposes of the public consultation; and
- 5.13.2 subject to Section 25(11)(b) of the Act and in accordance with the Regulations hold within the area of the Council at least 1 meeting where members of the public may attend and make representations in relation to the matter
- 5.13.3 appoint a committee (which may but need not include members of the Council) to consider any representations made under Sections 25(11) (a) or 25(11)(b) of the Act and to provide advice in relation to those representations.
- 5.14.0 If a proposed amendment designates a place as a place of local heritage value the duty pursuant to Section 25(12) of the Act at or before the time when the DPA is released for public consultation to give each owner of land constituting a place proposed as a place of local heritage value a written notice:
- 5.14.1 informing the owner of the proposed amendment and

## SUB-DELEGATIONS

## POSITION

**5. Amendments by a Council**

- 5.14.2 inviting the owner to make submissions on the amendment within the period provided for public consultation under the Regulations
- 5.15.0 If a proposed amendment declares a tree to be a significant tree or a stand of trees to be significant trees the duty pursuant to Section 25(12a) of the Act at or before the time when the DPA is released for public consultation to give each owner of land where the tree or trees are located a written notice:
- 5.15.1 informing the owner of the proposed amendment; and
- 5.15.2 inviting the owner to make submissions on the amendment within the period provided for public consultation under the Regulations.
- 5.16.0 The duty pursuant to Section 25(13)(a) of the Act after complying with the requirements of Sections 25(1)-(12a) of the Act to in accordance with the Regulations prepare a report on the matters raised during the consultation period on the reasons for any failure to comply with any time set for any step under Sections 25(1)-(12a) of the Act and on any recommended alterations to the proposed amendment.
- 5.17.0 The power pursuant to Section 25(13)(b) of the Act if the Delegate thinks fit by notice in writing to the Minister to decline to proceed any further with an amendment.
- 5.18.0 The duty to send to the Minister:
- 5.18.1 a copy of a report under Section 25(13)(a); and
- 5.18.2 a certificate from the Chief Executive Officer; pursuant to and in accordance with Section 25(14) of the Act and the Regulations.
- 5.19.0 The power pursuant to Sections 25(15)(d) and 25(15)(f) of the Act to consult with the Minister.
- 5.20.0 The power pursuant to and in accordance with Section 25(21) of the Act to consult with and make submissions to the Minister.
- 5.21.0 The power pursuant to Section 25(23) of the Act to consult with the Minister.

## SUB-DELEGATIONS

## POSITION

**6. Amendments by the Minister**

- 6.0.0 Amendments by the Minister
- 6.1.0 The power pursuant to Section 26(5)(d)(i) of the Act in relation to a DPA referred to the Council by the Minister to make comment on the DPA to the Minister within a period of 8 weeks.
- 6.2.0 The power pursuant to Section 26(5a)(a) of the Act in relation to a DPA referred to the Council by the Minister to make comment on the DPA to the Minister within a period of 8 weeks.
- 6.3.0 The power pursuant to Section 26(5b)(a) of the Act in relation to a DPA referred to the Council by the Minister to make comment on the DPA to the Minister within a period of 4 weeks.



**SUB-DELEGATIONS**

**POSITION**

**6. Amendments by the Minister**

- 6.4.0 The power pursuant to Section 26(12) of the Act to make comment to the Minister within a period determined by the Minister in relation to a proposal to act under Section 26(11) of the Act.
- 6.5.0 The power pursuant to Section 26(12) of the Act to by notice in writing object to the Minister's proposed action.

**SUB-DELEGATIONS**

**POSITION**

**7. Parliamentary Scrutiny**

- 7.0.0 Parliamentary Scrutiny
- 7.1.0 The power pursuant to Section 27(6) of the Act to consult with the Minister.

**SUB-DELEGATIONS**

**POSITION**

**8. Strategic Directions Reports**

- 8.0.0 Strategic Directions Reports
  - Manager Development Assessment
  - Manager Strategic Development
  - Senior Town Planner
  - Strategic Development and Policy Planner
- 8.1.0 The duty pursuant to Section 30(1) of the Act to from time to time in accordance with the requirements of Section 30 of the Act prepare a report under Section 30 of the Act (a Strategic Directions Report) that:
  - Manager Development Assessment
  - Manager Strategic Development
  - Senior Town Planner
  - Strategic Development and Policy Planner
- 8.1.1 addresses the strategic planning issues within the area of the Council with particular reference to:
  - Manager Development Assessment
  - Manager Strategic Development
  - Senior Town Planner
  - Strategic Development and Policy Planner
- 8.1.1.1 the Planning Strategy; and
  - Manager Development Assessment
  - Manager Strategic Development
  - Senior Town Planner
  - Strategic Development and Policy Planner
- 8.1.1.2 any other policy or document prescribed by the regulations; and
  - Manager Development Assessment
  - Manager Strategic Development
  - Senior Town Planner
  - Strategic Development and Policy Planner
- 8.1.2 addresses appropriate amendments to any Development Plan that applies within the area of the Council; and
  - Manager Development Assessment
  - Manager Strategic Development
  - Senior Town Planner
  - Strategic Development and Policy Planner

SUB-DELEGATIONS

POSITION

**8. Strategic Directions Reports**

|  |   |
|--|---|
| <p>8.1.3 sets out the Council's priorities for:</p>  | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner</p> |
| <p>8.1.3.1 achieving orderly and efficient development through the implementation of planning policies; and</p>  | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner</p> |
| <p>8.1.3.2 the integration of transport and land-use planning within its area; and</p>   | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner</p> |
| <p>8.1.3.3 implementing any relevant targets set out in the Planning Strategy; and</p>   | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner</p> |
| <p>8.1.3.4 implementing affordable housing policies set out in the Planning Strategy within its area; and</p>  | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner</p> |
| <p>8.1.3.5 infrastructure planning (with respect to both physical and social infrastructure) taking into account any advice provided by a Minister or any other relevant government agency in accordance with a scheme set out in the regulations and any of the Council's proposals with respect to infrastructure; and</p> | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner</p> |
| <p>8.1.3.6 other projects or initiatives considered to be relevant by the Council; and</p>   | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner</p> |
| <p>8.1.4 contains such other material as may be:</p>   | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner</p> |
| <p>8.1.4.1 prescribed by the regulations; or</p>   | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner</p> |
| <p>8.1.4.2 required by the Minister.</p>   | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner</p> |

**8. Strategic Directions Reports**

|         |   |  |
|---------|---|--|
| 8.2.0   | The duty pursuant to Section 30(2) of the Act to prepare and complete a report under Section 30 of the Act:   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 8.2.1   | within 12 months after an alteration is made to the Planning Strategy or within such longer period as the Minister may allow if:  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 8.2.1.1 | the Minister declares by notice in the Gazette that the alteration is considered to be a significant alteration that should trigger a review of Development Plans or specified Development Plans under Section 30 of the Act in relation to issues specified by the Minister; and       | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 8.2.1.2 | the Development Plan that applies in relation to the Council's area (or a part of its area) falls within the ambit of the declaration; and  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 8.2.2   | in any event within 5 years after the completion of the last report under Section 30 of the Act.  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 8.3.0   | The duty pursuant to Section 30(3) of the Act in connection with the preparation of a report under Section 30 of the Act to:  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 8.3.1   | by public advertisement invite interested persons to make written submissions to the Council within 2 months of the date of the advertisement or such longer period as may be allowed by the advertisement; and   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 8.3.2   | consult with any prescribed authority or body in the manner specified by the regulations.   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 8.4.0   | The duty pursuant to Section 30(4) of the Act in connection with the operation of Section 30(3) of the Act to prepare and make available the documentation prescribed by the regulations.   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 8.5.0   | The duty pursuant to Section 30(5) of the Act to give a person who makes a written response to an invitation under Section 30(3)(a) of the Act an opportunity to appear personally or by representative before the Council or a Council Committee and to be heard on those submissions. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

## SUB-DELEGATIONS

## POSITION

**8. Strategic Directions Reports**

|        |  |  |
|--------|--|--|
| 8.6.0  | The duty pursuant to Section 30(6) of the Act in preparing a report under Section 30 of the Act to:  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner   |
| 8.6.1  | reach agreement with the Minister on a Statement of Intent with respect to any proposed amendments to a Development Plan that applies within the area of the Council; and  | Strategic Development and Policy Planner<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner   |
| 8.6.2  | if relevant prepare a DPA that is suitable for consideration under Section 25(3) of the Act.   | Strategic Development and Policy Planner<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 8.7.0  | The duty pursuant to Section 30(7) of the Act to furnish a report under Section 30 of the Act to the Minister.   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner   |
| 8.8.0  | The duty pursuant to Section 30(8) of the Act to then in accordance with any reasonable request of the Minister enter into an agreement with the Minister on the steps that the Council will take as a result of the matters contained in the report (and the report will not be taken to have been completed unless or until such an agreement is reached with the Minister). | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner   |
| 8.9.0  | The power pursuant to Section 30(9) of the Act to request the Minister to exempt the Council:  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner   |
| 8.9.1  | from a requirement to prepare a particular report under Section 30 of the Act; or  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner   |
| 8.9.2  | from a particular requirement with respect to a report under Section 30 of the Act.  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner   |
| 8.10.0 | The duty pursuant to Section 30(12) of the Act to make copies of a report prepared under Section 30 of the Act available for inspection (without charge) by the public at the principal office of the Council.   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner   |
| 8.11.0 | The duty pursuant to Section 30(13) of the Act if a report proposes amendments to a Development Plan that applies within the area of the Council to ensure that it releases a DPA for public consultation under Section 25 within the period prescribed by the regulations.  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner   |

**SUB-DELEGATIONS**

**POSITION**

**8. Strategic Directions Reports**

|        |  |  |
|--------|--|--|
| 8.12.0 | The power pursuant to Section 30(14) of the Act to request in accordance with the regulations a Minister identified by the regulations for the purposes of this provision to furnish to the Council within the prescribed period a statement of the nature and extent of any infrastructure that according to the Minister's assessment should be taken into account in connection with the preparation of a report under Section 30 of the Act. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 8.13.0 | The power pursuant to Section 30(15) of the Act to act jointly with two or more councils under Section 30 of the Act and to act on behalf of and with the agreement of the other council or councils in undertaking any process or procedure under Section 30 of the Act.  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

**SUB-DELEGATIONS**

**POSITION**

**9. Copies of Plans to be Made Available to the Public**

|       |   |  |
|-------|---|--|
| 9.0.0 | Copies of Plans to be Made Available to the Public  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 9.1.0 | The duty pursuant to Section 31(3) of the Act to make copies of a Development Plan published under Section 31(1) of the Act that applies in relation to the area of the Council available for inspection (without charge) and purchase by the public at an office of the Council. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

**SUB-DELEGATIONS**

**POSITION**

**10. Matters Against Which Development Must be Assessed**

|        |  |   |
|--------|--|---|
| 10.0.0 | Matters Against Which Development Must be Assessed | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|--------|--|---|

## SUB-DELEGATIONS

## POSITION

**10. Matters Against Which Development Must be Assessed**

|        |   |   |
|--------|---|---|
| 10.1.0 | 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): | <ul style="list-style-type: none"> <li>Building Surveyor</li> <li>Manager Development Assessment</li> <li>Manager Strategic Development</li> <li>Para Planner</li> <li>Senior Building Surveyor</li> <li>Senior Town Planner</li> <li>Strategic Development and Policy Planner</li> <li>Town Planner</li> </ul> |
| 10.1.1 | the provisions of the appropriate Development Plan;   | <ul style="list-style-type: none"> <li>Manager Development Assessment</li> <li>Manager Strategic Development</li> <li>Para Planner</li> <li>Senior Building Surveyor</li> <li>Senior Town Planner</li> <li>Strategic Development and Policy Planner</li> <li>Town Planner</li> </ul>                            |
| 10.1.2 | the provisions of the Building Rules;   | <ul style="list-style-type: none"> <li>Building Surveyor</li> <li>Manager Development Assessment</li> <li>Manager Strategic Development</li> <li>Senior Building Surveyor</li> <li>Senior Town Planner</li> <li>Strategic Development and Policy Planner</li> </ul>   |
| 10.1.3 | in relation to a proposed division of land (otherwise than under the Community Titles Act 1996 or the Strata Titles Act 1988) on the satisfaction of the conditions specified in Section 33(1)(c) of the Act;                         | <ul style="list-style-type: none"> <li>Manager Development Assessment</li> <li>Manager Strategic Development</li> <li>Para Planner</li> <li>Senior Building Surveyor</li> <li>Senior Town Planner</li> <li>Strategic Development and Policy Planner</li> <li>Town Planner</li> </ul>                            |
| 10.1.4 | in relation to a division of land under the Community Titles Act 1996 or the Strata Titles Act 1988 on the satisfaction of the conditions specified in Section 33(1)(d) of the Act;   | <ul style="list-style-type: none"> <li>Manager Development Assessment</li> <li>Manager Strategic Development</li> <li>Para Planner</li> <li>Senior Building Surveyor</li> <li>Senior Town Planner</li> <li>Strategic Development and Policy Planner</li> <li>Town Planner</li> </ul>                            |
| 10.1.5 | 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  | <ul style="list-style-type: none"> <li>Building Surveyor</li> <li>Manager Development Assessment</li> <li>Manager Strategic Development</li> <li>Para Planner</li> <li>Senior Building Surveyor</li> <li>Senior Town Planner</li> <li>Strategic Development and Policy Planner</li> <li>Town Planner</li> </ul> |

## SUB-DELEGATIONS

## POSITION

**10. Matters Against Which Development Must be Assessed**

|   |   |
|---|---|
| 10.1.6 such other matters as may be prescribed.   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 10.2.0 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. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 10.3.0 If:  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 10.3.1 a development only requires an assessment under paragraph (b) of Section 33(1) of the Act; and   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 10.3.2 the Council:   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

SUB-DELEGATIONS

POSITION

**10. Matters Against Which Development Must be Assessed**

10.3.2.1 is the relevant authority; and

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

10.3.2.2 is to make the assessment under that paragraph; and

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

10.3.3 the Council determines to grant consent under that paragraph; and  
 the duty pursuant to Section 33(4b) of the Act as the relevant authority to issue the relevant development approval with the consent.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

SUB-DELEGATIONS

POSITION

**11. Determination of Relevant Authority**

11.0.0 Determination of Relevant Authority

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

11.1.0 The power pursuant to Section 34(1)(b)(iii) of the Act to request the Minister to declare the Development Assessment Commission to be the relevant authority for a proposed development.

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner



## SUB-DELEGATIONS

## POSITION

**11. Determination of Relevant Authority**

|        |   |  |
|--------|---|--|
| 11.2.0 | 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 Development Assessment Commission with a report relating to the application for development authorisation within the time prescribed by the Regulations.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 11.3.0 | 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. | Manager Development Assessment<br>Manager Strategic Development<br>Strategic Development and Policy Planner  |
| 11.4.0 | The power in accordance with Section 34(21) of the Act to withdraw from a regional development assessment panel   | Manager Development Assessment<br>Manager Strategic Development<br>Strategic Development and Policy Planner  |
| 11.5.0 | The duty pursuant to Section 34(27)(a) of the Act to establish a policy relating to the basis upon which the Council will make the various delegations required by Section 34(23) of the Act.   | Manager Development Assessment<br>Manager Strategic Development<br>Strategic Development and Policy Planner  |
| 11.6.0 | The duty pursuant to Section 34(27)(b) of the Act to ensure that a copy of the policy established by the Council under Section 34(27)(a) of the Act is available for inspection at the principal office of the council during ordinary office hours and for inspection on the internet.   | Manager Development Assessment<br>Manager Strategic Development<br>Strategic Development and Policy Planner  |

## SUB-DELEGATIONS

## POSITION

**12. Special Provisions Relating to Assessment Against Development Plans**

|        |   |  |
|--------|---|--|
| 12.0.0 | Special Provisions Relating to Assessment Against Development Plans   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 12.1.0 | The duty 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). | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

SUB-DELEGATIONS

POSITION

**12. Special Provisions Relating to Assessment Against Development Plans**

|        |  |  |
|--------|--|--|
| 12.2.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 12.3.0 | 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 duty 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. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 12.4.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 12.5.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 12.6.0 | Subject to the Act the power and duty 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.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

SUB-DELEGATIONS

POSITION

**13. Special Provisions Relating to Assessment Against the Building Rules**

|        |  |  |
|--------|--|--|
| 13.0.0 | Special Provisions Relating to Assessment Against the Building Rules | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
|--------|--|--|

**13. Special Provisions Relating to Assessment Against the Building Rules**

|          |   |  |
|----------|---|--|
| 13.1.0   | The duty 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.  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 13.2.0   | The power pursuant to and in accordance with Section 36(2) of the Act:  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 13.2.1   | to assess whether a development is at variance with the Building Rules;   | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 13.2.2   | 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;  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 13.2.3   | 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:   | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 13.2.3.1 | 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 | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 13.2.3.2 | in circumstances where the development has already occurred the variance is justifiable in the circumstances of the particular case.  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 13.3.0   | The duty 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.  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 13.4.0   | The duty pursuant to Section 36(3a) of the Act to seek and consider the advice of the Building Rules Assessment Commission before imposing or agreeing to a requirement under Section 36(3) of the Act that would be at variance with the performance requirements of the Building Code.  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 13.5.0   | The duty 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:   | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 13.5.1   | such compliance is certified by the provision of technical details particulars plans drawings or specifications prepared and certified in accordance with the Regulations; or   | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 13.5.2   | such compliance is certified by a private certifier.  | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |

## SUB-DELEGATIONS

## POSITION

**13. Special Provisions Relating to Assessment Against the Building Rules**

13.6.0 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.

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

## SUB-DELEGATIONS

## POSITION

**14. Consultation With Other Authorities or Agencies**

14.0.0 Consultation With Other Authorities or Agencies

Building Officer  
 Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

14.1.0 Subject to Section 37AA of the Act the duty pursuant to Section 37(1)(a) and (b) of the Act where an assessment is required of an application for the consent or approval of a proposed development of a prescribed class to:

Building Officer  
 Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

14.1.1 refer the application together with a copy of any relevant information provided by the applicant to a body prescribed by the Regulations and including the Development Assessment Commission and

Building Officer  
 Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

## SUB-DELEGATIONS

## POSITION

**14. Consultation With Other Authorities or Agencies**

|        |   |   |
|--------|---|---|
| 14.1.2 | not make a decision until a response has been received from the prescribed body in relation to the matter or matters for which the referral was made or the presumption is made that the body does not desire to make a response or concur (as the case requires).  | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 14.2.0 | The duty pursuant to Section 37(5)(a) of the Act where an application has been refused or conditions imposed in respect of a development authorisation by direction of a prescribed body to notify the applicant that the application was refused or the conditions imposed by direction under Section 37 of the Act. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner                     |
| 14.3.0 | 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.                                 | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner                     |

## SUB-DELEGATIONS

## POSITION

**15. Preliminary Advice and Agreement**

|        |   |  |
|--------|---|--|
| 15.0.0 | Preliminary Advice and Agreement  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 15.1.0 | 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. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**15. Preliminary Advice and Agreement**

|        |  |  |
|--------|--|--|
| 15.2.0 | 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. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|--------|--|--|

## SUB-DELEGATIONS

## POSITION

**16. Proposed Development Involving Creation of Fortifications**

|        |   |  |
|--------|---|--|
| 16.0.0 | Proposed Development Involving Creation of Fortifications   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 16.1.0 | The duty pursuant to Section 37A(1) of the Act where the Delegate has reason to believe that a proposed development may involve the creation of fortifications to refer the application for consent to or approval of the proposed development to the Commissioner of Police (the Commissioner).  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 16.2.0 | 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.  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 16.3.0 | The duty pursuant to Section 37A(5) of the Act if the Commissioner determines that the proposed development involves the creation of fortifications to:   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 16.3.1 | if the proposed development consists only of the creation of fortifications - refuse the application; or  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 16.3.2 | in any other case - impose conditions in respect of any consent to or approval of the proposed development prohibiting the creation of the fortifications.  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 16.4.0 | The duty pursuant to Section 37A(6) of the Act if the Delegate acting on the basis of a determination of the Commissioner under subsection 37A(2) refuses an application or imposes conditions in respect of a development authorisation to notify the applicant that the application was refused or the conditions imposed on the basis of a determination of the Commissioner under Section 37A of the Act. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

**17. Public Notice and Consultation**

|          |  |  |
|----------|--|--|
| 17.0.0   | Public Notice and Consultation   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.1.0   | The duty pursuant to Section 38(3) of the Act where a person applies for a consent in respect of the Development Plan for a Category 1 development to not on the Delegate's own initiative seek the views of the owners or occupiers of adjacent or other land in relation to the granting or refusal of development plan consent. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.2.0   | Where a person applies for a consent in respect of the Development Plan for a Category 2A development:   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.2.1   | the duty pursuant to Section 38(3a)(a) of the Act to:  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.2.1.1 | subject to any exclusion or qualification prescribed by the Regulations - give an owner or occupier of each piece of adjoining land; and   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.2.1.2 | give any other person of a prescribed class notice of the application; and   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.2.2   | the duty pursuant to Section 38(3a)(b) of the Act to:  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**17. Public Notice and Consultation**

|   |  |
|---|--|
| 17.2.2.1 give consideration to any representations in writing made in accordance with the Regulations by a person who is entitled to be given notice under paragraph (a) of Section 38(3a) of the Act; and  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.2.2.2 forward to the applicant a copy of any representations that the relevant authority must consider under subparagraph (i) of Section 38(3a)(b) of the Act and allow the applicant an opportunity to respond in writing to those representations within the period prescribed by the Regulations; and   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.2.3 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. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.3.0 The duty pursuant to Section 38(4) of the Act to give notice of a proposal for a Category 2 development.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.4.0 The duty pursuant to Section 38(5) of the Act to give notice of a proposal for a Category 3 development.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.5.0 The duty pursuant to Section 38(8) of the Act to forward to an applicant a copy of any representation made regarding the proposed development and to allow the applicant to respond in writing to those representations.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |



## SUB-DELEGATIONS

## POSITION

**17. Public Notice and Consultation**

|         |   |  |
|---------|---|--|
| 17.6.0  | 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.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.7.0  | The duty pursuant to Section 38(10)(b) of the Act in respect of a Category 3 development to allow a person who made a representation and who as part of that representation indicated an interest in appearing before the Delegate a reasonable opportunity to appear personally or by representative to be heard in support of the representation.               | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.8.0  | The duty pursuant to Section 38(11) of the Act to allow an applicant to appear personally or by representative before the Delegate or the Council in order to respond to any relevant matter.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.9.0  | The duty pursuant to Section 38(12) of the Act where representations have been made under Section 38 of the Act to give notice of the decision on the application to each person who made a representation and in respect of a Category 3 development of the person's appeal rights under the Act and give notice to the Court.                                   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.10.0 | 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. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 17.11.0 | 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.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**18. Application and Provision of Information**

**18. Application and Provision of Information**

|        |  |   |
|--------|--|---|
| 18.0.0 | Application and Provision of Information   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.1.0 | The power pursuant to Section 39(2) of the Act to request an applicant to:   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.1.1 | provide such additional documents or information to enable assessment of the application;                                | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.1.2 | remedy any defect or deficiency in any application or accompanying document or information required by or under the Act; | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.1.3 | consult with an authority or body prescribed by the Regulations;   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

SUB-DELEGATIONS

POSITION

**18. Application and Provision of Information**

|        |  |  |   |
|--------|--|--|---|
| 18.1.4 |  | (where required by the Regulations) prepare a statement of effect in relation to non-complying development; and                        | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.1.5 |  | comply with any other requirement prescribed by the Regulations.   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.2.0 |  | If:  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.2.1 |  | a development is of a kind that is complying development; and  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.2.2 |  | the development falls within a class of development prescribed by the Regulations for the purpose of Section 39(2a)(b) of the Act; and | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

SUB-DELEGATIONS

POSITION

**18. Application and Provision of Information**

|        |  |  |
|--------|--|--|
| 18.2.3 | <p>the applicant has complied with the requirements of Section 39(1)(a) (c) and (d) the duty pursuant to Section 39(2a) of the Act to in making an assessment as to development plan consent assess the application without requesting the applicant to provide additional documents or information.</p> | <p>Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| 18.3.0 | <p>If:</p>   | <p>Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| 18.3.1 | <p>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>Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| 18.3.2 | <p>the applicant has complied with the requirements of Section 39(1)(a) (c) and (d) of the Act the power and duty pursuant to Section 39(2b)(c) of the Act to;</p>   | <p>Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| 18.3.3 | <p>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; and the duty pursuant to Section 39(2b)(d) of the Act to;</p>  | <p>Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |

**18. Application and Provision of Information**

|        |   |   |
|--------|---|---|
| 18.3.4 | make that request within a period prescribed by the Regulations.  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.4.0 | 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:  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.4.1 | subject to Section 39(3)(b)(ii) of the Act refuse the application; and  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.4.2 | refuse the application in prescribed circumstances (including if the Regulations so provide in a case involving development that is complying development).   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.5.0 | The duty pursuant to Section 39(3a) of the Act in dealing with an application that relates to a regulated tree to seek to make any assessment as to whether the tree is a significant tree without requesting the applicant to provide an expert or technical report relating to the tree unless the Delegate considers that special circumstances apply. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner                      |

## SUB-DELEGATIONS

## POSITION

**18. Application and Provision of Information**

|         |  |   |
|---------|--|---|
| 18.6.0  | The duty pursuant to Section 39(3b) of the Act in dealing with an application that relates to a regulated tree that is not a significant tree to seek to assess the application without requesting the applicant to provide an expert or technical report relating to the tree unless the Delegate considers that special circumstances apply. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner                      |
| 18.7.0  | 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.  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.8.0  | 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.   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.9.0  | 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).   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner  |
| 18.10.0 | 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.                                      | Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner  |

**18. Application and Provision of Information**

|   |   |
|---|---|
| 18.11.0 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. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.12.0 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.  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.13.0 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.   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.14.0 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.  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 18.15.0 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.  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**18. Application and Provision of Information**

18.16.0 The power pursuant to Section 39(8) of the Act to issue a consent which provides for the undertaking of development in stages.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

18.17.0 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.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner

## SUB-DELEGATIONS

## POSITION

**19. Determination of Application**

19.0.0 Determination of Application

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

19.1.0 The duty pursuant to Section 40(1) of the Act to give notice of a decision in accordance with the Regulations (and in the case of a refusal the duty to include the reasons for the refusal and any appeal rights that exist under the Act.)

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner



**SUB-DELEGATIONS**

**POSITION**

**19. Determination of Application**

19.2.0 The power pursuant to Section 40(3) of the Act to extend the period of time within which a development authorisation remains operative.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

**SUB-DELEGATIONS**

**POSITION**

**20. Time Within Which Decision Must Be Made**

20.0.0 Time Within Which Decision Must Be Made

Manager Strategic Development

20.1.0 The duty pursuant to Section 41(1) of the Act to deal with an application as expeditiously as possible and within the time prescribed by the Regulations.

Manager Strategic Development

20.2.0 If:

Manager Strategic Development

20.2.1 the relevant authority does not decide an application that relates to development that is a complying development within the time prescribed under Section 41(1) of the Act; and

Manager Strategic Development

20.2.2 the applicant gives the relevant authority a notice in accordance with the Regulations on the basis that the decision on the application has not been made

Manager Strategic Development

the duty pursuant to Section 41(5)(d) of the Act subject to any exclusion or qualification prescribed by the Regulations to refund the fee received by the relevant authority under Section 39(1)(d) in relation to the application.

**SUB-DELEGATIONS**

**POSITION**

**21. Conditions**

21.0.0 Conditions

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

## SUB-DELEGATIONS

## POSITION

**21. Conditions**

|        |  |   |
|--------|--|---|
| 21.1.0 | 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.  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 21.2.0 | The duty pursuant to Section 42(4) of the Act in accordance with Section 42(5) of the Act and subject to Sections 42(6) and (8) of the Act if a development authorisation provides for the killing destruction or removal of a regulated tree or a 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 of planting 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). | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 21.3.0 | 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.   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 21.4.0 | 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.   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**22. Cancellation by a Relevant Authority**

## SUB-DELEGATIONS

## POSITION

**22. Cancellation by a Relevant Authority**

|        |  |   |
|--------|--|---|
| 22.0.0 | Cancellation by a Relevant Authority   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 22.1.0 | The power pursuant to Section 43 of the Act to cancel a development authorisation previously given by the Council or the Delegate. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**23. Investigation of Development Assessment Performance**

|        |   |  |
|--------|---|--|
| 23.0.0 | Investigation of Development Assessment Performance   |  |
| 23.1.0 | The power pursuant to Section 45A(2) 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 within a period (being at least 28 days) specified by the Minister. |  |
| 23.2.0 | The duty pursuant to Section 45A(14) of the Act to comply with a direction under Section 45A(11) or (13) of the Act.  |  |
| 23.3.0 | The power pursuant to Section 45A(12) of the Act to make submissions to the Minister on the report on which the action under Section 45A(11) of the Act is based within a period (being at least 28 days) specified by the Minister.  |  |

## SUB-DELEGATIONS

## POSITION

**24. Crown Development and Public Infrastructure**

|        |   |  |
|--------|---|--|
| 24.0.0 | Crown Development and Public Infrastructure | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
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SUB-DELEGATIONS

POSITION

**24. Crown Development and Public Infrastructure**

|        |  |  |
|--------|--|--|
| 24.1.0 | The power pursuant to Section 49(4a) of the Act to receive notice from the Development Assessment Commission containing the prescribed particulars of the development in accordance with the Regulations.          | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 24.2.0 | The power pursuant to Section 49(5) of the Act to report to the Development Assessment Commission on any matters contained in a notice from the Development Assessment Commission under Section 49(4a) of the Act. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 24.3.0 | The power pursuant to Section 49(9) of the Act to withdraw opposition to a State agency proposed development.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

SUB-DELEGATIONS

POSITION

**25. Electricity Infrastructure Development**

|        |  |   |
|--------|--|---|
| 25.0.0 | Electricity Infrastructure Development   | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 25.1.0 | The power pursuant to Section 49A(4a) of the Act to receive notice from the Development Assessment Commission containing the prescribed particulars of the development in accordance with the Regulations.   | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 25.2.0 | The power pursuant to Section 49A(5) of the Act where notice of a proposal to undertake development for the purposes of the provision of electricity infrastructure has been given to the Council pursuant to Section 49A(4a) of the Act to report to the Development Assessment Commission on any matters contained in the said notice. | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**25. Electricity Infrastructure Development**

|        |  |   |
|--------|--|---|
| 25.3.0 | The power pursuant to Section 49A(9) of the Act in circumstances where the Council's report to the Development Assessment Commission under Section 49A(5) of the Act expressed opposition to the proposed development to withdraw that opposition. | Manager Development Assessment<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
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## SUB-DELEGATIONS

## POSITION

**26. Open Space Contribution System**

|        |   |  |
|--------|---|--|
| 26.0.0 | Open Space Contribution System  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 26.1.0 | The power pursuant to Section 50(1) of the Act with respect to an application for the division of land into more than 20 allotments where one or more allotments is less than one hectare in area to require:         | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 26.1.1 | that up to 12.5% in area of the relevant area be vested in the Council to be held as open space; or   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 26.1.2 | that the applicant make the contribution prescribed by the regulations in accordance with the requirements of by Section 50 of the Act; or  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 26.1.3 | that the land be vested in the Council and that the applicant make a contribution determined in accordance with Section 50(7) of the Act according to the determination and specification of the Council or Delegate. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**26. Open Space Contribution System**

|        |   |  |
|--------|---|--|
| 26.2.0 | The power pursuant to Section 50(1) of the Act when proposing to take any action that is at variance with the Council's Development Plan to seek the concurrence of the Development Assessment Commission.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 26.3.0 | The power pursuant to Section 50(3) and 50(2)(d) of the Act to enter into an agreement on behalf of the Council with the Development Assessment Commission and the applicant under which certain land described by the relevant plan of division will be vested in the Council.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 26.4.0 | The power pursuant to Section 50(3a) of the Act to concur on behalf of the Council to the vesting of land in the Council pursuant to a requirement of the Development Assessment Commission that an area of the site of the development be kept as open space or in some other form that allows for active or passive recreation under Section 50(3a)(a) of the Act.                                | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 26.5.0 | The power pursuant to Section 50(10) of the Act to receive payment of monies from an applicant under Section 50(1) of the Act and the duty to immediately pay that money into a special fund established for the purposes of Section 50 and to apply that money for the purpose of acquiring or developing land as open space.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 26.6.0 | The power pursuant to Section 50(11) of the Act to determine that the division of land is being undertaken in stages such that Section 50 of the Act does not apply to an application for development authorisation to the extent that an earlier application in respect of the same development has addressed the requirements of Section 50 of the Act in respect of the area of land as a whole. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**27. Carparking Fund**

|        |                 |  |
|--------|-----------------|--|
| 27.0.0 | Carparking Fund | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|--------|-----------------|--|

**27. Carparking Fund**

|        |   |  |
|--------|---|--|
| 27.1.0 | The power pursuant to Section 50A(1) of the Act to establish a car parking fund.  | <ul style="list-style-type: none"> <li>Manager Development Assessment</li> <li>Manager Strategic Development</li> <li>Para Planner</li> <li>Senior Town Planner</li> <li>Town Planner</li> </ul>   |
| 27.2.0 | The duty pursuant to Section 50A(1) of the Act to publish a notice in the Gazette in accordance with Section 50A(2) of the Act where the approval of the Minister has been obtained.  | <ul style="list-style-type: none"> <li>Manager Development Assessment</li> <li>Manager Strategic Development</li> <li>Para Planner</li> <li>Senior Town Planner</li> <li>Strategic Development and Policy Planner</li> <li>Town Planner</li> </ul> |
| 27.3.0 | The power pursuant to Section 50A(5)(c) of the Act to determine that a proposal does not provide for sufficient spaces for the parking of cars at the site of a development.  | <ul style="list-style-type: none"> <li>Manager Development Assessment</li> <li>Manager Strategic Development</li> <li>Para Planner</li> <li>Senior Town Planner</li> <li>Strategic Development and Policy Planner</li> <li>Town Planner</li> </ul> |
| 27.4.0 | The power pursuant to Section 50A(5)(d) of the Act to agree with an applicant that a contribution calculated in accordance with a determination of the Council or the Delegate can be made by the applicant to a car parking fund in lieu of providing a certain number of spaces for the parking of cars at the site of a development. | <ul style="list-style-type: none"> <li>Manager Development Assessment</li> <li>Manager Strategic Development</li> <li>Para Planner</li> <li>Senior Town Planner</li> <li>Strategic Development and Policy Planner</li> <li>Town Planner</li> </ul> |
| 27.5.0 | The power pursuant to Section 50A(5) of the Act to make a determination for the purpose of calculating amounts to be paid into a carparking fund.   | <ul style="list-style-type: none"> <li>Manager Development Assessment</li> <li>Manager Strategic Development</li> <li>Para Planner</li> <li>Senior Town Planner</li> <li>Strategic Development and Policy Planner</li> <li>Town Planner</li> </ul> |
| 27.6.0 | The duty pursuant to and in accordance with Section 50A(6) of the Act to publish a determination for the purpose of calculating amounts to be paid into a carparking fund and any variations from time to time in the Gazette.  | <ul style="list-style-type: none"> <li>Manager Development Assessment</li> <li>Manager Strategic Development</li> <li>Para Planner</li> <li>Senior Town Planner</li> <li>Strategic Development and Policy Planner</li> <li>Town Planner</li> </ul> |

**SUB-DELEGATIONS**

**POSITION**

**27. Carparking Fund**

|        |  |  |
|--------|--|--|
| 27.7.0 | The power pursuant to and in accordance with Section 50A(7) of the Act to invest any money in a carparking fund and to pay any resultant income into the fund. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 27.8.0 | The power pursuant to and in accordance with Section 50A(8) of the Act to apply money standing to the credit of the car parking fund.                          | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Town Planner   |

**SUB-DELEGATIONS**

**POSITION**

**28. Urban Trees Fund**

|        |  |
|--------|--|
| 28.0.0 | Urban Trees Fund   |
| 28.1.0 | The power pursuant to Section 50B(1) of the Act with the approval of the Minister to establish an urban trees fund for an area designated by the Delegate (a designated area).   |
| 28.2.0 | The duty pursuant to Section 50B(2) of the Act to effect establishment of the fund by notice in the Gazette.   |
| 28.3.0 | The duty pursuant to Section 50B(3) of the Act to define a designated area by reference to an area established by the relevant Development Plan  |
| 28.4.0 | The power pursuant to Section 50B(5) of the Act to invest any money in an urban trees fund that is not for the time being required for the purpose of the fund and the duty to pay any resultant income into the fund.   |
| 28.5.0 | The power pursuant to Section 50B(6) of the Act to apply money standing to the credit of an urban trees fund to:   |
| 28.5.1 | maintain or plant trees which are or will (when fully grown) constitute significant trees under the Act; or  |
| 28.5.2 | purchase land within the designated area in order to maintain or plant trees which are or will (when fully grown) constitute significant trees under the Act.  |
| 28.6.0 | The duty pursuant to Section 50B(7) of the Act if the Council subsequently sells land purchased under Section 50B(6)(b) of the Act to pay the proceeds of sale into an urban trees fund maintained by the Council under Section 50B of the Act subject to the following qualifications as prescribed by Sections 50B(7)(a) and (b) of the Act: |
| 28.6.1 | if an urban trees fund is no longer maintained by the Council the proceeds must be applied for a purpose or purpose consistent with Section 50B(6)(a) or (b) of the Act;   |
| 28.6.2 | if money from an urban trees fund only constituted a proportion of the purchase price of the land (the designated proportion) the money that is subject to these requirements is the designated proportion of the proceeds of sale.  |



SUB-DELEGATIONS

POSITION

**29. Certificate in Respect of the Division of Land**

|        |  |  |
|--------|--|--|
| 29.0.0 | Certificate in Respect of the Division of Land   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 29.1.0 | The duty pursuant to Section 51(2) of the Act to provide appropriate information to the Development Assessment Commission (upon request by the Development Assessment Commission) before it issues a certificate in respect of the division of land. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

SUB-DELEGATIONS

POSITION

**30. Saving Provisions**

|        |  |  |
|--------|--|--|
| 30.0.0 | Saving Provisions  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 30.1.0 | The power pursuant to Section 52(4) of the Act to extend the limitation period referred to in Section 52(2) of the Act in order to avoid or reduce hardship. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

SUB-DELEGATIONS

POSITION

**31. Avoidance of Duplication of Procedures in Relation to Commonwealth Environment Protection and Biodiversity Conservation Act 1999**

|        |  |  |
|--------|--|--|
| 31.0.0 | Avoidance of Duplication of Procedures in Relation to Commonwealth Environment Protection and Biodiversity Conservation Act 1999 | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|--------|--|--|

## SUB-DELEGATIONS

## POSITION

**31. Avoidance of Duplication of Procedures in Relation to Commonwealth Environment Protection and Biodiversity Conservation Act 1999**

|        |   |  |
|--------|---|--|
| 31.1.0 | The power pursuant to Section 52A(2)(a) of the Act to accept a document under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (and defined in Section 52A(9) of the Act as a Commonwealth Act document) as an application notice or other document for the purposes of the Act if (subject to the provisions of Section 52A(7)) the document complies with the requirements of the Act.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 31.2.0 | The power pursuant to Section 52A(2)(b) of the Act where a document has been accepted for the purposes of the Act to direct that a procedure taken under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 in relation to the said document will be taken to have fulfilled the requirements for a procedure in relation to the relevant document under the Act if the requirements of the Act in relation to the procedure have been complied with under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 31.3.0 | The power pursuant to Section 52A(2)(c) of the Act to adopt or accept the whole or part of a document (whether a plan report statement assessment or other document of the same kind or not) used or to be used for the purposes of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 as the document required under the Act if (subject to the provisions of Section 52A(7) of the Act) the document has been prepared in compliance with the Act and complies with the requirements of the Act.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 31.4.0 | The power pursuant to Section 52A(5) of the Act where a controlled action under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 is an activity or part of an activity or includes an activity for which a development authorisation is required under the Act to when considering an application for a development authorisation or for the variation of a development authorisation for the activity use information and other material provided to the Commonwealth Minister under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 for the purposes of the Commonwealth Minister deciding to give approval to the controlled action under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 31.5.0 | Where a controlled action under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 is an activity or part of an activity or includes an activity for which a development authorisation is required under the Act:   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 31.5.1 | in circumstances where:   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**31. Avoidance of Duplication of Procedures in Relation to Commonwealth Environment Protection and Biodiversity Conservation Act 1999**

|          |  |  |
|----------|--|--|
| 31.5.1.1 | the Commonwealth Minister has given his or her approval to the controlled action; and  | Manager Development Assessment           |
|          |  | Manager Strategic Development            |
|          |  | Para Planner                             |
|          |  | Senior Town Planner                      |
|          |  | Strategic Development and Policy Planner |
|          |  | Town Planner                             |
| 31.5.1.2 | the applicant for the development authorisation or the Commonwealth Minister has informed the relevant authority of that fact;                 | Manager Development Assessment           |
|          | the duty pursuant to Section 52A(6)(a) of the Act to consider whether the conditions (if any) to be attached to the development authorisation  | Manager Strategic Development            |
|          | should be consistent with the conditions (if any) attached to the Commonwealth Minister's approval under the Commonwealth Environment          | Para Planner                             |
|          | Protection and Biodiversity Conservation Act 1999; and   | Senior Town Planner                      |
|          |  | Strategic Development and Policy Planner |
|          |  | Town Planner                             |
| 31.5.2   | the power pursuant to Section 52A(6)(b) of the Act to attach a condition to the development authorisation that requires compliance with all or | Manager Development Assessment           |
|          | some of the conditions attached to the Commonwealth Minister's approval under the Commonwealth Environment Protection and                      | Manager Strategic Development            |
|          | Biodiversity Conservation Act 1999.  | Para Planner                             |
|          |  | Senior Town Planner                      |
|          |  | Strategic Development and Policy Planner |
|          |  | Town Planner                             |

## SUB-DELEGATIONS

## POSITION

**32. Requirement to Upgrade Building in Certain Cases**

|        |  |                               |
|--------|--|-------------------------------|
| 32.0.0 | Requirement to Upgrade Building in Certain Cases   | Building Surveyor             |
|        |  | Manager Strategic Development |
|        |  | Senior Building Surveyor      |
| 32.1.0 | Where an application is made for building rules consent for building work in the nature of an alteration to a building constructed before the  | Building Surveyor             |
|        | date prescribed by regulation for the purposes of subsection 53A(1) of the Act the power pursuant to Section 53A(1) of the Act to form the     | Manager Strategic Development |
|        | opinion that the building is unsafe structurally unsound or in an unhealthy condition and therefore require as a condition of consent that     | Senior Building Surveyor      |
|        | building work that conforms with the requirements of the Building Rules be carried out to the extent reasonably necessary to ensure that the   |                               |
|        | building is safe and conforms to proper structural and health standards.   |                               |
| 32.2.0 | Where an application is made for building rules consent for building work in the nature of an alteration of a class prescribed by the          | Building Surveyor             |
|        | Regulations the power pursuant to Section 53A(2) and subject to Section 53A(3) of the Act to form the opinion that the affected part of the    | Manager Strategic Development |
|        | building does not comply with the performance requirements of the Building Code in relation to access to buildings and facilities and services | Senior Building Surveyor      |
|        | within buildings for people with disabilities and therefore require as a condition of consent that building work or other measures be carried  |                               |
|        | out to the extent necessary to ensure that the affected part of the building will comply with those performance requirements of the Building   |                               |
|        | Code.  |                               |

## SUB-DELEGATIONS

## POSITION

**33. Urgent Building Work**

## SUB-DELEGATIONS

## POSITION

**33. Urgent Building Work**

|        |  |  |
|--------|--|--|
| 33.0.0 | Urgent Building Work   | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 33.1.0 | The power pursuant to Section 54(2)(d) of the Act to issue any directions and specify a period of time with respect to building work performed as a matter of urgency. | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |

## SUB-DELEGATIONS

## POSITION

**34. Action if Development Not Substantially Completed**

|        |  |   |
|--------|--|---|
| 34.0.0 | Action if Development Not Substantially Completed  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 34.1.0 | The power pursuant to Section 55(1) of the Act to apply to the Court for an order under Section 55(3) of the Act where the development to which an approval relates has been commenced but not substantially completed within the period prescribed by the Regulations for the lapse of the approval.  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 34.2.0 | The power pursuant to Section 55(5) of the Act where the Court makes an order under Section 55(3)(a) (b) or (ca) of the Act and a person fails to comply with the order within the period specified by the Court to cause any work contemplated by the order to be carried out and to recover the cost of that work as a debt from the person. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**34. Action if Development Not Substantially Completed**

|        |  |   |
|--------|--|---|
| 34.3.0 | The power pursuant to Section 55(6) of the Act where an amount is recoverable from a person under Section 55(5) of the Act 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. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|--------|--|---|

## SUB-DELEGATIONS

## POSITION

**35. Completion of Work**

|        |   |  |
|--------|---|--|
| 35.0.0 | Completion of Work  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 35.1.0 | The power pursuant to Section 56(1) of the Act to issue a notice in writing requiring an owner of land to complete a development on the land within a period specified in the notice.   | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 35.2.0 | The power pursuant to the Section 56(2) of the Act to cause the necessary work to be carried out where an owner has failed to carry out work as required by a notice under Section 56(1) of the Act.  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 35.3.0 | The power pursuant to Section 56(3) of the Act to recover the reasonable costs and expenses incurred by the Council or any person acting on behalf of the Council under Section 56 of the Act as a debt due from the owner.   | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 35.4.0 | The power pursuant to Section 56(4) 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 where an amount is recoverable from the person under Section 56(3) of the Act. | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |

## SUB-DELEGATIONS

## POSITION

**36. Council to Establish Development Assessment Panels**

|        |  |  |
|--------|--|--|
| 36.0.0 | Council to Establish Development Assessment Panels   |  |
| 36.1.0 | The duty pursuant to Section 56A(3) of the Act to appoint a presiding member to the council development assessment panel in accordance with the requirements set out in Section 56A(3)(b) of the Act.    |  |
| 36.2.0 | The duty pursuant to Section 56A(3) of the Act to appoint the remaining members of the council development assessment panel in accordance with the requirements set out in Section 56A(3)(c) of the Act. |  |

**36. Council to Establish Development Assessment Panels**

- 36.3.0 The duty pursuant to section 56A(3)(d) of the Act to ensure that unless granted an exemption by the Minister at least 1 member of the panel is a woman and at least 1 is a man and to ensure that insofar as is reasonably practicable the panel consists of equal numbers of men and women.
- 36.4.0 The duty pursuant to Section 56A(3)(e) to determine the term of office for a member of the council development assessment panel which period cannot exceed 2 years.
- 36.5.0 The duty pursuant to Section 56A(3)(f) of the Act to determine any other conditions of appointment of the members of the council development assessment panel.
- 36.6.0 The power pursuant to Section 56A(3)(g) of the Act to remove a member of the council development assessment panel from office for:
- 36.6.1 breach of or failure to comply with the conditions of appointment;
- 36.6.2 misconduct; or
- 36.6.3 neglect of duty; or
- 36.6.4 incapacity to carry out satisfactorily the duties of his or her office; or
- 36.6.5 failure to carry out satisfactorily the duties of his or her office; or
- 36.6.6 failure to comply with a requirement under Section 34(6) or (7) of the Act or a breach of or failure to comply with a code of conduct under Section 21A of the Act.
- 36.7.0 The duty pursuant to and in accordance with Section 56A(5) of the Act to give notice of an appointment.
- 36.8.0 The duty pursuant to Section 56A(15)(b) of the Act and in accordance with Section 56A(17) of the Act to make minutes of meetings of a council development assessment available for reasonable access by members of the public.
- 36.9.0 The duty pursuant to and in accordance with Section 56A(20) of the Act to provide information to the Minister where requested by the Minister.
- 36.10.0 The duty pursuant to Section 56A(22) of the Act to appoint a public officer (who must not be a member of the council development assessment panel).
- 36.11.0 The duty pursuant to Section 56A(23) of the Act to ensure that notice of the appointment of a public officer (including the public officer's name and contact details) is published in the Gazette.
- 36.12.0 The power pursuant to Section 56A(27) of the Act to make an application to the Minister to exempt the Council from the requirement to establish a council development assessment panel under Section 56A of the Act.
- 36.13.0 The power pursuant to Section 56A(28) of the Act to consult with the Minister in relation to revoking an exemption under Section 56A(27) of the Act.

## SUB-DELEGATIONS

## POSITION

**37. Building Rules Assessment Audits**

|        |  |  |
|--------|--|--|
| 37.0.0 | Building Rules Assessment Audits   | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 37.1.0 | The duty pursuant to Section 56B(2) to have its building assessment auditor audit the Council's activities in relation to the undertaking of assessments of proposed developments against the provisions of the Building Rules in accordance with the requirements of Section 56B. | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 37.2.0 | The duty pursuant to Section 56B(5) to ensure that after the expiration of the periods prescribed in Section 56B(4) an audit under Section 56B is completed at least once in every prescribed period.  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 37.3.0 | The power pursuant to Section 56B(10) to respond to a report prepared by a building assessment auditor prepared in relation to the Council under Section 56B.  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 37.4.0 | The power pursuant to Section 56B(14) to make submissions to the Minister in relation to a matter concerning the possible exercise of the Minister's powers under Section 56B(12).   | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 37.5.0 | The duty pursuant to Section 56B(16) to comply with a direction given to the Council under Sections 56B(12) or 56B(15).  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |

## SUB-DELEGATIONS

## POSITION

**37A. Development Plan Assessment Audits**

|         |  |
|---------|--|
| 37A.0.0 | Development Plan Assessment Audits   |
| 37A.1.0 | The power and duty pursuant to Section 56C(2) of the Act to have the Council's activities in relation to Development Plan assessments audited by a development assessment auditor in accordance with the requirements of Section 56C of the Act. |
| 37A.2.0 | The power pursuant to Section 56C(10) of the Act to provide a response to an auditor with a view to correcting any error or fact.  |
| 37A.3.0 | The power pursuant to Section 56C(14) of the Act to make submissions in relation to the matter to the Minister.  |
| 37A.4.0 | The power pursuant to Section 56C(15) of the Act to  |
| 37A.4.1 | the Minister makes a recommendation to the Council under Section 56C(12)(a) of the Act; and  |
| 37A.4.2 | the Minister subsequently considers that the Council has not within a reasonable period taken appropriate action in view of the recommendation<br>consult with the Minister.   |

## SUB-DELEGATIONS

## POSITION

**38. Land Management Agreements**

- 38.0.0 Land Management Agreements
- 38.1.0 The power pursuant to Sections 57(2) and 57(2a) of the Act to enter into an agreement relating to the development management preservation or conservation of land within the area of the Council with the owner of the land.
- 38.2.0 The duty pursuant to and in accordance with Section 57(2c) of the Act and Regulation 98A of the Regulations to establish and keep a register available for public inspection (without charge).
- 38.3.0 The duty pursuant to Section 57(2e) of the Act in relation to the granting of development plan consent with respect to a Category 2A Category 2 or Category 3 development to note the existence of the agreement (or the proposal to enter the agreement) and the availability of copies of the agreement for public inspection on the notice of the relevant authority's decision.
- 38.4.0 The power pursuant to Section 57(3) of the Act to carry out on private land any work for which provision is made by agreement under Section 57 of the Act.
- 38.5.0 The power pursuant to Section 57(5) of the Act to apply to the Registrar-General to note the agreement against the relevant instrument of title or in the case of land not under the provisions of the Real Property Act 1886 against the land.
- 38.6.0 The power pursuant to Section 57(8) of the Act to apply to the Registrar-General where an agreement in relation to which a note has been made under Section 57 of the Act has been rescinded or amended to enter a note of the rescission or amendment made against the instrument of title or against the land.
- 38.7.0 The power pursuant to Section 57(11) of the Act to consent to the remission of rates payable to the Council provided for in an agreement entered into by the Minister.

## SUB-DELEGATIONS

## POSITION

**39. Land Management Agreements - Development Applications**

- 39.0.0 Land Management Agreements - Development Applications
- 39.1.0 The power pursuant to and subject to Section 57A(1) of the Act to enter into an agreement under Section 57A of the Act with a person who is applying for a development authorisation under the Act.
- 39.2.0 The duty pursuant to Section 57A(3) of the Act to have regard to:

Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner  
 Strategic Development and Policy Planner

Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner  
 Strategic Development and Policy Planner

Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner  
 Strategic Development and Policy Planner



## SUB-DELEGATIONS

## POSITION

**39. Land Management Agreements - Development Applications**

|        |   |  |
|--------|---|--|
| 39.2.1 | the provisions of the appropriate Development Plan and  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 39.2.2 | the principle that the entering into of an agreement under Section 57A by the Council should not be used as a substitute to proceeding with an amendment to a Development Plan under the Act.   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 39.3.0 | The duty pursuant to Section 57A(5) of the Act to register agreements entered into under Section 57A in accordance with the Regulations.  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 39.4.0 | The duty pursuant to Section 57A(6) of the Act to keep a register available for public inspection (without charge) in accordance with the Regulations.  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 39.5.0 | The power pursuant to Section 57A(7) of the Act to provide a person on payment of the prescribed fee a copy of an agreement registered under Section 57A(5) of the Act.   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 39.6.0 | The duty pursuant to Section 57A(8) of the Act where an agreement is entered into under Section 57A of the Act in connection with an application for a development authorisation with respect to a Category 2A Category 2 or Category 3 development to include a note of the existence of the agreement on the notice of the relevant authority's decision under the Act. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 39.7.0 | The power pursuant to Section 57A(14) of the Act to apply to the Registrar-General to note the agreement against the relevant instrument of title or in the case of land not under the provisions of the Real Property Act 1886 against the land.   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 39.8.0 | The power pursuant to Section 57A(16) of the Act to apply to the Registrar-General where an agreement under Section 57A has been rescinded or amended to enter a note of the rescission or amendment against the instrument of title or against the land.   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 39.9.0 | The power pursuant to Section 57A (18) of the Act where an agreement under Section 57A does not have effect under Section 57A within the prescribed period to by notice given in accordance with the regulations lapse the relevant development approval (and the agreement will then be rescinded by force of Section 57A(18) of the Act).                               | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

**SUB-DELEGATIONS**

**POSITION**

**40. Notification During Building**

|        |  |  |
|--------|--|--|
| 40.0.0 | Notification During Building   | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 40.1.0 | The power pursuant to Section 59(3) of the Act to direct that building work stop when a mandatory notification stage has been reached. | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |

**SUB-DELEGATIONS**

**POSITION**

**41. Classification of Buildings**

|        |  |  |
|--------|--|--|
| 41.0.0 | Classification of Buildings  | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 41.1.0 | The power pursuant to Section 66(2) of the Act to assign to any building a classification that conforms with the Regulations and the duty pursuant to Section 66(4) of the Act to give notice in writing to the owner of the building to which the classification has been assigned. | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |

**SUB-DELEGATIONS**

**POSITION**

**42. Certificates of Occupancy**

|        |   |  |
|--------|---|--|
| 42.0.0 | Certificates of Occupancy   | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 42.1.0 | The duty pursuant to and in accordance with the requirements of Sections 67(2) (3) (4) (5) and (6) of the Act to give a certificate of occupancy. | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 42.2.0 | The power pursuant to Section 67(3)(a) of the Act to require information from an applicant for a certificate of occupancy.                        | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 42.3.0 | The duty pursuant to Section 67(10) of the Act to give written notice to an applicant of the refusal of the certificate of occupancy.             | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |

**SUB-DELEGATIONS**

**POSITION**

**42. Certificates of Occupancy**

42.4.0 The power pursuant to Section 67(13) of the Act to revoke a certificate of occupancy in prescribed circumstances.

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

**SUB-DELEGATIONS**

**POSITION**

**43. Temporary Occupation**

43.0.0 Temporary Occupation

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

43.1.0 The power pursuant to Sections 68(1) and (2) of the Act to approve the occupation of a building on a temporary basis without a certificate of occupancy and subject to such conditions as the Delegate thinks fit to impose.

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

43.2.0 The duty pursuant to and in accordance with Section 68(3) of the Act to give written notice to an applicant of the refusal of approval for temporary occupation of a building.

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

**SUB-DELEGATIONS**

**POSITION**

**44. Emergency Orders**

44.0.0 Emergency Orders

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

44.1.0 Where an owner of land fails to comply with the requirements of an emergency order issued under Section 69(1) of the Act:

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

44.1.1 the power pursuant to Section 69(4) of the Act to cause the required work to be carried out; and

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

44.1.2 the power pursuant to and in accordance with Sections 69(5) and 69(6) of the Act to recover the reasonable costs and expense of that work from the owner as a debt.

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

**SUB-DELEGATIONS**

**POSITION**

**44A. Fire Safety**

## SUB-DELEGATIONS

## POSITION

**44A. Fire Safety**

|         |  |  |
|---------|--|--|
| 44A.0.0 | Fire Safety  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 44A.1.0 | The power pursuant to Sections 71(18) and (19) of the Act to establish and designate a body as an appropriate authority.   | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 44A.2.0 | The power pursuant to Section 71(19)(a)(i) of the Act to appoint a person who holds prescribed qualifications in building surveying to the appropriate authority.  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 44A.3.0 | The power pursuant to Section 71(19)(a)(ii) of the Act to determine if a person is to be nominated to the appropriate authority by the Chief Officer of the South Australian Metropolitan Fire Service or the Chief Officer of the South Australian Country Fire Service (after taking into account the nature of the Council or Council's area(s)). | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 44A.4.0 | The power pursuant to Section 71(19)(a)(iii) of the Act to appoint a person with expertise in the area of fire safety to the appropriate authority.  | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 44A.5.0 | The power pursuant to Section 71(19)(a)(iv) of the Act to determine and select a person to be appointed to the appropriate authority.  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 44A.6.0 | The power pursuant to Section 71(19)(b) of the Act to determine the term of the office not exceeding three years of a member of the appropriate authority.   | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 44A.7.0 | The power pursuant to Section 71(19)(d) of the Act to appoint deputy members to the appropriate authority.   | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 44A.8.0 | The power pursuant to Section 71(19)(e) of the Act to determine the procedures of an appropriate authority.  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |

## SUB-DELEGATIONS

## POSITION

**45. Building Inspection Policies**

|        |                              |  |
|--------|------------------------------|--|
| 45.0.0 | Building Inspection Policies | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
|--------|------------------------------|--|

## SUB-DELEGATIONS

## POSITION

**45. Building Inspection Policies**

45.1.0 The duty pursuant to and in accordance with Section 71A of the Act to prepare and from time to time alter a building inspection policy.

Building Officer  
 Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

## SUB-DELEGATIONS

## POSITION

**46. Advertisements**

46.0.0 Advertisements

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

46.1.0 The power pursuant to and in accordance with Section 74(1) of the Act to:

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

46.1.1 form the opinion that an advertisement or advertising hoarding disfigures the natural beauty of a locality or otherwise detracts from the amenity of a locality or is contrary to a character desired for a locality under the relevant Development Plan; and

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

46.1.2 serve notice in writing requiring the removal or obliteration of the advertisement or the removal of the advertising hoarding (or both).

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

46.2.0 The power pursuant to Section 74(3) of the Act where a person has failed to comply with a notice under Section 74(1) of the Act to enter on land carry out the terms of the notice and recover the costs of doing so as a debt from the person on whom the notice was served.

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

**47. Enforcement Notices**

|        |   |   |
|--------|---|---|
| 47.0.0 | Enforcement Notices   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 47.1.0 | The power pursuant to and in accordance with Section 84(2) of the Act to issue an enforcement notice where the Delegate has reason to believe on reasonable grounds that a person has breached the Act or a repealed Act. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 47.2.0 | The power pursuant to Section 84(3) of the Act to determine that a direction under Section 84(2) of the Act is urgently required and can be orally given by an authorised officer.  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 47.3.0 | Where a person has failed to comply with a direction contained in a notice issued pursuant to Section 84(2)(b) of the Act:  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 47.3.1 | the power pursuant to Section 84(6) of the Act to cause the necessary action to be undertaken; and  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

**SUB-DELEGATIONS**

**POSITION**

**47. Enforcement Notices**

47.3.2 pursuant to and in accordance with Sections 84(7) and 84(8) of the Act to recover the costs of doing so as a debt from the person whose failure gave rise to the action.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

**SUB-DELEGATIONS**

**POSITION**

**48. Applications to Court**

48.0.0 Applications to Court

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

48.1.0 The power pursuant to Section 85(1) of the Act to apply to the Court for an order to remedy or restrain a breach of the Act or a repealed Act.

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

48.2.0 Where the Court has made an order under Section 85(6)(d) of the Act and a person has failed to comply with the order the power pursuant to and in accordance with Section 85(12) and Section 85(13) of the Act to cause any work contemplated by the order to be carried out and to recover the costs of doing so as a debt from the person.

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

**SUB-DELEGATIONS**

**POSITION**

**49. General Right to Apply to Court**

49.0.0 General Right to Apply to Court

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

49.1.0 Where the Council is a party to a dispute referred to in Section 86(1)(e) of the Act the power pursuant to Section 86(1)(e) of the Act to apply to the Court for determination of the dispute.

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

**SUB-DELEGATIONS**

**POSITION**

**50. Authority to be Advised of Certain Matters**

50.0.0 Authority to be Advised of Certain Matters

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

## SUB-DELEGATIONS

## POSITION

**50. Authority to be Advised of Certain Matters**

50.1.0 The power pursuant to Section 93(1)(b)(iii) of the Act to require from a private certifier who is making a decision of a prescribed kind in relation to any aspect of building work such other information or documentation as the Delegate or the Council may require.

Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

## SUB-DELEGATIONS

## POSITION

**51. Referrals**

51.0.0 Referrals

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

51.1.0 The power pursuant to and in accordance with Section 94 of the Act to consent to the referral by a private certifier to the Council or Delegate of any function under the Act.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

## SUB-DELEGATIONS

## POSITION

**52. Professional Advice to be Obtained in Relation to Certain Matters**

52.0.0 Professional Advice to be Obtained in Relation to Certain Matters

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner



## SUB-DELEGATIONS

## POSITION

**52. Professional Advice to be Obtained in Relation to Certain Matters**

|        |   |   |
|--------|---|---|
| 52.1.0 | The power pursuant to Section 101(1) of the Act in the exercise of a prescribed function to rely on a certificate of a person with prescribed qualifications.   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 52.2.0 | The duty pursuant to Section 101(2) of the Act to seek and consider the advice of a person with prescribed qualifications or person approved by the Minister in relation to a matter prescribed by the Regulations. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**53. Transitional Provisions**

|        |  |  |
|--------|--|--|
| 53.0.0 | Transitional Provisions  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 53.1.0 | The power pursuant to and in accordance with Clause 5(1) of Schedule 1 to the Development (Development Plans) Amendment Act 2006 (the DPA Act) if the Council or the Delegate has before the commencement of Clause 5 of Schedule 1 to the DPA Act reached an agreement with the Minister on a Statement of Intent with respect to an amendment to a Development Plan or taken steps to prepare a Plan Amendment Report on the basis of such a Statement of Intent subject to Clause 5(2) of Schedule 1 to the DPA Act to continue with the process as set out in Section 25 of the Act (as in force immediately before the commencement of Clause 5 of Schedule 1 to the DPA Act) as if the DPA Act had not been enacted until the relevant amendment is approved (with or without alteration) or otherwise dealt with by the Minister under Section 25(15) of the Act subject to the qualification that the relevant Plan Amendment Report may be referred to as a Development Plan Amendment. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 53.2.0 | The power pursuant to Clause 5(2) of Schedule 1 to the DPA Act to agree on a Statement of Intent that is to supersede a Statement of Intent agreed between the Council or the Delegate and the Minister before commencement of Clause 5 of Schedule 1 to the DPA Act.  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

## SUB-DELEGATIONS

## POSITION

**53A. Complying Development - Development Plan Consent**

## SUB-DELEGATIONS

## POSITION

**53A. Complying Development - Development Plan Consent**

|         |  |   |
|---------|--|---|
| 53A.0.0 | Complying Development - Development Plan Consent   | Manager Development Assessment<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 53A.1.0 | The power pursuant to Regulation 8A(1)(a) of the Development Regulations 2008 ('the Regulations') for the purposes of Sections 33(1) and 35 of the Act (subject to Regulation 8A(2)) of the Regulations to:  | Manager Development Assessment<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 53A.1.1 | in the case of a proposed development lodged for assessment as residential code development - assess the development as being in a form described in Schedule 4 clause 1(2) or (3) 2A 2B or 2C (including a form specified or provided for in a relevant Development Plan referred to in Schedule 4 clause 1(2) or (3) 2A 2B or 2C); and | Manager Development Assessment<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 53A.1.2 | in any other case - to assess the development as being in a form described in Schedule 4 Part 1 (including a form specified or provided for in a relevant Development Plan referred to in Schedule 4 Part 1).  | Manager Development Assessment<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 53A.2.0 | The power pursuant to Regulation 8A(1)(b) of the Regulations for the purposes of Section 35(1b) of the Act to:   | Manager Development Assessment<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 53A.2.1 | form the opinion that a variation from complying development (including complying development as declared under Regulation 8A(1)(a) of the Regulations) is minor; and  | Manager Development Assessment<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 53A.2.2 | determine that 2 or more minor variations when taken together constitute a 'minor variation from complying development'.   | Manager Development Assessment<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**53B. Complying Building work - Building Rules**

|         |   |   |
|---------|---|---|
| 53B.0.0 | Complying Building Work - Building Rules  | Manager Development Assessment  |
| 53B.1   | The power pursuant to Regulation 8B(1) of the Regulations for the purposes of Section 36(1) of the Act to subject to Regulation 8B(2) of the Regulations assess building work as being in a form specified in Schedule 4 Part 2 (including a form specified or provided for in the Building Code referred to in Schedule 4 Part 2). | Manager Development Assessment<br>Senior Town Planner<br>Strategic Development and Policy Planner |

## SUB-DELEGATIONS

## POSITION

**54. Infrastructure Planning**

|        |  |  |
|--------|--|--|
| 54.0.0 | Infrastructure Planning  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 54.1.0 | The power pursuant to Regulation 9A(1) to in preparing the DPA to the extent (if any) required by the Statement of Intent seek in accordance with Regulation 9A(2) the advice of a Minister and any other government agency specified by the Minister as part of the agreement on the Statement of Intent. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

## SUB-DELEGATIONS

## POSITION

**55. Consultation with Government Departments or Agencies**

|        |  |
|--------|--|
| 55.0.0 | Consultation with Government Departments or Agencies   |
| 55.1.0 | The duty pursuant to Regulation 10A(1) of the Regulations if the Council is subject to a requirement under Section 25(7)(a) of the Act to ensure that a copy of any written report received from a Department or agency is furnished to the Minister for the purposes of considering the matter under Section 25(7)(b) of the Act. |

## SUB-DELEGATIONS

## POSITION

**56. Public Consultation - Sections 25 & 26**

|        |   |  |
|--------|---|--|
| 56.0.0 | Public Consultation - Sections 25 & 26  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 56.1.0 | Subject to Regulations 11A(3) and 11A(6) of the Regulations for the purposes of Sections 25 and 26 of the Act the duty pursuant to Regulation 11A(1) of the Regulations to give public notice of a DPA by publication in the designated manner of a notice: | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 56.1.1 | advising the time and places at which the DPA is available for inspection (without charge) and purchase by the public; and  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 56.1.2 | inviting any interested person to make written submissions on the amendment to the council within the relevant period specified in the notice; and  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

## SUB-DELEGATIONS

## POSITION

**56. Public Consultation - Sections 25 & 26**

|        |   |  |
|--------|---|--|
| 56.1.3 | stating that the submissions will be available for inspection by any interested person at a place specified in the notice from the expiration of the period specified under Regulation 11A(1)(b) of the Regulations until the conclusion of any public meeting held for the purposes of Section 25(11)(b) or 26(5c)(b) of the Act (or if no such meeting is to be held until the decision is made not to hold the meeting); and | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 56.1.4 | providing information about when and where any public meeting is proposed to be held for the purposes of Sections 25(11)(b) or 26(5c)(b) of the Act (subject to a decision being made under the relevant section not to hold a meeting).  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 56.2.0 | If one or more written submissions are made in response to a notice published under Regulation 11A(1) of the Regulations the duty pursuant to Regulation 11A(3) of the Regulations to make a copy of each submission available for inspection in accordance with the statement included under Regulation 11A(1)(c).   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 56.3.0 | For the purposes of Sections 25(9)(c) and 26(5b)(c) of the Act the duty pursuant to Regulation 11A(4) of the Regulations to include in the written notice the same information as required for a notice under Regulation 11A(1) of the Regulations.   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 56.4.0 | The duty pursuant to Regulation 11A(5) of the Regulations to ensure that a copy of any DPA released for public consultation under Section 25 of the Act is provided to the Minister within 2 business days after that release.  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

## SUB-DELEGATIONS

## POSITION

**57. Public Meeting**

|        |   |  |
|--------|---|--|
| 57.0.0 | Public Meeting  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 57.1.0 | The duty pursuant to and in accordance with Regulation 12 of the Regulations to hold a public meeting if an amendment has been prepared by the Council or the Delegate. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 57.2.0 | The power pursuant to Regulation 12(4) of the Regulations to adjourn a public meeting from time to time and place to place if necessary or appropriate.                 | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

**58. Application to Relevant Authority**

|        |  |  |
|--------|--|--|
| 58.0.0 | Application to Relevant Authority  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.1.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.2.0 | The duty pursuant to and in accordance with Regulation 15(4) of the Regulations if an application is lodged with the Council but a regional development assessment panel is the relevant authority to retain a copy of the application and other accompanying information and to forward the application on to the appropriate person acting on behalf of the regional development assessment panel.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.3.0 | The duty pursuant to and in accordance with Regulation 15(5) of the Regulations when an application is lodged with the Council but the Development Assessment Commission is the relevant authority to forward all but one copy of the application and the accompanying information as well as a written acknowledgment that the appropriate fees have been paid including details of each fee component paid to the Development Assessment Commission. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.4.0 | The power pursuant to Regulation 15(7)(b) of the Regulations to indicate in such manner as may be determined by the Development Assessment Commission that the Delegate wishes to receive written documentation instead of electronic access to the relevant documents and information via the Internet.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.4A  | The power and duty 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:   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

**58. Application to Relevant Authority**

|           |  |  |
|-----------|--|--|
| 58.4A.1   | the Development Assessment number assigned to the development proposed under the application; and  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.4A.2   | if the private certifier at the time of forwarding a copy of an application 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:    | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.4A.2.1 | advice about any site contamination that is believed to exist at the site where the development would be undertaken; and   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.4A.2.2 | 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.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.4A.2.3 | 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.      | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.5.0    | 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). | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.7.0    | 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:   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**58. Application to Relevant Authority**

|        |   |  |
|--------|---|--|
| 58.7.1 | in the case of an application that is lodged with the Council for assessment as residential code development - the requirements of Schedule 5 may not be modified in any way by the delegate assessing the application (whether so as to require more or less information) except on authority of the Minister under Section 39(1)(a) of the Act; | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.7.2 | 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).  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 58.8.0 | 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.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**59. Nature of Development**

|        |   |  |
|--------|---|--|
| 59.0.0 | Nature of Development   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 59.1.0 | The duty pursuant to Regulation 16(1) of the Regulations where an application requires the assessment of a proposed development against the provisions of the Development Plan to determine the nature of the development applied for.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 59.2.0 | The power pursuant to Regulation 16(2) of the Regulations to form the opinion that a development is non-complying and the duty if the Delegate is of the opinion that an application relates to a kind of development that is non-complying and the applicant has not identified the development as such by notice in writing to inform the applicant of that fact. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

**SUB-DELEGATIONS**

**POSITION**

**59. Nature of Development**

|   |   |
|---|---|
| <p>59.3.0 The power pursuant to Regulation 16(3) of the Regulations to if an application in relation to a proposed development identifies the development as residential code development or designated development form the opinion that the development is residential code development and the duty to within 5 business days of receipt of the application by notice in writing inform the applicant of that fact.</p>  | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| <p>59.4.0 The power pursuant to Regulation 16(4) of the Regulations to if an application in relation to a proposed development identifies the development as residential code development or designated development form the opinion that the development is not residential code development and the duty to within 5 business days of receipt of the application by notice in writing inform the applicant of that fact and the reasons for the Delegate's opinion.</p> | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |

**SUB-DELEGATIONS**

**POSITION**

**60. Non-Complying Development**

|   |   |
|---|---|
| <p>60.0.0 Non-Complying Development</p>   | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| <p>60.1.0 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:</p> | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| <p>60.1.1 refuse the application pursuant to Section 39(4)(d) of the Act and notify the applicant accordingly; or</p>   | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner</p>   |
| <p>60.1.2 resolve to proceed with an assessment of the application.</p>   | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |



**SUB-DELEGATIONS**

**POSITION**

**60. Non-Complying Development**

|        |  |  |
|--------|--|--|
| 60.2.0 | The duty pursuant to Regulation 17(4) of the Regulations in situations where the Delegate has resolved to proceed with the assessment of an application for non-complying development to require the applicant to provide a statement of effect. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 60.3.0 | 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.                                    | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

**SUB-DELEGATIONS**

**POSITION**

**61. Notification of Application for Tree-Damaging Activity to Owner of Land**

|        |  |  |
|--------|--|--|
| 61.0.0 | Notification Application for of Tree-Damaging Activity to Owner of Land  | Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 61.1.0 | Where the owner of land to which an application for a tree-damaging activity in relation to a regulated tree relates is not a party to the application the duty pursuant to and in accordance with Regulation 18 of the Regulations: | Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 61.1.1 | to give the owner of land notice of the application; and   | Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 61.1.2 | to give due consideration in the assessment of the application to any submission made by the owner within a reasonable time after the giving of notice of the application.   | Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

**SUB-DELEGATIONS**

**POSITION**

**62. Amended Applications**

|        |                      |   |
|--------|----------------------|---|
| 62.0.0 | Amended Applications | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|--------|----------------------|---|

**SUB-DELEGATIONS**

**POSITION**

**62. Amended Applications**

62.1.0 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.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

62.2.0 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.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

**SUB-DELEGATIONS**

**POSITION**

**63. Withdrawing/Lapsing Application**

63.0.0 Withdrawing/Lapsing Application

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

63.1.0 The duty pursuant to Regulation 22(1) of the Regulations where an applicant withdraws an application to notify any agency to which an application was referred under Part 5 of the Regulations and any person who made a representation in relation to the application under Part 6 of the Regulations of the withdrawal.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

## SUB-DELEGATIONS

## POSITION

**63. Withdrawing/Lapsing Application**

|        |  |   |
|--------|--|---|
| 63.2.0 | 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. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 63.3.0 | Before taking action to lapse a development application under Regulation 22(2) of the Regulations the duty pursuant to and in accordance with Regulation 22(3) of the Regulations to:  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 63.3.1 | take reasonable steps to notify the applicant of the action under consideration; and   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 63.3.2 | allow the applicant a reasonable opportunity to make submissions to the Council or the Delegate about the proposed course of action and the power to determine the manner and form of those submissions.   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**64. Contravening Development**

SUB-DELEGATIONS

POSITION

**64. Contravening Development**

64.0.0 Contravening Development

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

64.1.0 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.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

SUB-DELEGATIONS

POSITION

**65. Referrals**

65.0.0 Referrals

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

65.1.0 The duty pursuant to Regulation 24(1) of the Regulations to refer an application of a prescribed kind together with a copy of any relevant information provided by the applicant to the relevant body prescribed by Schedule 8 of the Regulations and to not make a decision on the application until a response has been received from the referral body or the time period for receipt of a response has lapsed.

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

SUB-DELEGATIONS

POSITION

**66. Procedure Where Concurrence Required**

66.0.0 Procedure Where Concurrence Required

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner

SUB-DELEGATIONS

POSITION

**66. Procedure Where Concurrence Required**

66.1.0 The duty pursuant to Regulation 25 of the Regulations if concurrence must be sought from another body prior to issuing a consent or approval to forward to the other body whose concurrence must be sought that information required by Regulation 25(b) of the Regulations.

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

SUB-DELEGATIONS

POSITION

**67. Additional Information or Amended Plans**

67.0.0 Additional Information or Amended Plans

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

67.1.0 The duty pursuant to Regulation 27(1) of the Regulations where an application has been referred to a prescribed body under Part 5 of the Regulations and additional information is received which is materially relevant to the referral to repeat the referral process where the Delegate is of the opinion that the additional information or amendment is significant and the power to repeat the referral process in all other instances.

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

SUB-DELEGATIONS

POSITION

**68. Special Provisions - Referrals**

68.0.0 Special Provisions - Referrals

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

68.1.0 The duty pursuant to and in accordance with Regulation 28(3) of the Regulations to refer an application for building rules consent to the relevant fire authority for comment and report where the Delegate considers that:

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

SUB-DELEGATIONS

POSITION

**68. Special Provisions - Referrals**

|        |  |  |
|--------|--|--|
| 68.1.1 | a proposed alternative solution within the meaning of the Building Code requires assessment against a performance requirement of the Building Code which provides for fire fighting operations of a fire authority; or   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 68.1.2 | the proposed development is at variance with a performance requirement of the Building Code which provides for fire fighting operations of a fire authority; or  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 68.1.3 | special problems for fire fighting could arise due to hazardous conditions of a kind described in Section E of the Building Code and the duty pursuant to Regulation 28(5) of the Regulations to have regard to any report received from the fire authority under Regulation 28. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 68.2.0 | The power pursuant to Regulation 28(4) of the Regulations when a report from a fire authority pursuant to Regulation 28(3) is not received by the Council within 20 business days to presume that the fire authority does not desire to make a report.                           | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 68.3.0 | If in respect of an application referred to a fire authority under Regulation 28 the fire authority:   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 68.3.1 | recommends against the granting of building rules consent; or  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 68.3.2 | concurs in the granting of consent on conditions specified in its report but the Delegate:   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

SUB-DELEGATIONS

POSITION

**68. Special Provisions - Referrals**

|        |  |   |  |
|--------|--|---|--|
| 68.3.3 |  | proposes to grant building rules consent despite a recommendation referred to in Regulation 28(5a)(a) of the Regulations; or  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 68.3.4 |  | does not propose to impose the conditions referred to in Regulation 28(5a)(b) of the Regulations or proposes to impose the conditions in varied form on the grant of consent  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|        |  | the duty pursuant to Regulation 28(5a) of the Regulations to:   |  |
| 68.3.5 |  | refer the application to the Building Rules Assessment Commission; and  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 68.3.6 |  | not grant consent unless the Building Rules Assessment Commission concurs in the granting of consent.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 68.4.0 |  | The duty pursuant to Regulation 28(6) of the Regulations to provide to the Building Rules Assessment Commission a copy of any report received from a fire authority under Regulation 28(1) that relates to an application referred to the Building Rules Assessment Commission under the Act.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 68.5.0 |  | The duty pursuant to Regulation 28(7) of the Regulations where building work comprises or includes the construction or installation of a private bushfire shelter not to grant a building rules consent unless the Building Rules Assessment Commission concurs in the granting of the consent. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

SUB-DELEGATIONS

POSITION

**69. Land Division Applications**

**SUB-DELEGATIONS**

**POSITION**

**69. Land Division Applications**

|        |  |  |
|--------|--|--|
| 69.0.0 | Land Division Applications   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 69.1.0 | The duty pursuant to Regulation 29(1) of the Regulations subject to the provisions in Regulation 29(2) of the Regulations to withhold making a decision on an application which relates to a proposed development that involves the division of land until a report has been received from the Development Assessment Commission.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 69.2.0 | The power pursuant to Regulation 29(2) of the Regulations when a report from the Development Assessment 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 Development Assessment Commission may require by notice in writing to the Council to presume that the Development Assessment Commission does not desire to make a report. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

**SUB-DELEGATIONS**

**POSITION**

**70. Underground Mains Area**

|        |   |
|--------|---|
| 70.0.0 | Underground Mains Area  |
| 70.1.0 | 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.  |
| 70.2.0 | The power pursuant to Regulation 30(2) of the Regulations to declare an area as an underground mains area.  |
| 70.3.0 | 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. |

**SUB-DELEGATIONS**

**POSITION**

**71. Preliminary Advice and Agreement - Section 37AA**

|        |  |
|--------|--|
| 71.0.0 | Preliminary Advice and Agreement - Section 37AA  |
| 71.1.0 | 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. |



**SUB-DELEGATIONS****POSITION****71. Preliminary Advice and Agreement - Section 37AA**

- 71.2.0 The power pursuant to Regulation 31A(6) of the Regulations if:
- 71.2.1 a relevant authority permits an applicant to vary an application under Section 39(4) of the Act; and
  - 71.2.2 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 -
  - 71.2.3 to obtain a variation to the agreement under Section 37AA of the Act; or
  - 71.2.4 to obtain a response from the prescribed body for the purposes of Section 37 of the Act.
- 71.3.0 The power pursuant to Regulation 31A(7) of the Regulations if:
- 71.3.1 an application is withdrawn by the Applicant; and
  - 71.3.2 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.
- 71.4.0 The power pursuant to Regulation 31A(8) of the Regulations if:
- 71.4.1 an application is lapsed by a relevant authority under Regulation 22 of the Regulations; and
  - 71.4.2 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 lapsing of an application.
- 71.5.0 The power pursuant to Regulation 31A(9) of the Regulations if:
- 71.5.1 an application seeks to rely on an agreement under Section 37AA of the Act in connection with the application; and
  - 71.5.2 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.

**SUB-DELEGATIONS****POSITION****71A. Public Notice Categories**

- 71A.0.0 Public Notice Categories
- 71A.1.0 The power pursuant to Regulation 32(2)(5) of the Regulations to determine that a form of development comprises 2 or more elements.

**SUB-DELEGATIONS****POSITION****72. Public Inspection of Certain Applications**

SUB-DELEGATIONS

POSITION

**72. Public Inspection of Certain Applications**

|        |   |  |
|--------|---|--|
| 72.0.0 | Public Inspection of Certain Applications   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 72.1.0 | The duty pursuant to and in accordance with Regulation 34(1) of the Regulations subject to Regulation 34(4) of the Regulations to ensure that copies of documents referred to in Regulation 34(1) concerning an application are reasonably available for inspection by the public (without charge).   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 72.2.0 | The duty pursuant to Regulation 34(2) of the Regulations subject to Regulation 34(4) of the Regulations where a request is made within the time period that applies under Regulation 34(1) of the Regulations and on payment of a fee fixed by Council to provide to a member of the public a copy of any document of information available for inspection under Regulation 34(1) of the Regulations. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 72.3.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 72.4.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

SUB-DELEGATIONS

POSITION

**73. Response by Applicant**

|        |                       |  |
|--------|-----------------------|--|
| 73.0.0 | Response by Applicant | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|--------|-----------------------|--|

## SUB-DELEGATIONS

## POSITION

**73. Response by Applicant**

|   |  |
|---|--|
| 73.1.0 The power pursuant to Regulation 36 of the Regulations to extend the time within which an applicant may respond to any representation. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|---|--|

## SUB-DELEGATIONS

## POSITION

**74. Determination of Commission as Relevant Authority**

|  |  |
|--|--|
| 74.0.0 Determination of Commission as Relevant Authority   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 74.1.0 Where the Development Assessment Commission is the relevant authority under Section 34(1)(b) of the Act:  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 74.1.1 in a case where the Minister has made a declaration under Section 34(1)(b)(iii) or 34(1)(b)(vi) of the Act the duty pursuant to and in accordance with Regulation 38(2)(a)(i) of the Regulations to forward to the Development Assessment Commission any application received by the Council under the Act and the Regulations in relation to the matter together with accompanying documentation or information and as appropriate fees; and | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 74.1.2 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).  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 74.2.0 Where the Development Assessment 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 Development Assessment Commission with comments on the proposed development.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**75. Assessment in Respect of Building Rules Referred to the Council**

|        |   |  |
|--------|---|--|
| 75.0.0 | Assessment in Respect of Building Rules Referred to the Council   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner |
| 75.1.0 | The duty pursuant to and in accordance with Regulation 39 of the Regulations where the Council is the relevant authority pursuant to Section 34(2) of the Act not to give any decision in respect of the assessment against the Building Rules until the Development Assessment Commission or the regional development assessment panel (as the case may be) has made its decision. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner |

## SUB-DELEGATIONS

## POSITION

**76. Notification of Decision to Applicant (including Conditions)**

|        |  |   |
|--------|--|---|
| 76.0.0 | Notification of Decision to Applicant (including Conditions)   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner                             |
| 76.1.0 | The duty pursuant to and in accordance with Regulation 42 of the Regulations to give notice of a decision on an application under Division 1 of Part 4 of the Act including but not limited to the power to endorse approved plans and documentation under Regulation 42(4). | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**77. Notification of Decision to a Prescribed Body**

|        |   |   |
|--------|---|---|
| 77.0.0 | Notification of Decision to a Prescribed Body | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|--------|---|---|

**SUB-DELEGATIONS**

**POSITION**

**77. Notification of Decision to a Prescribed Body**

77.1.0 The duty pursuant to and in accordance with Regulation 43 of the Development Regulations to send a copy of the notice of decision issued under Regulation 42 of the Regulations to any prescribed body to which the application had been referred.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

77.2.0 The duty pursuant to and in accordance with Regulation 43(3) of the Regulations to send a copy of a notice of a decision on an application if or when a development authorisation is issued in relation to a proposed division of land to the Development Assessment Commission.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

**SUB-DELEGATIONS**

**POSITION**

**78. Notification of Decision to Owner of Land**

78.0.0 Notification of Decision to Owner of Land

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

78.1.0 The duty pursuant to and in accordance with Regulation 44 of the Regulations to send a copy of any notice issued under Regulation 42 of the Regulations to the owner of land to which a decision on the application relates where the owner is not a party to the application.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

**SUB-DELEGATIONS**

**POSITION**

**79. Scheme Description - Community Titles**

## SUB-DELEGATIONS

## POSITION

**79. Scheme Description - Community Titles**

|        |  |  |
|--------|--|--|
| 79.0.0 | Scheme Description - Community Titles  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 79.1.0 | The duty pursuant to Regulation 45(2) of the Regulations to endorse a scheme description under Section 3 of the Community Titles Act 1996 in the following terms:  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 79.1.1 | All the consents or approvals required under the Development Act 1993 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 relevant plan of community division under the Community Titles Act 1996 have been granted OR No consent or approval is required under the Development Act 1993 in relation to the division of land (or a change in the use of the land) in accordance with this scheme description. This endorsement does not limit a relevant authority's right to refuse or to place conditions on development authorisation under the Development Act 1993 in relation to any other development envisaged by this scheme description. Signed: Dated: | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 79.2.0 | The power pursuant to Regulation 45(2) of the Regulations to include in an endorsement of a scheme description under Section 3 of the Community Titles Act 1996 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.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**80. Special Provisions Relating to Staged Consents**

|        |  |   |
|--------|--|---|
| 80.0.0 | Special Provisions Relating to Staged Consents | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|--------|--|---|

## SUB-DELEGATIONS

## POSITION

**80. Special Provisions Relating to Staged Consents**

|        |  |   |
|--------|--|---|
| 80.1.0 | The duty pursuant to and in accordance with Regulation 46(1) of the Regulations and in a case where the development is within the ambit of Schedule 1A subject to in accordance with Regulations 46(4) and (5) of the Regulations any step that the Delegate as the relevant authority considers it needs to take under Section 42 of the Act to issue a Notice of Approval in the circumstances prescribed by Regulation 46 of the Regulations. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|--------|--|---|

## SUB-DELEGATIONS

## POSITION

**81. Endorsed Plans**

|        |  |   |
|--------|--|---|
| 81.0.0 | Endorsed Plans   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 81.1.0 | The duty pursuant to Regulation 47 of the Regulations to return to a successful applicant a copy of the plans drawings specifications and other documents and information lodged by the applicant duly endorsed with the building rules consent. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**81A. Minor Variation of Development Authorisation**

|         |  |  |
|---------|--|--|
| 81A.0.0 | Minor Variation of Development Authorisation | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|---------|--|--|

## SUB-DELEGATIONS

## POSITION

**81A. Minor Variation of Development Authorisation**

81A.1.0 The power pursuant to Regulation 47A 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.

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

## SUB-DELEGATIONS

## POSITION

**82. Lapse of Consent or Approval**

82.0.0 Lapse of Consent or Approval

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner

82.1.0 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.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner

## SUB-DELEGATIONS

## POSITION

**83. Width of Roads and Thoroughfares**

83.0.0 Width of Roads and Thoroughfares

Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner  
 Strategic Development and Policy Planner

83.1.0 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.

Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner  
 Strategic Development and Policy Planner

83.2.0 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.

Senior Town Planner  
 Strategic Development and Policy Planner



## SUB-DELEGATIONS

## POSITION

**84. Road Widening**

|        |  |  |
|--------|--|--|
| 84.0.0 | Road Widening  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 84.1.0 | The power pursuant to Regulation 52(1) of the Regulations to require a road widening if land to be divided abuts an existing road. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

## SUB-DELEGATIONS

## POSITION

**85. Requirement as to Forming of Roads**

|        |   |  |
|--------|---|--|
| 85.0.0 | Requirement as to Forming of Roads  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 85.1.0 | The power pursuant to Regulation 53(1) and (2) of the Regulations to specify the width of roads.  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 85.2.0 | 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. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 85.3.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

## SUB-DELEGATIONS

## POSITION

**86. Construction of Roads Bridges Drains and Services**

|        |   |  |
|--------|---|--|
| 86.0.0 | Construction of Roads Bridges Drains and Services | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
|--------|---|--|

**SUB-DELEGATIONS**

**POSITION**

**86. Construction of Roads Bridges Drains and Services**

|        |   |  |
|--------|---|--|
| 86.1.0 | The power pursuant to Regulation 54(1) of the Regulations to require the paving and sealing of the roadway of proposed roads. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
|--------|---|--|

**SUB-DELEGATIONS**

**POSITION**

**87. Supplementary Provisions**

|        |  |  |
|--------|--|--|
| 87.0.0 | Supplementary Provisions   | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 87.1.0 | The duty 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.  | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 87.2.0 | The duty 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.                    | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 87.3.0 | The duty 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. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |

**SUB-DELEGATIONS**

**POSITION**

**88. General Land Division**

|        |                       |  |
|--------|-----------------------|--|
| 88.0.0 | General Land Division | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|--------|-----------------------|--|

**SUB-DELEGATIONS**

**POSITION**

**88. General Land Division**

|        |  |  |
|--------|--|--|
| 88.1.0 | 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.                                 | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 88.2.0 | The power pursuant to and in accordance with Regulation 58(2) of the Regulations to advise the Development Assessment Commission that an applicant has entered into appropriate binding arrangements pursuant to Section 51(1) of the Act. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

**SUB-DELEGATIONS**

**POSITION**

**89. Division of Land by Strata Title**

|        |   |  |
|--------|---|--|
| 89.0.0 | Division of Land by Strata Title  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 89.1.0 | The power pursuant to Regulation 59(1) of the Regulations to advise the Development Assessment Commission that an applicant has entered into a binding arrangement with the Council for the satisfaction of the requirements of Section 33(1)(d) of the Act and that the arrangement is supported by adequate security. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

**SUB-DELEGATIONS**

**POSITION**

**90. General Provisions**

|        |                    |  |
|--------|--------------------|--|
| 90.0.0 | General Provisions | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|--------|--------------------|--|

## SUB-DELEGATIONS

## POSITION

**90. General Provisions**

|        |  |  |
|--------|--|--|
| 90.1.0 | 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 Development Assessment Commission for the purposes of Section 51(1) of the Act.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 90.2.0 | 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 Development Assessment 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. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 90.3.0 | The power pursuant to Regulation 60(9) of the Regulations to consult with the Development Assessment Commission before it grants an extension of the period prescribed by Regulation 60(8) of the Regulations.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**91. Declaration by The Minister - Section 46**

|        |  |   |
|--------|--|---|
| 91.0.0 | Declaration by The Minister - Section 46   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 91.1.0 | The duty pursuant to and in accordance with Regulation 61(2) of the Regulations to transmit to the Minister any relevant documentation (including the application and any accompanying documentation or information lodged by the proponent with the Council under Division 1 of Part 4 of the Act) within 10 business days after the receipt of a copy of a notice required by Regulation 61(1) of the Regulations. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**91. Declaration by The Minister - Section 46**

|        |   |   |
|--------|---|---|
| 91.2.0 | At the same time that documents are transmitted to the Minister under Regulation 61(2) of the Regulations the duty pursuant to Regulation 61(3) of the Regulations to also transmit to the Minister any fees that have been paid by the proponent under Schedule 6 (less any amount that the Minister determines should be retained by the Council).  | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 91.3.0 | Where an application lodged with the Minister under Section 46 of the Act requires an assessment against the Building Rules and the assessment against the Building Rules is to be referred to the Council the power pursuant to Regulation 61(5)(d) of the Regulations to require from the applicant additional copies of the plans drawings specifications and other documents and information required by Regulation 61(4) of the Regulations. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner                                 |

## SUB-DELEGATIONS

## POSITION

**92. Referral of Assessment of Building Work**

|        |   |   |
|--------|---|---|
| 92.0.0 | Referral of Assessment of Building Work   | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 92.1.0 | Where a development application which is subject to the operation of Section 48 of the Act is referred to the Council for assessment in respect of the Building Rules the duty pursuant to and in accordance with Regulation 64(2) of the Regulations to ensure that the assessment is consistent with any development plan consent previously given under Section 48 of the Act. | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 92.2.0 | Where the Council acting under Regulation 64(1) of the Regulations determines that it is appropriate to give a certification with respect to the development complying with the Building Rules (and if the assessment of the Council is consistent with any development plan consent) the duty pursuant to Regulation 64(3) of the Regulations to:                                | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner   |

SUB-DELEGATIONS

POSITION

**92. Referral of Assessment of Building Work**

|  |  |
|--|--|
| <p>92.2.1 provide the certification in the form set out in Schedule 12A; and</p>   | <p>Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner</p>   |
| <p>92.2.2 to the extent that may be relevant and appropriate:</p>  | <p>Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner</p>   |
| <p>92.2.2.1 issue a schedule of essential safety provisions under Division 4 of Part 12 of the Act; and</p>  | <p>Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner</p>   |
| <p>92.2.2.2 assign a classification to the building under the Regulations; and</p>   | <p>Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner</p>   |
| <p>92.2.2.3 ensure that the appropriate levy has been paid under the Construction Industry Training Fund Act 1993.</p>   | <p>Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| <p>92.3.0 Where the Council issues a certificate in the form set out in Schedule 12A of the Regulations as required by Regulation 64(3)(a) of the Regulations the duty pursuant to Regulation 64(4) of the Regulations to furnish to the Minister a copy of the certificate together with a copy of any schedule of essential safety provisions.</p> | <p>Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner</p>   |

SUB-DELEGATIONS

POSITION

**93. Notifications During Building Work**

|  |   |
|--|---|
| <p>93.0.0 Notifications During Building Work</p> | <p>Building Officer<br/>                 Building Surveyor<br/>                 Manager Strategic Development<br/>                 Senior Building Surveyor</p> |
|--|---|

## SUB-DELEGATIONS

## POSITION

**93. Notifications During Building Work**

|        |   |  |
|--------|---|--|
| 93.1.0 | The power pursuant to Regulation 74(1)(b) to specify by notice in writing to the building owner on or before development approval is granted in respect of the work any stage of the building work for the purposes of the notification requirements in Section 59(1) of the Act. | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 93.2.0 | The power pursuant to Regulation 74(1)(c) to specify by notice in writing to the building owner on or before development approval is granted in respect of the work any stage of the building work for the purposes of the notification requirements in Section 59(1) of the Act. | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 93.3.0 | The duty pursuant to Regulation 74(4) of the Regulations to make a note on the relevant building file of any notice given in accordance with Regulation 74(3)(d) by a person by telephone.  | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |

## SUB-DELEGATIONS

## POSITION

**94. Essential Safety Provisions**

|        |   |  |
|--------|---|--|
| 94.0.0 | Essential Safety Provisions   | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 94.1.0 | The duty pursuant to Regulation 76(4) of the Regulations on either the granting of a building rules consent or on application by the owner of a building to issue a schedule in the form set out in Schedule 16 specifying the essential safety provisions for buildings and the standards and requirements for maintenance and testing in respect of those provisions. | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 94.2.0 | The power pursuant to Regulation 76(10) of the Regulations to require compliance with Regulation 76(7) despite Regulation 76(9) of the Regulations if the essential safety provisions were installed under a modification of the Building Rules under Section 36(2) of the Act or the building has been the subject of a notice under Section 71 of the Act.            | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |

## SUB-DELEGATIONS

## POSITION

**94A Swimming Pool Safety**

|         |                      |   |
|---------|----------------------|---|
| 94A.0.0 | Swimming Pool Safety | Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner |
|---------|----------------------|---|

## SUB-DELEGATIONS

## POSITION

**94A Swimming Pool Safety**

|   |  |
|---|--|
| <p>94A.1 The power pursuant to Regulation 76D(4a) of the Regulations to for the purposes of Section 71AA(7) of the Act subject to Regulation 76(D) (4b) of the Regulations establish a swimming pool inspection policy.</p> | <p>Building Surveyor<br/> Manager Development Assessment<br/> Manager Strategic Development<br/> Senior Town Planner<br/> Strategic Development and Policy Planner</p> |
|---|--|

## SUB-DELEGATIONS

## POSITION

**95. Building Rules: Bushfire Prone Areas**

|  |  |
|--|--|
| <p>95.0.0 Building Rules: Bushfire Prone Areas</p>   | <p>Manager Strategic Development<br/> Senior Building Surveyor</p> |
| <p>95.1.0 Where:</p>   | <p>Manager Strategic Development</p>                               |
| <p>95.1.1 application is made for building rules consent for building work in the nature of an alteration to a class 1 2 or 3 building under the Building Code; and</p>  | <p>Manager Strategic Development</p>                               |
| <p>95.1.2 the building is in a bushfire prone area under Regulation 78(1) of the Regulations; and;</p>   | <p>Manager Strategic Development</p>                               |
| <p>95.1.3 the total floor area of the building would after the completion of the proposed building work have increased by at least 50% when compared to the total floor area of the building as it existed 3 years before the date of the application (or in the case of a building constructed since that time as it existed at the date of completion of original construction) the power pursuant to Regulation 78(2) of the Regulations to require as a condition of consent that the entire building be brought into conformity with the relevant requirements of the Building Rules for bushfire protection.</p> | <p>Manager Strategic Development</p>                               |

## SUB-DELEGATIONS

## POSITION

**96. Construction Industry Training Fund**

|  |   |
|--|---|
| <p>96.0.0 Construction Industry Training Fund</p>  | <p>Building Officer<br/> Building Surveyor<br/> Manager Strategic Development<br/> Senior Building Surveyor</p> |
| <p>96.1.0 The duty pursuant to Regulation 79(2) of the Regulations to withhold issuing a building rules consent until satisfied that the appropriate levy has been paid under the Construction Industry Training Fund Act 1993 or that no such levy is payable.</p>  | <p>Building Officer<br/> Building Surveyor<br/> Manager Strategic Development<br/> Senior Building Surveyor</p> |
| <p>96.2.0 The power pursuant to Regulation 79(4) of the Regulations to form an opinion whether the appropriate levy under the Construction Industry Training Fund Act 1993 has or has not been paid or is or is not payable and notify the applicant that a building rules consent cannot be issued until the Delegate is satisfied that the levy has been paid or is not payable.</p> | <p>Building Officer<br/> Building Surveyor<br/> Manager Strategic Development<br/> Senior Building Surveyor</p> |



## SUB-DELEGATIONS

## POSITION

**96. Construction Industry Training Fund**

96.3.0 The power pursuant to and in accordance with Regulation 79(5)(b) of the Regulations to determine that the application has lapsed.

Building Officer  
 Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

## SUB-DELEGATIONS

## POSITION

**96A. Requirement to Up-grade Building in Certain Cases**

96A.0.0 Requirement to Up-grade Building in Certain Cases

96A.1 The power pursuant to Regulation 80(1a) of the Regulations if an application for a building rules consent relates to building work in the nature of an alteration to a class 2 to class 9 building constructed before 1 January 2002 to form the opinion that the building is unsafe structurally unsound or in an unhealthy condition and to require as a condition of consent:

96A.1.1 that building work that conforms with the requirements of the Building Rules be carried out to the extent reasonably necessary to ensure that the building is safe and conforms to proper structural and health standards; or

96A.1.2 that the building work comply with Minister's Specification SA: Upgrading health and safety in existing buildings (to the extent reasonably applicable to the building and its condition).

## SUB-DELEGATIONS

## POSITION

**97. Classification of Buildings**

97.0.0 Classification of Buildings

Building Officer  
 Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

97.1.0 The power pursuant to Regulation 82(3)(b)(i) of the Regulations to require such details particulars plans drawings specifications certificates and other documents as may reasonably be required to determine a building's classification upon application by an owner of a building under Regulation 82(1) or (2) of the Regulations.

Building Officer  
 Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

97.2.0 The power pursuant to Regulation 82(4) of the Regulations and subject to Regulation 82(4a) of the Regulations to assign the appropriate classification under the Building Code to a building upon being satisfied on the basis of the owner's application and accompanying documents that the building in respect of the classification applied for possesses the attributes appropriate to its present or intended use.

Building Officer  
 Building Surveyor  
 Manager Strategic Development  
 Senior Building Surveyor

97.2A.0 The power pursuant to Regulation 82(4a) of the Regulations if an application under Regulation 82 of the Regulations is made in respect of an existing class 2 to class 9 building to require the applicant to satisfy the delegate that Minister's Specification SA: Upgrading health and safety in existing buildings has been complied with (to the extent reasonably applicable to the building and its present or intended use).

Manager Strategic Development

## SUB-DELEGATIONS

## POSITION

**97. Classification of Buildings**

|        |   |  |
|--------|---|--|
| 97.3.0 | The power pursuant to Regulation 82(5) of the Regulations on assigning a classification to a building (or part of a building) to if relevant determine and specify in the notice to the owner under Section 66(4) of the Act: | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                                   |
| 97.3.1 | the maximum number of persons who may occupy the building (or part of the building); and  | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor |
| 97.3.2 | If the building has more than one classification - the part or parts of the building to which each classification relates and the classification currently assigned to the other parts of the building.                       | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                                   |

## SUB-DELEGATIONS

## POSITION

**98. Certificates of Occupancy**

|        |   |  |
|--------|---|--|
| 98.0.0 | Certificates of Occupancy   | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 98.1.0 | The power pursuant to Regulation 83(2)(c) of the Regulations to require from an applicant for a certificate of occupancy reasonable evidence that conditions attached to a development approval have been satisfied.  | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 98.2.0 | The power pursuant to Regulation 83(2)(d) of the Regulations where an application relates to the construction or alteration of part of a building and further building work is envisaged in respect of the remainder of the building to require from an applicant for a certificate of occupancy reasonable evidence that in the case of a building of more than one storey the requirements of Minister's Specification SA 83 have been complied with or in any other case the building is suitable for occupation.  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 98.3.0 | The power pursuant to Regulation 83(3) of the Regulations to other than in relation to a designated building on which building work involving the use of a designated building product is carried out after the commencement of the Development (Building Cladding) Variation Regulations 2018 dispense with the requirement to provide a Statement of Compliance under Regulation 83(2)(a) if the Delegate is satisfied that a person required to complete 1 or both parts of the Statement has refused or failed to complete that part and that the person seeking the issuing of the certificate of occupancy has taken reasonable steps to obtain the relevant certification(s) and it appears to the Delegate that the relevant building is suitable for occupation. | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |
| 98.4.0 | Where:  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor                     |

**SUB-DELEGATIONS**

**POSITION**

**98. Certificates of Occupancy**

|          |  |  |
|----------|--|--|
| 98.4.1   | a building is required by the Building Rules:  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 98.4.1.1 | to be equipped with a booster assembly for use by a fire authority; or   | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 98.4.1.2 | to have installed a fire alarm that transmits a signal to a fire station;  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 98.4.2   | and facilities for fire detection fire fighting or the control of smoke must be installed in the building pursuant to an approval under the Act the duty pursuant to Regulation 83(4) of the Regulations to not grant a certificate of occupancy unless or until a report has been sought from the fire authority as to whether those facilities have been installed and operate satisfactorily. | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 98.5.0   | The power pursuant to Regulation 83(5) of the Regulations when a report from the fire authority pursuant to Regulation 83(4) is not received within 15 business days to presume that the fire authority does not desire to make a report.  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 98.6.0   | The duty pursuant to Regulation 83(6) of the Regulations to have regard to any report received from a fire authority under Regulation 83(4) before issuing a certificate of occupancy.   | Manager Strategic Development  |
| 98.7.0   | The power pursuant to Regulation 83(9) of the Regulations to revoke a certificate of occupancy.  | Manager Strategic Development  |

**SUB-DELEGATIONS**

**POSITION**

**99. Certificate of Independent Technical Expert in Certain Cases**

|        |  |  |
|--------|--|--|
| 99.0.0 | Certificate of Independent Technical Expert Advice in Certain Cases  | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |
| 99.1.0 | The power pursuant to Regulation 88(3) of the Regulations in circumstances where Regulation 88 of the Regulations applies to rely on the certificate of an independent technical expert. | Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor |

**SUB-DELEGATIONS**

**POSITION**

**100. Fees**

## SUB-DELEGATIONS

## POSITION

**100. Fees**

| SUB-DELEGATIONS  | POSITION   |
|--|--|
| 100.0.0 Fees   | Administration Officer Planning and Development<br>Administration Officer Strategic Planning and Building<br>Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 100.1.0  | Administration Officer Planning and Development<br>Administration Officer Strategic Planning and Building<br>Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| The power pursuant to Regulation 95(2) of the Regulations to require an applicant to provide such information as the Delegate may reasonably require to calculate any fee payable under Schedule 6 and the power to make any other determination for the purposes of Schedule 6. |  |
| 100.2.0  | Administration Officer Planning and Development<br>Administration Officer Strategic Planning and Building<br>Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| The power pursuant to the provisions of Regulation 95(3) of the Regulations to calculate any fee on the basis of estimates made by the Delegate where the Delegate believes that any information provided by an applicant is incomplete or inaccurate.                           |  |

SUB-DELEGATIONS

POSITION

**100. Fees**

|         |  |  |
|---------|--|--|
| 100.3.0 | The power pursuant to Regulation 95(4) of the Regulations to at any time and despite any earlier acceptance of an amount in respect of the fee reassess a fee payable under the Regulations. | Administration Officer Planning and Development<br>Administration Officer Strategic Planning and Building<br>Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Town Planner |
| 100.4.0 | The duty pursuant to Regulation 95(5) of the Regulations on a reassessment under Regulation 95(4) of the Regulations:  | Administration Officer Planning and Development<br>Administration Officer Strategic Planning and Building<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Town Planner                     |
| 100.4.1 | if it appears that an overpayment has occurred to refund any amount due in accordance with the reassessment; and   | Administration Officer Planning and Development<br>Administration Officer Strategic Planning and Building<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Town Planner                     |
| 100.4.2 | if it appears that an underpayment has occurred to charge any further amount payable in accordance with the reassessment.  | Administration Officer Planning and Development<br>Administration Officer Strategic Planning and Building<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Town Planner                     |

SUB-DELEGATIONS

POSITION

**101. Register of Applications**

## SUB-DELEGATIONS

## POSITION

**101. Register of Applications**

|  |  |
|--|--|
| <p>101.0.0 Register of Applications</p>  | <p>Administration Officer Planning and Development<br/>Administration Officer Strategic Planning and Building<br/>Building Officer<br/>Building Surveyor<br/>Manager Development Assessment<br/>Manager Strategic Development<br/>Para Planner<br/>Senior Building Surveyor<br/>Senior Town Planner<br/>Town Planner</p> |
| <p>101.1.0 The duty pursuant to Regulation 98 of the Regulations to keep available for public inspection a register of applications for consent approval or the assignment of building classifications under the Act.</p>        | <p>Administration Officer Planning and Development<br/>Administration Officer Strategic Planning and Building<br/>Building Officer<br/>Building Surveyor<br/>Manager Development Assessment<br/>Manager Strategic Development<br/>Para Planner<br/>Senior Building Surveyor<br/>Senior Town Planner<br/>Town Planner</p> |
| <p>101.2.0 The power pursuant to Regulation 98(3) to fix a fee and upon payment of that fee make available to a member of the public a copy of any part of a register or document kept for the purposes of Regulation 98(1).</p> | <p>Administration Officer Planning and Development<br/>Administration Officer Strategic Planning and Building<br/>Building Surveyor<br/>Manager Development Assessment<br/>Manager Strategic Development<br/>Para Planner<br/>Senior Building Surveyor<br/>Senior Town Planner<br/>Town Planner</p>                      |

## SUB-DELEGATIONS

## POSITION

**102. Registration of Land Management Agreements**

SUB-DELEGATIONS

POSITION

**102. Registration of Land Management Agreements**

|  |   |
|--|---|
| <p>102.0.0 Registration of Land Management Agreements</p>  | <p>Administration Officer Planning and Development<br/>                 Administration Officer Strategic Planning and Building<br/>                 Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| <p>102.1.0 The duty pursuant to and in accordance with Regulation 99(2) of the Regulations to establish a register of agreements entered into by the Council under Section 57(2) of the Act.</p> | <p>Administration Officer Planning and Development<br/>                 Administration Officer Strategic Planning and Building<br/>                 Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| <p>102.2.0 The power pursuant to Regulation 99(3) of the Regulations to determine what other information may be contained in the Register.</p>   | <p>Administration Officer Planning and Development<br/>                 Administration Officer Strategic Planning and Building<br/>                 Building Surveyor<br/>                 Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |

SUB-DELEGATIONS

POSITION

**103. Land Management Agreements - Development Applications**

|  |   |
|--|---|
| <p>103.0.0 Land Management Agreements - Development Applications</p> | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Building Surveyor<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
|--|---|

## SUB-DELEGATIONS

## POSITION

**103. Land Management Agreements - Development Applications**

|  |  |
|--|--|
| 103.1.0 The duty pursuant to Regulation 100(2) of the Regulations to establish a register of agreements entered into by the Council under Section 57A of the Act.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 103.2.0 The duty pursuant to Regulation 100(3) of the Regulations to include in the register a copy of each agreement entered into by the Council under Section 57A of the Act and other information the Delegate considers appropriate. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 103.3.0 The duty pursuant to Regulation 100(5) of the Regulations to keep the register at the principal office of the Council.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 103.4.0 The duty pursuant to Regulation 100(6) of the Regulations to keep the register available for public inspection during normal office hours for the office where the register is situated.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 103.5.0 The duty pursuant to Regulation 100(9) to give a copy of a notice under Regulation 100(8) to any owner of the land who is not a party to the agreement.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**104. Documents to be Preserved by a Council**



## SUB-DELEGATIONS

## POSITION

**104. Documents to be Preserved by a Council**

|         |  |   |
|---------|--|---|
| 104.0.0 | Documents to be Preserved by a Council   | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 104.1.0 | The power and duty pursuant to Regulation 101(a1) of the Regulations to retain a copy of each document provided to the Council by a private certifier in relation to any application for a development plan consent assessed by the private certifier. | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 104.1A  | The power and duty pursuant to Regulation 101(1a) of the Regulations to preserve any document referred to in regulation 101(a1) for a period of at least 10 years.   | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 104.2.0 | The duty pursuant to Regulation 101(1) of the Regulations to retain a copy of the documents listed in Regulation 101 of the Regulations in relation to any building work approved under the Act.   | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 104.3.0 | The power and duty pursuant to Regulation 101(1a) of the Regulations to preserve any document referred to in Regulation 101(a1) for a period of at least 10 years.   | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner |

SUB-DELEGATIONS

POSITION

**104. Documents to be Preserved by a Council**

|   |   |
|---|---|
| 104.4.0 The duty pursuant to Regulation 101(2) of the Regulations to preserve any document referred to in Regulation 101(1) of the Regulations until the building to which the document relates is demolished or removed. | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 104.5.0 The power pursuant to Regulation 101(5) of the Regulations to not make available of any plans drawings specifications of other documents or information:  | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 104.5.1 for inspection under Regulation 101(4)(a) if to do so would:  | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 104.5.1.1 in the opinion of the Delegate unreasonably jeopardise the present or future security of a building; or   | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 104.5.1.2 constitute a breach of any other law; or  | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner |
| 104.5.2 for copying under Regulation 101(4)(b) if to do so would:   | Building Officer<br>Building Surveyor<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor<br>Senior Town Planner<br>Strategic Development and Policy Planner |

**SUB-DELEGATIONS**

**POSITION**

**104. Documents to be Preserved by a Council**

104.5.2.1 in the opinion of the Delegate unreasonably jeopardise the present or future security of a building; or

Building Officer  
 Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner

104.5.2.2 involve an infringement of copyright in matter contained in a document; or

Building Officer  
 Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner

104.5.2.3 constitute a breach of any other law.

Building Officer  
 Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner

**SUB-DELEGATIONS**

**POSITION**

**104A Documents to be Provided by Private Certifier**

104A.0.0 Documents to be Provided by Private Certifier

Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner

104A.1.0 The power pursuant to Regulation 102(2) of the Regulations to request a private certifier to produce to the Council within a reasonable period a copy of any document that has been submitted to the private certifier for the purposes of an application for development plan consent (and that it is not already held by the Council under the Regulations) so that the Council can respond to a request from a member of the public for access to such document.

Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner

**SUB-DELEGATIONS**

**POSITION**

**105. Transfer of Development Potential**

105.0.0 Transfer of Development Potential

Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner

## SUB-DELEGATIONS

## POSITION

**105. Transfer of Development Potential**

105.1.0 The duty pursuant to Regulation 104 of the Regulations wherever the provisions of the Development Plan provide for the transfer of development potential to maintain a register of development rights containing the information prescribed in Regulation 104(1) and to make the said register available for public inspection on payment of the appropriate fee.

Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner

## SUB-DELEGATIONS

## POSITION

**106. System Indicators**

106.0.0 System Indicators

Administration Officer Planning and Development  
 Administration Officer Strategic Planning and Building  
 Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner

106.1.0 The duty pursuant to Section 115(1)(a) of the Regulations to keep and collate the information specified in the system indicators document on a quarterly basis.

Administration Officer Planning and Development  
 Administration Officer Strategic Planning and Building  
 Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner

106.2.0 The duty pursuant to Section 115(1)(b) of the Regulations to provide the information for each quarter to the Minister in a manner and form determined by the Minister within 21 days after the end of the quarter.

Administration Officer Planning and Development  
 Administration Officer Strategic Planning and Building  
 Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner

106.3.0 The power pursuant to Regulation 115(2) of the Regulations to apply to the Minister to exempt the Council from a requirement in the system indicators document.

Administration Officer Planning and Development  
 Administration Officer Strategic Planning and Building  
 Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner

## SUB-DELEGATIONS

## POSITION

**107. Schedule 1A - Demolition**

107.0.0 Schedule 1A - Demolition

Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner

107.1.0 The power pursuant to Clause 12(3) of Schedule 1A of the Regulations to make an application to the Minister for an area to be declared by the Minister to be a designated area.

Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner

## SUB-DELEGATIONS

## POSITION

**107. Schedule 1A - Demolition**

107.2.0 The power pursuant to Clause 12(9) of Schedule 1A of the Regulations before the Minister takes action to vary or revoke a declaration under Clause 12(3) of Schedule 1A of the Regulations or a condition under Clause 12(7) of Schedule 1A of the Regulations to in response to a notice in writing from the Minister show within the specified time why the proposed course of action should not be taken.

Manager Development Assessment  
 Manager Strategic Development  
 Senior Town Planner

## SUB-DELEGATIONS

## POSITION

**108. Schedule 4 - New Dwellings**

108.0.0 Schedule 4 - New Dwellings

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

108.1.0 The power pursuant to Clause 2B(4)(b) of Schedule 4 of the Regulations to form the belief that the allotment is or may have been subject to site contamination as a result of a previous use of the land or a previous activity on the land or in the vicinity of the land other than a previous use or activity for residential purposes.

Building Surveyor  
 Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Building Surveyor  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

## SUB-DELEGATIONS

## POSITION

**109. Schedule 6 - Fees**

109.0.0 Schedule 6 - Fees

Manager Strategic Development

109.1.0 The power pursuant to Clause 1(7) of Schedule 6 to the Regulations to determine the amount of the fee to be charged to an applicant to cover the Council's reasonable costs in giving public notice of the application under Section 38(5) of the Act.

Manager Strategic Development

## SUB-DELEGATIONS

## POSITION

**110. Schedule 8 - Development Near the Coast**

SUB-DELEGATIONS

POSITION

**110. Schedule 8 - Development Near the Coast**

|   |   |
|---|---|
| <p>110.0.0 Schedule 8 - Development Near the Coast</p>  | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| <p>110.1.0 The power pursuant to Item 1(b) of Clause 2 of Schedule 8 of the Regulations where development is on coastal land to form the opinion that the development is of a minor nature only and comprises the alteration of an existing building or the construction of a building to facilitate the use of an existing building.</p> | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |

SUB-DELEGATIONS

POSITION

**111. Schedule 8 - Development Adjacent To Main Roads**

|   |   |
|---|---|
| <p>111.0.0 Schedule 8 - Development Adjacent To Main Roads</p>  | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| <p>111.1.0 The power pursuant to Item 3 of Clause 2 of Schedule 8 of the Regulations to form the opinion that development is likely to:</p> | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| <p>111.1.1 alter an existing access; or</p>   | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |
| <p>111.1.2 change the nature of movement through an existing access; or</p>   | <p>Manager Development Assessment<br/>                 Manager Strategic Development<br/>                 Para Planner<br/>                 Senior Town Planner<br/>                 Strategic Development and Policy Planner<br/>                 Town Planner</p> |

## SUB-DELEGATIONS

## POSITION

**111. Schedule 8 - Development Adjacent To Main Roads**

|   |  |
|---|--|
| 111.1.3 create a new access; or   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 111.1.4 encroach within a road widening setback under the Metropolitan Adelaide Road Widening Plan Act 1972 in relation to an existing or proposed arterial road primary road primary arterial road or secondary arterial road or within 25 metres of a junction with an existing or proposed arterial road primary road primary arterial road or secondary arterial road (as delineated in the relevant Development Plan). | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**112. Schedule 8 - State Heritage Places**

|  |  |
|--|--|
| 112.0.0 Schedule 8 - State Heritage Places   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 112.1.0 The power pursuant to Item 5(1) of Clause 2 of Schedule 8 of the Regulations to form the opinion that a development materially affects the context within which a State Heritage place is situated | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**113. Schedule 8 - Mining - General**

|                                       |  |
|---------------------------------------|--|
| 113.0.0 Schedule 8 - Mining - General | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|---------------------------------------|--|

**SUB-DELEGATIONS**

**POSITION**

**113. Schedule 8 - Mining - General**

113.1.0 The power pursuant to and in accordance with Item 7 of Clause 2 of Schedule 8 of the Regulations to form the opinion that development is of a minor nature only.

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

**SUB-DELEGATIONS**

**POSITION**

**114. Schedule 8 - Activity of Environmental Significance**

114.0.0 Schedule 8 - Activity of Environmental Significance

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

114.1.0 The power pursuant to Item 10(b) of Clause 2 of Schedule 8 of the Regulations where development involves or is for the purposes of an activity specified in Schedule 21 of the Regulations (including where an activity is only relevant when a threshold level of capacity is reached development with the capacity or potential to operate above the threshold level and an alteration or expansion of an existing development (or existing use) where the alteration or expansion will have the effect of producing a total capacity exceeding the relevant threshold level) other than development which comprises the alteration of or addition to an existing building to form the opinion that the development does not change the use of the building and is of a minor nature only and does not have any adverse effect on the environment.

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

**SUB-DELEGATIONS**

**POSITION**

**115. Schedule 8 - Aquaculture Development**

115.0.0 Schedule 8 - Aquaculture Development

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner

115.1.0 The power pursuant to and in accordance with Item 15 of Clause 2 of Schedule 8 of the Regulations to form the opinion that development involves a minor alteration to an existing or approved development.

Manager Development Assessment  
 Manager Strategic Development  
 Para Planner  
 Senior Town Planner  
 Strategic Development and Policy Planner  
 Town Planner



SUB-DELEGATIONS

POSITION

**116. Schedule 8 - Development Within the River Murray Floodplain Area**

116.0.0 Schedule 8 - Development Within the River Murray Floodplain Area

Manager Development Assessment  
Manager Strategic Development  
Para Planner  
Senior Town Planner  
Strategic Development and Policy Planner  
Town Planner

116.1.0 The power pursuant to and in accordance with Item 19(b) of Clause 2 of Schedule 8 of the Regulations to form the opinion that development materially affects the context within which a State Heritage place is situated.

Manager Development Assessment  
Manager Strategic Development  
Para Planner  
Senior Town Planner  
Strategic Development and Policy Planner  
Town Planner

SUB-DELEGATIONS

POSITION

**117. Schedule 8 - Development Within The River Murray Tributaries Area**

117.0.0 Schedule 8 - Development Within The River Murray Tributaries Area

Manager Development Assessment  
Manager Strategic Development  
Para Planner  
Senior Town Planner  
Strategic Development and Policy Planner  
Town Planner

117.1.0 The power pursuant to and in accordance with Item 20(a) of Clause 2 of Schedule 8 of the Regulations to form the opinion that development materially affects the context within which a State Heritage place is situated.

Manager Development Assessment  
Manager Strategic Development  
Para Planner  
Senior Town Planner  
Strategic Development and Policy Planner  
Town Planner

SUB-DELEGATIONS

POSITION

**118. Schedule 9 - Part One Category One Development and Part Two Category Two Development**

118.0.0 Schedule 9 - Part One Category One Development and Part Two Category Two Development

Manager Development Assessment  
Manager Strategic Development  
Para Planner  
Senior Town Planner  
Strategic Development and Policy Planner  
Town Planner

## SUB-DELEGATIONS

## POSITION

**118. Schedule 9 - Part One Category One Development and Part Two Category Two Development**

|  |  |
|--|--|
| 118.1.0 The power pursuant to Clause 1 of Part 1 to Schedule 9 of the Regulations in circumstances where a development would be a complying development under the Regulations or the relevant Development Plan but for the fact that it fails to meet the conditions associated with the classification to form the opinion that the failure to meet those conditions is of a minor nature only. | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 118.2.0 The power pursuant to Clause 2(1)(g) of Part 1 to Schedule 9 of the Regulations to form the opinion that a development is of a kind which is of a minor nature only and will not unreasonably impact on the owners or occupiers of land in the locality of the site of the development.  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 118.3.0 The power pursuant to the following designated sub-paragraphs of Clause 3 of Part 1 to Schedule 9 of the Regulations where a development is classified as non complying under the relevant Development Plan to form the opinion that:  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 118.3.1 the alteration of or addition to a building is of a minor nature only pursuant to sub-paragraph (a);   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 118.3.2 the construction of a building to be used as ancillary to or in association with an existing building and which will facilitate the better enjoyment of the purpose for which the existing building is being used constitutes development of a minor nature only pursuant to sub-paragraph (b).  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 118.4.0 The power pursuant to Clause 5 of Part 1 to Schedule 9 of the Regulations to form the opinion:   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 118.4.1 that the division of land (including for the construction of a road or thoroughfare) is for a proposed use which is consistent with the objective of the zone or area under the Development Plan; and  | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

## SUB-DELEGATIONS

## POSITION

**118. Schedule 9 - Part One Category One Development and Part Two Category Two Development**

|   |   |
|---|---|
| 118.4.2 whether the division will change the nature or function of an existing road.  | <p>Manager Development Assessment<br/> Manager Strategic Development<br/> Para Planner<br/> Senior Town Planner<br/> Strategic Development and Policy Planner<br/> Town Planner</p> |
| 118.5.0 The power pursuant to Clause 11 of Part 1 to Schedule 9 of the Regulations in circumstances where development comprises a special event and the special event will not be held over more than 3 consecutive days to form the opinion that an event of a similar or greater size or of a similar or greater impact on surrounding areas has not been held on the same site (or substantially the same site) within 6 months immediately preceding the day or days on which the special event is proposed to occur. | <p>Manager Development Assessment<br/> Manager Strategic Development<br/> Para Planner<br/> Senior Town Planner<br/> Strategic Development and Policy Planner<br/> Town Planner</p> |
| 118.6.0 Pursuant to Clause 17 of Part 1 of Schedule 9 to the Regulations for the purpose of determining whether a development should be considered to be of a minor nature only:  | <p>Manager Development Assessment<br/> Manager Strategic Development<br/> Para Planner<br/> Senior Town Planner<br/> Strategic Development and Policy Planner<br/> Town Planner</p> |
| 118.6.1 the duty to not take into account what is included within Schedule 3 of the Regulations; and  | <p>Manager Development Assessment<br/> Manager Strategic Development<br/> Para Planner<br/> Senior Town Planner<br/> Strategic Development and Policy Planner<br/> Town Planner</p> |
| 118.6.2 the power to take into account the size of the site of the development the location of the development within that site and the manner in which the development relates to the locality of the site; and  | <p>Manager Development Assessment<br/> Manager Strategic Development<br/> Para Planner<br/> Senior Town Planner<br/> Strategic Development and Policy Planner<br/> Town Planner</p> |
| 118.6.3 the power to conclude if relevant that the development is of a minor nature only despite the fact that it satisfies some but not all of the criteria set out in item 2(d) of Part 1 of Schedule 9 to the Regulations.   | <p>Manager Development Assessment<br/> Manager Strategic Development<br/> Para Planner<br/> Senior Town Planner<br/> Strategic Development and Policy Planner<br/> Town Planner</p> |
| 118.7.0 The power pursuant to Clause 21 of Part 2 to Schedule 9 of the Regulations except where development is classified as non complying development under the relevant Development Plan to form the opinion:   | <p>Manager Development Assessment<br/> Manager Strategic Development<br/> Para Planner<br/> Senior Town Planner<br/> Strategic Development and Policy Planner<br/> Town Planner</p> |

**SUB-DELEGATIONS**

**POSITION**

**118. Schedule 9 - Part One Category One Development and Part Two Category Two Development**

|   |  |
|---|--|
| 118.7.1 that in respect of a proposed division of land that the applicant's proposed use of the land is for a purpose which is consistent with the zone or area under the Development Plan; and | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
| 118.7.2 whether the proposed division will change the nature or function of an existing road.   | Manager Development Assessment<br>Manager Strategic Development<br>Para Planner<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

**SUB-DELEGATIONS**

**POSITION**

**119 Deliberately Left Blank**

119.0.0 Deliberately Left Blank

**SUB-DELEGATIONS**

**POSITION**

**120. Development Authorisations to Continue**

|   |
|---|
| 120.0.0 Development Authorisations to Continue  |
| 120.1.0 The power pursuant to clause 2(2) of Schedule 1 of the Development (Waste Reform) Variation Regulations 2019 ('the Waste Reform Regulations') to on the Delegate's own initiative or on application by an existing authorisee:  |
| 120.1.1 grant a new development authorisation to the person; or   |
| 120.1.2 revoke an existing development authorisation; or  |
| 120.1.3 by notice in writing to the authorisee given within 2 years after the commencement of clause 2 of Schedule 1 of the Waste Reform Regulations:   |
| 120.1.3.1 vary the terminology or numbering in the existing development authorisation; or   |
| 120.1.3.2 impose or vary a condition of the existing development authorisation if in the opinion of the Delegate it is necessary or desirable to do so as a consequence of the variation of Schedule 21 or 22 of the principal regulations by the Waste Reform Regulations.                                 |
| 120.2.0 The power pursuant to clause 2(3) of Schedule 1 of the Waste Reform Regulations if the relevant authority takes action under clause 2(2) of Schedule 1 of the Waste Reform Regulations to dispense with the requirement for applications and payment of fees as the Delegate considers appropriate. |



SUB DELEGATIONS 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

**Powers and Functions Delegated in this Instrument****Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS   | POSITION |
|---|----------|
| <b>1. Background</b>  |          |
| 1.0.0 On 22 August 2013 the Minister for Transport and Infrastructure issued an Instrument of General Approval and Delegation to Council (the 'Instrument') containing:   |          |
| 1.1.0 General Approvals by the Minister to the Council accordance with Section 12 of the Road Traffic Act 1961 (the 'Act') for the purposes of the Act; and   |          |
| 1.2.0 Delegations pursuant to Section 11 of the Act by the Minister to the Council for the purposes of the Act.   |          |
| 1.3.0 This document contains Authorisations made by the Council the the Officer of the Council and approved by the Chief Executive Officer 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. |          |

| SUB-DELEGATIONS   | POSITION |
|---|----------|
| <b>2. Traffic Control Devices</b>   |          |
| 2.0.0 Traffic Control Devices   |          |
| 2.1.0 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. |          |
| 2.2.0 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.  |          |

## SUB-DELEGATIONS

## POSITION

**2. Traffic Control Devices**

2.3.0 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:

Contracts Manager  
General Manager Environment  
Infrastructure Engineer  
Recreational Services Coordinator  
Water Infrastructure Project Officer

## SUB-DELEGATIONS

## POSITION

**3. Speed Limits at Works on Roads**

3.0.0 Speed Limits at Works on Roads

3.1.0 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.

3.2.0 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.

3.3.0 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:

Civil and Construction Coordinator - Goolwa  
Contracts Manager  
General Manager Environment

## SUB-DELEGATIONS

## POSITION

**4. Traffic Control Devices Signs at Works on Roads**

4.0.0 Traffic Control Devices Signs at Works on Roads

4.1.0 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.

4.2.0 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.

4.3.0 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:

Civil and Construction Coordinator - Goolwa  
Contracts Manager

**SUB-DELEGATIONS**

**POSITION**

**5. Temporary Parking Controls**

- |       |  |  |
|-------|--|--|
| 5.0.0 | Temporary Parking Controls   |  |
| 5.1.0 | 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. |  |
| 5.2.0 | 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.   |  |
| 5.3.0 | 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:                                | General Manager Environment<br>Infrastructure Engineer<br>Water Infrastructure Project Officer |

**SUB-DELEGATIONS**

**POSITION**

**6. Grant Approval to Another Road Authority**

- |       |   |  |
|-------|---|--|
| 6.0.0 | Grant Approval to Another Road Authority  |  |
| 6.1.0 | 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. |  |
| 6.2.0 | 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.  |  |
| 6.3.0 | 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.   |  |



In exercise of the powers contained in Section 9 of the Supported Residents Facilities Act 1992 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Supported Residents Facilities Act 1992 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated by the Chief Executive as the Delegate sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Supported Residential Facilities Act 1992.

## **Powers and Functions Delegated in this Instrument**

### **Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS                              | POSITION |
|--|----------|
| <b>1. Appointment of Authorised Officers</b> |          |

- |       |   |  |
|-------|---|--|
| 1.0.0 | Appointment of Authorised Officers  |  |
| 1.1.0 | The power pursuant to Section 21(1) of the Supported Residential Facilities Act 1992 (the Act) to appoint a person to be an authorised officer under the Act; |  |
| 1.2.0 | The duty pursuant to Section 21(2) of the Act to issue to an authorised officer an identity card; and   |  |
| 1.3.0 | 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.       |  |

| SUB-DELEGATIONS                     | POSITION |
|-------------------------------------|----------|
| <b>2. Application for a Licence</b> |          |

- |       |   |  |
|-------|---|--|
| 2.0.0 | Application for a Licence   | Environmental Health Officer<br>Team Leader Environmental Health |
| 2.1.0 | 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;  | Environmental Health Officer                                     |
| 2.2.0 | 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;   | Environmental Health Officer                                     |
| 2.3.0 | 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 duty 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; and | Environmental Health Officer                                     |



## SUB-DELEGATIONS

## POSITION

**2. Application for a Licence**

|       |   |                              |
|-------|---|------------------------------|
| 2.4.0 | Where an application for a licence is refused the duty 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.  | Environmental Health Officer |
| 2.5.0 | The duty 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; | Environmental Health Officer |
| 2.6.0 | The duty 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;                                    | Environmental Health Officer |
| 2.7.0 | The duty 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;    | Environmental Health Officer |
| 2.8.0 | The duty 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.  | Environmental Health Officer |

## SUB-DELEGATIONS

## POSITION

**3. Renewal of Licence**

|       |   |  |
|-------|---|--|
| 3.0.0 | Renewal of Licence  | Environmental Health Officer<br>Team Leader Environmental Health |
| 3.1.0 | 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;   | Environmental Health Officer                                     |
| 3.2.0 | The duty 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 duty to state in the notice of refusal the reasons for the refusal and the rights of review that the applicant may have under the Act. | Environmental Health Officer                                     |
| 3.3.0 | 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.   | Environmental Health Officer                                     |

## SUB-DELEGATIONS

## POSITION

**4. Licence Conditions**

|       |  |  |
|-------|--|--|
| 4.0.0 | Licence Conditions   | Environmental Health Officer<br>Team Leader Environmental Health |
| 4.1.0 | 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; | Environmental Health Officer                                     |
| 4.2.0 | Pursuant to Section 29(3) of the Act where conditions are imposed by the Delegate:   | Environmental Health Officer                                     |
| 4.2.1 | if imposed at the time of grant or renewal of the licence - the duty to include them in the licence itself;  | Environmental Health Officer                                     |

**SUB-DELEGATIONS****POSITION****4. Licence Conditions**

- |       |   |                              |
|-------|---|------------------------------|
| 4.2.2 | if imposed during the currency of the licence - the duty to impose them by notice in writing served on the holder of the licence; | Environmental Health Officer |
| 4.2.3 | the power to vary or revoke conditions at any time by notice in writing served on the holder of the licence;                      | Environmental Health Officer |
| 4.3.0 | Deliberately left blank   |                              |

**SUB-DELEGATIONS****POSITION****5. Transfer of Licence**

- |       |   |  |
|-------|---|--|
| 5.0.0 | Transfer of Licence   | Environmental Health Officer<br>Team Leader Environmental Health |
| 5.1.0 | The duty pursuant to Section 30(4) of the Act upon due application under Section 30 of the Act and payment of the prescribed fee to transfer the licence to the proposed transferee if satisfied that the proposed transferee would be a suitable person to be granted a licence under the Act. | Environmental Health Officer                                     |

**SUB-DELEGATIONS****POSITION****6. Cancellation of Licence**

- |       |   |  |
|-------|---|--|
| 6.0.0 | Cancellation of Licence   |  |
| 6.1.0 | 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;  |  |
| 6.2.0 | The duty pursuant to Section 31(2) of the Act before acting under this Section to notify the holder of the licence in writing of the proposed cancellation of the licence and allow the holder of the licence at least 28 days within which to make submissions in relation to the proposed action; |  |
| 6.3.0 | The power pursuant to Section 31(3) of the Act pending the cancellation (or possible cancellation) of a licence under this Section to impose conditions to protect the interests of the residents of the facility; and  |  |
| 6.4.0 | 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.  |  |

**SUB-DELEGATIONS****POSITION****7. Review of Decision or Order**

- |       |                             |  |
|-------|-----------------------------|--|
| 7.0.0 | Review of Decision or Order | Environmental Health Officer<br>Team Leader Environmental Health |
|-------|-----------------------------|--|

**SUB-DELEGATIONS**

**POSITION**

**7. Review of Decision or Order**

- |       |  |                              |
|-------|--|------------------------------|
| 7.1.0 | 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.  | Environmental Health Officer |
| 7.2.0 | The power pursuant to Section 32(4) of the Act to:   | Environmental Health Officer |
| 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  | Environmental Health Officer |
| 7.2.2 | vary or revoke an order made by the Council under Section 32(3) of the Act by further order.   | Environmental Health Officer |
| 7.3.0 | The duty 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. | Environmental Health Officer |

**SUB-DELEGATIONS**

**POSITION**

**8. Appointment of Manager**

- |       |   |  |
|-------|---|--|
| 8.0.0 | Appointment of Manager  | Environmental Health Officer<br>Team Leader Environmental Health |
| 8.1.0 | 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. | Environmental Health Officer                                     |
| 8.2.0 | The power pursuant to Section 34(2) of the Act to extend the period of management without supervision.  | Environmental Health Officer                                     |

**SUB-DELEGATIONS**

**POSITION**

**9. Death of Licensee**

- |       |   |  |
|-------|---|--|
| 9.0.0 | Death of Licensee   | Environmental Health Officer<br>Team Leader Environmental Health |
| 9.1.0 | 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. | Environmental Health Officer                                     |

**SUB-DELEGATIONS**

**POSITION**

**10. Rescission of Resident Contract by Proprietor**

- |        |   |                                  |
|--------|---|----------------------------------|
| 10.0.0 | Rescission of Resident Contract by Proprietor | Team Leader Environmental Health |
|--------|---|----------------------------------|

## SUB-DELEGATIONS

## POSITION

**10. Recision of Resident Contract by Proprietor**

10.1.0 The power pursuant to Section 39(2)(b) of the Act to approve the method of providing a termination notice subject to this Section.

## SUB-DELEGATIONS

## POSITION

**11. Disputes**

|        |  |  |
|--------|--|--|
| 11.0.0 | Disputes   | Environmental Health Officer<br>Team Leader Environmental Health |
| 11.1.0 | 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; | Environmental Health Officer                                     |
| 11.2.0 | 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;   | Environmental Health Officer                                     |
| 11.3.0 | The duty 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;  | Environmental Health Officer                                     |
| 11.4.0 | 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.   | Environmental Health Officer                                     |
| 11.5.0 | The power pursuant to Section 43(11) of the Act to vary or revoke an order made under Section 43 of the Act;   | Environmental Health Officer                                     |
| 11.6.0 | The power pursuant to Section 43(12) of the Act:   | Environmental Health Officer                                     |
| 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;  | Environmental Health Officer                                     |
| 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   | Environmental Health Officer                                     |
| 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   | Environmental Health Officer                                     |
| 11.7.0 | The duty 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.   | Environmental Health Officer                                     |

## SUB-DELEGATIONS

## POSITION

**12. Attendance by Health Service Providers etc.**

|        |   |  |
|--------|---|--|
| 12.0.0 | Attendance by Health Service Providers etc. | Environmental Health Officer<br>Team Leader Environmental Health |
|--------|---|--|

## SUB-DELEGATIONS

## POSITION

**12. Attendance by Health Service Providers etc.**

|        |   |                              |
|--------|---|------------------------------|
| 12.1.0 | 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. | Environmental Health Officer |
|--------|---|------------------------------|

## SUB-DELEGATIONS

## POSITION

**13. Complaints**

|        |  |  |
|--------|--|--|
| 13.0.0 | Complaints   | Environmental Health Officer<br>Team Leader Environmental Health |
| 13.1.0 | 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. | Environmental Health Officer                                     |
| 13.2.0 | The power pursuant to Section 49(2) of the Act to require a complaint to be reduced to writing.  | Environmental Health Officer                                     |
| 13.3.0 | The power pursuant to Section 49(3) of the Act to take such action as the Delegate thinks fit in view of the complaint.  | Environmental Health Officer                                     |
| 13.4.0 | 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.  | Environmental Health Officer                                     |

## SUB-DELEGATIONS

## POSITION

**14. Regulations**

|        |   |  |
|--------|---|--|
| 14.0.0 | Regulations   | Environmental Health Officer<br>General Manager Growth<br>Team Leader Environmental Health |
| 14.1.0 | Pursuant to Sections 57(5) and (6) of the Act 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 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: | Environmental Health Officer   |
| 14.1.1 | that the Delegate can grant the exemption without seriously affecting the interests of a resident of the facility; and  | Environmental Health Officer   |
| 14.1.2 | that it is appropriate for the Delegate to grant the exemption in the circumstances of the particular case  | Environmental Health Officer   |
| 14.2.0 | The power pursuant to Section 57(7) of the Act to at any time by further notice to the proprietor:  | Environmental Health Officer   |
| 14.2.1 | revoke an exemption under Section 57(5);  | Environmental Health Officer   |
| 14.2.2 | vary or revoke a condition under Section 57(6).   | Environmental Health Officer   |

## SUB-DELEGATIONS

## POSITION

**15. The duty pursuant to Regulation 4(1) of the Supported Residential Facilities Regulations 2009 (the Regulations) to decide an application for a licence under Section 24 of the Act within eight weeks of the application being made.**

15.0.0 The duty pursuant to Regulation 4(1) of the Supported Residential Facilities Regulations 2009 (the Regulations) to decide an application for a licence under Section 24 of the Act within eight weeks of the application being made.

Environmental Health Officer  
Team Leader Environmental Health

## SUB-DELEGATIONS

## POSITION

**16. The duty 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.**

16.0.0 The duty 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.

Environmental Health Officer  
Team Leader Environmental Health

## SUB-DELEGATIONS

## POSITION

**17. 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.**

17.0.0 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.

Environmental Health Officer  
Team Leader Environmental Health

## SUB-DELEGATIONS

## POSITION

**18. 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.**

18.0.0 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.

## SUB-DELEGATIONS

## POSITION

**19. 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.**

19.0.0 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.

## SUB-DELEGATIONS

## POSITION

**20. 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.**

SUB-DELEGATIONS

POSITION

**20. 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.**

20.0.0 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.

SUB-DELEGATIONS

POSITION

**21. 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 ens**

21.0.0 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.

SUB-DELEGATIONS

POSITION

**22. 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.**

22.0.0 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.

SUB-DELEGATIONS

POSITION

**23. 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.**

23.0.0 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.

SUB-DELEGATIONS

POSITION

**24. 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.**

24.0.0 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.

SUB-DELEGATIONS

POSITION

**25. The duty 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.**

25.0.0 The duty 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.



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Unclaimed Goods Act 1987 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

**Powers and Functions Delegated in this Instrument**

**Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS  | POSITION   |
|--|--|
| <b>1. Unclaimed Goods</b>  |  |
| 1 Unclaimed Goods  | Property Officer<br>Water Infrastructure Project Officer |
| 1.1 The power pursuant to Section 5(1)(b) of the Unclaimed Goods Act 1987 (the Act) where the Council is in possession of goods belonging to another (the bailor) in pursuance of 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. |  |
| 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.   |  |
| 1.3 The duty 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:   |  |
| 1.3.1 states the address at which the goods are available for collection; and  |  |
| 1.3.2 contains a brief description of the goods; and   |  |
| 1.3.3 states the times at which or the hours between which the goods will be available for collection at that address; and   |  |
| 1.3.4 is made:   |  |
| 1.3.4.1 by post addressed to the last known address of the bailor; or  |  |
| 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.  |  |
| 1.4 The duty 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.  |  |



**SUB-DELEGATIONS**

**POSITION**

**2. Sale or Disposal of Unclaimed Goods**

- |         |   |  |
|---------|---|--|
| 2       | Sale or Disposal of Unclaimed Goods   | Property Officer<br>Water Infrastructure Project Officer |
| 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 date:  |  |
| 2.1.1   | sell the goods; or  |  |
| 2.1.2   | if the value of the goods would be insufficient to defray the costs of sale - otherwise dispose of the goods.   |  |
| 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 duty 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.                                      |  |
| 2.3     | The duty pursuant to Section 6(3) of the Act where an application for an authorisation under Section 6(2) of the Act is made to:  |  |
| 2.3.1   | give notice of the application to the Commissioner of Police; and   |  |
| 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.   |  |
| 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 duty 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: |  |
| 2.4.1   | sell the goods by public auction; and   |  |
| 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:  |  |
| 2.4.2.1 | to the Commissioner of Police; and  |  |
| 2.4.2.2 | to the bailor.  |  |
| 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.  |  |

**SUB-DELEGATIONS**

**POSITION**

**3. Claim Made by Bailor After Commencement of Proceedings Under this Act**

- |     |   |  |
|-----|---|--|
| 3   | Claim Made by Bailor After Commencement of Proceedings Under this Act   | Property Officer<br>Water Infrastructure Project Officer |
| 3.1 | The duty 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. |  |

SUB-DELEGATIONS

POSITION

**3. Claim Made by Bailor After Commencement of Proceedings Under this Act**

- 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:
  - 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.

SUB-DELEGATIONS

POSITION

**4. Proceeds of Sale**

- 4 Proceeds of Sale Property Officer  
Water Infrastructure Project Officer
- 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:
  - 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.

# FIRE PREVENTION OFFICER(S) UNDER THE FIRE AND EMERGENCY SERVICES ACT 2005 (INSTRUMENT OF DELEGATION)



In exercise of the powers contained in Section 93 of the Fire and Emergency Services Act 2005 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Fire And Emergency Services Act 2005 (the Act) are delegated by the Council to the person occupying the office of the Fire Prevention Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated by the Fire Prevention Officer as the Fire Prevention Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of conditions. Alexandrina Council falls within the following categories: Fire District - CFS Region 1 Bushfire Management Area - Fleurieu

## Powers and Functions Delegated in this Instrument

### Delegated To: Fire Prevention Officer

| SUB-DELEGATIONS   | POSITION  |
|---|---|
| <b>1. Permit to Light and Maintain Fire</b>   |   |
| 1.0.0 Permit to Light and Maintain Fire   | Community Safety Coordinator<br>Community Safety Officer<br>Manager Strategic Development |
| 1.1.0 The power pursuant to Section 81(14) of the Act with the approval of the Chief Officer of the SACFS to authorise a person to issue permits under Section 81 of the Act. |   |

| SUB-DELEGATIONS  | POSITION  |
|--|---|
| <b>2. Removal of Debris from Roads</b>   |   |
| 2.0.0 Removal of Debris from Roads   | Community Safety Coordinator<br>Community Safety Officer<br>Manager Strategic Development |
| 2.1.0 The power pursuant to Section 87(1) of the Act to require a person that has carried out work where flammable debris is left on or in the vicinity of the road in the country to remove the debris from the road. |   |
| 2.2.0 The power pursuant to Section 87(2) of the Act where a person has failed to comply with Section 87(1) of the Act to:   |   |
| 2.2.1 burn or remove the flammable debris; and   |   |
| 2.2.2 recover the cost of doing so as a debt due to the Council from the person in default (Note: only applies in relation to a road in the country)   |   |

| SUB-DELEGATIONS   | POSITION |
|---|----------|
| <b>3. Failure by a Council to Exercise Statutory Powers</b> |          |

**3. Failure by a Council to Exercise Statutory Powers**

3.0.0 Failure by a Council to Exercise Statutory Powers

3.1.0 The power pursuant to Section 94(3) of the Act to consult with and make submissions to the Chief Officer of the SACFS in relation to him or her making a recommendation to the Minister pursuant to Section 94(2) of the Act that the powers and functions of the Council under Part 4 of the Act be withdrawn.

3.2.0 The power pursuant to Section 94(4) of the Act if the Chief Officer of the SACFS makes a recommendation to the Minister under Section 94(2) of the Act to:

3.2.1 make written submissions to the Minister in relation to the matter; and

3.2.2 request at the time that the Delegate makes such written submissions that the Minister discuss the matter with a delegation representing the Council.

3.3.0 The duty pursuant to Section 94(6) of the Actm if the Minister has published a notice under Section 94(5) of the Act to receive written reasons from the Minister for his or her decision to withdraw Council's powers and functions under Part 4 of the Act within 14 days of the notice being published.

**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 2018**



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the South Australian Public Health Act 2011 South Australian Public Health (Legionella) Regulations 2013 South Australian Public Health (Wastewater) Regulations 2013 and South Australian Public Health (General) Regulations 2013 are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

**Powers and Functions Delegated in this Instrument**

**Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS  | POSITION   |
|--|--|
| <b>1. Power to Require Reports</b>   |  |
| 1.0.0 Power to Require Reports   | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 1.1.0 The power pursuant to Section 18(2) of the South Australian Public Health Act 2011 (the Act) to if required by the Minister provide a report on any matter relevant to the administration or operation of the Act. | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 1.2.0 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.   | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 1.3.0 The power pursuant to Section 18(5) of the Act to provide the report in accordance with the requirements of the Minister.  | Environmental Health Officer<br>Environmental Health Support Officer                                     |

| SUB-DELEGATIONS   | POSITION   |
|---|--|
| <b>2. Risk of Avoidable Mortality or Morbidity</b>  |  |
| 2.0.0 Risk of Avoidable Mortality or Morbidity  | Environmental Health Officer<br>Team Leader Environmental Health |
| 2.1.0 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. | Environmental Health Officer                                     |
| 2.2.0 The power pursuant to Section 22(3) of the Act to include in a response under Section 22(2) of the Act details about:   | Environmental Health Officer                                     |

**SUB-DELEGATIONS**

**POSITION**

**2. Risk of Avoidable Mortality or Morbidity**

|       |   |                              |
|-------|---|------------------------------|
| 2.2.1 | any steps already being taken by the Council that may be relevant in the circumstances; and | Environmental Health Officer |
| 2.2.2 | any plans that the Council may have that may be relevant in the circumstances; and          | Environmental Health Officer |
| 2.3.0 | any steps that the Council is willing to take in the circumstances; and                     | Environmental Health Officer |
| 2.4.0 | any other matter relating to the Council that appears to be relevant.                       | Environmental Health Officer |

**SUB-DELEGATIONS**

**POSITION**

**3. Cooperation Between Councils**

|       |   |  |
|-------|---|--|
| 3.0.0 | Cooperation Between Councils  | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 3.1.0 | 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   | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 3.2.0 | 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.  | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 3.3.0 | 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. | Environmental Health Officer<br>Environmental Health Support Officer                                     |

**SUB-DELEGATIONS**

**POSITION**

**4. Power of Chief Public Health Officer to Act**

|       |   |  |
|-------|---|--|
| 4.0.0 | Power of Chief Public Health Officer to Act   | Environmental Health Officer<br>Team Leader Environmental Health |
| 4.1.0 | The power pursuant to Section 40(2) of the Act to consult with the Chief Public Health Officer. | Environmental Health Officer                                     |

**SUB-DELEGATIONS**

**POSITION**

**5. Council Failing to Perform a Function Under Act**

|       |   |                                  |
|-------|---|----------------------------------|
| 5.0.0 | Council Failing to Perform a Function Under Act | Team Leader Environmental Health |
|-------|---|----------------------------------|

**SUB-DELEGATIONS****POSITION****5. Council Failing to Perform a Function Under Act**

- 5.1.0 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.
- 5.2.0 The power pursuant to Section 41(6) of the Act to:
  - 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.

**SUB-DELEGATIONS****POSITION****6. Transfer of Function of Council at Request of Council**

- 6.0.0 Transfer of Function of Council at Request of Council Team Leader Environmental Health
- 6.1.0 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.
- 6.2.0 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.
- 6.3.0 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.
- 6.4.0 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.

**SUB-DELEGATIONS****POSITION****7. Local Authorised Officers**

- 7.0.0 Local Authorised Officers Team Leader Environmental Health
- 7.1.0 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.
- 7.2.0 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.
- 7.3.0 The power pursuant to Section 44(4) of the Act to direct a local authorised officer.

**SUB-DELEGATIONS****POSITION****7. Local Authorised Officers**

- 7.4.0 The power pursuant to Section 44(6) of the Act to vary or revoke an appointment at any time.
- 7.5.0 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:
- 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.
- 7.6.0 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's area take into account any policy developed by the Chief Public Health Officer for the purposes of Section 44 of the Act.

**SUB-DELEGATIONS****POSITION****8. Identity Cards**

- 8.0.0 Identity Cards Team Leader Environmental Health
- 8.1.0 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:
- 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.

**SUB-DELEGATIONS****POSITION****9. Specific Power to Require Information**

- 9.0.0 Specific Power to Require Information Environmental Health Officer  
Environmental Health Support Officer  
Team Leader Environmental Health
- 9.1.0 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. Environmental Health Officer  
Environmental Health Support Officer

**SUB-DELEGATIONS****POSITION****10. Regional Public Health Plans**

- 10.0.0 Regional Public Health Plans Environmental Health Officer  
Team Leader Environmental Health



## SUB-DELEGATIONS

## POSITION

**10. Regional Public Health Plans**

|          |  |                              |
|----------|--|------------------------------|
| 10.1.0   | 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).                    | Environmental Health Officer |
| 10.2.0   | 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.  | Environmental Health Officer |
| 10.3.0   | 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:   | Environmental Health Officer |
| 10.3.1   | prepare a draft of the proposal; and   | Environmental Health Officer |
| 10.3.2   | when the draft plan is completed subject to Section 51(12) of the Act:   | Environmental Health Officer |
| 10.3.2.1 | give a copy of it to:<br>(a) The Minister; and<br>established under the Health Care Act 2008 that operates a facility within the region; and<br>(c) Any relevant public health partner authority under Section 51(23); and<br>prescribed by the regulations; and   | Environmental Health Officer |
|          | (b) Any incorporated hospital  |                              |
|          | (d) Any other body or group  |                              |
| 10.3.2.2 | take steps to consult with the public.   |                              |
| 10.4.0   | 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).  | Environmental Health Officer |
| 10.5.0   | 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.   | Environmental Health Officer |
| 10.6.0   | 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).  | Environmental Health Officer |
| 10.7.0   | The power pursuant to Section 51(16) of the Act to then adopt a plan or amend a plan with or without alteration.   | Environmental Health Officer |
| 10.8.0   | 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 Local Government Act 1999 (and the power if the delegate thinks fit incorporate a regional public health plan into the Council's strategic management plans under that Act). | Environmental Health Officer |
| 10.9.0   | 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.  | Environmental Health Officer |
| 10.10.0  | The power pursuant to Section 51(19) of the Act to review a regional public health plan at least once in every 5 years.  | Environmental Health Officer |

## SUB-DELEGATIONS

## POSITION

**10. Regional Public Health Plans**

- |         |  |                              |
|---------|--|------------------------------|
| 10.11.0 | 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.   | Environmental Health Officer |
| 10.12.0 | 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. | Environmental Health Officer |

## SUB-DELEGATIONS

## POSITION

**11. Reporting on Regional Public Health Plans**

- |        |  |  |
|--------|--|--|
| 11.0.0 | Reporting on Regional Public Health Plans  | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 11.1.0 | 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. | Environmental Health Officer<br>Environmental Health Support Officer                                     |

## SUB-DELEGATIONS

## POSITION

**12. Action to Prevent Spread of Infection**

- |        |   |  |
|--------|---|--|
| 12.0.0 | Action to Prevent Spread of Infection   | Environmental Health Officer<br>Team Leader Environmental Health |
| 12.1.0 | 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.  | Environmental Health Officer                                     |
| 12.2.0 | 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. | Environmental Health Officer                                     |

## SUB-DELEGATIONS

## POSITION

**13. Notices**

- |        |         |  |
|--------|---------|--|
| 13.0.0 | Notices | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
|--------|---------|--|

## SUB-DELEGATIONS

## POSITION

**13. Notices**

|          |  |  |
|----------|--|--|
| 13.1.0   | 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:   | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.1.1   | securing compliance with a requirement imposed by or under the Act (including the duty under Part 6 or a requirement imposed under a regulation or a code of practice under the Act); or                                 | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.1.2   | averting eliminating or minimising a risk or a perceived risk to public health.  | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.2.0   | 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 secure compliance with the general duty under Part 6 of the Act:                                   | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.2.1   | have regard to:  | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.2.1.1 | the number of people affected or potentially affected by the breach of the duty;   | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.2.1.2 | the degree of harm or potential degree of harm to public health on account of the breach of the duty;  | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.2.1.3 | any steps that a person in breach of the duty has taken or proposed to take to avoid or address the impact of the breach of the duty and such other matters as the Delegate thinks fit; and                              | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 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:  | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.2.2.1 | stating the proposed action including the terms of the proposed notice and the period within which compliance with the notice will be required; and  | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.2.2.2 | stating the reasons for the proposed action; and   | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.2.2.3 | inviting the person 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). | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.3.0   | The power pursuant to Section 92(2)(b)(iii) of the Act to nominate a person to act on behalf of the Council.   | Environmental Health Support Officer<br>Team Leader Environmental Health                                 |
| 13.4.0   | 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:                | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |

## SUB-DELEGATIONS

## POSITION

**13. Notices**

|        |  |  |
|--------|--|--|
| 13.4.1 | issue a notice in accordance with the terms of the original proposal; or   | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health                             |
| 13.4.2 | issue a notice with modifications from the terms of the original proposal; or  | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health                             |
| 13.4.3 | determine not to proceed further under Section 92.   | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health                             |
| 13.5.0 | The power pursuant to Section 92(4) of the Act to:   | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 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 | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.5.2 | not give further notice before issuing a notice with modifications under Section 92(3)(b) of the Act.  | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.0 | The power pursuant to Section 92(5) of the Act issue a notice under Section 92 of the Act:   | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.1 | in the form of a written notice served on the person to whom it is issued; and   | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.2 | specifying the person to whom it is issued (whether by name or by a description sufficient to identify the person); and  | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.3 | directing 2 or more persons to do something specified in the notice jointly; and   | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 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:  | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |

## SUB-DELEGATIONS

## POSITION

**13. Notices**

|          |  |  |
|----------|--|--|
| 13.6.4.1 | is the owner or occupier of the premises; or   | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.4.2 | has the management or control of the premises; or  | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.4.3 | 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                       | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 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   | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.6   | imposing any requirement reasonably required for the purpose for which the notice is issued including 1 or more of the following:  | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.6.1 | 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; | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.6.2 | a requirement that the person not carry on a specified activity except at specified times or subject to specified conditions;  | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.6.3 | 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;                | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.6.4 | 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;             | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.6.5 | 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;                         | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.6.6 | a requirement that the person undertake specified tests or monitoring;   | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |

## SUB-DELEGATIONS

## POSITION

**13. Notices**

|          |  |  |
|----------|--|--|
| 13.6.6.7 | a requirement that the person furnish to a relevant authority specified results or reports;  | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.6.8 | 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; | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.6.6.9 | a requirement prescribed under or for the purposes of the regulations; and   | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 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.   | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.7.0   | 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.   | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 13.8.0   | 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.  | Community Safety Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |

## SUB-DELEGATIONS

## POSITION

**14. Action on Non-compliance with Notice**

|        |  |  |
|--------|--|--|
| 14.0.0 | Action on Non-compliance with Notice   | Environmental Health Officer<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Health Environment and Community Safety<br>Team Leader Environmental Health |
| 14.1.0 | 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. | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health   |
| 14.2.0 | 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.            | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health   |

## SUB-DELEGATIONS

## POSITION

**14. Action on Non-compliance with Notice**

|        |   |   |
|--------|---|---|
| 14.3.0 | 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.                                    | Environmental Health Officer<br>Environmental Health Support Officer<br>General Manager Wellbeing<br>Team Leader Environmental Health |
| 14.4.0 | 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. | Environmental Health Officer<br>Environmental Health Support Officer<br>General Manager Wellbeing<br>Team Leader Environmental Health |

## SUB-DELEGATIONS

## POSITION

**15. Action in Emergency Situations**

|        |   |   |
|--------|---|---|
| 15.0.0 | Action in Emergency Situations  | Environmental Health Officer<br>General Manager Wellbeing<br>Team Leader Environmental Health |
| 15.1.0 | 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. | Environmental Health Officer<br>Manager Environmental Health and Community Safety             |

## SUB-DELEGATIONS

## POSITION

**16. Reviews - Notices Relating to General Duty**

|          |  |  |
|----------|--|--|
| 16.0.0   | Reviews - Notices Relating to General Duty   | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 16.1.0   | The power pursuant to Section 95(13) of the Act to appear in proceedings before the Review Panel as a representative of the Council. | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 16.2.0   | The power pursuant to Section 95(15) of the Act to make an application to the Review Panel to:                                       | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 16.2.1   | dismiss or determine any proceedings that appear:  | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 16.2.1.1 | to be frivolous or vexatious; or   | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 16.2.1.2 | to have been instituted for the purpose of delay or obstruction or for some other improper purpose;                                  | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 16.2.2   | bring any proceedings to an end that appear:   | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 16.2.2.1 | to be more appropriate suited to proceedings before the Tribunal rather than the Review Panel; or                                    | Environmental Health Officer<br>Environmental Health Support Officer                                     |

## SUB-DELEGATIONS

## POSITION

**16. Reviews - Notices Relating to General Duty**

|          |  |  |
|----------|--|--|
| 16.2.2.2 | to be unable to be satisfactorily resolved (or resolved within a reasonable period) by proceedings before the Review Panel; or | Environmental Health Officer<br>Environmental Health Support Officer |
| 16.2.3   | bring any proceedings to an end for any other reasonable cause.  | Environmental Health Officer<br>Environmental Health Support Officer |

## SUB-DELEGATIONS

## POSITION

**17. Appeals**

|        |  |  |
|--------|--|--|
| 17.0.0 | Appeals  | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 17.1.0 | The power pursuant to Section 96(3) of the Act and subject to Section 96(4) of the Act to apply to the Tribunal under Section 34 of the South Australian Civil and Administrative Tribunal Act 2013 for a review of the outcome of review proceedings by the Review Panel under Section 95 of the Act. | Environmental Health Officer<br>Environmental Health Support Officer                                     |

## SUB-DELEGATIONS

## POSITION

**18. Duty to Register High Risk Manufactured Water System**

|        |  |  |
|--------|--|--|
| 18.0.0 | Duty to Register High Risk Manufactured Water System   | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 18.1.0 | The power pursuant to Regulation 5(3) of the South Australian Public Health (Legionella) Regulations 2013 (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. | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 18.2.0 | The power 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.   | Environmental Health Officer<br>Environmental Health Support Officer                                     |

## SUB-DELEGATIONS

## POSITION

**19. Register of High Risk Manufactured Water Systems**

|        |  |  |
|--------|--|--|
| 19.0.0 | Register of High Risk Manufactured Water Systems   | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 19.1.0 | 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. | Environmental Health Officer<br>Environmental Health Support Officer                                     |



## SUB-DELEGATIONS

## POSITION

**19. Register of High Risk Manufactured Water Systems**

|          |  |  |
|----------|--|--|
| 19.2.0   | The power pursuant to Regulation 6(3) of the Legionella Regulations to include in relation to each high risk manufactured water system on the register:  | Environmental Health Officer<br>Environmental Health Support Officer |
| 19.2.1   | the type of water system; and  | Environmental Health Officer<br>Environmental Health Support Officer |
| 19.2.2   | the address of the premises on which the water system is installed; and  | Environmental Health Officer<br>Environmental Health Support Officer |
| 19.2.3   | the location of the water system on the premises; and  | Environmental Health Officer<br>Environmental Health Support Officer |
| 19.2.4   | the full name and residential and business addresses of the owner of the premises; and   | Environmental Health Officer<br>Environmental Health Support Officer |
| 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.   | Environmental Health Officer<br>Environmental Health Support Officer |
| 19.3.0   | 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:  | Environmental Health Officer<br>Environmental Health Support Officer |
| 19.3.1   | requiring the owner within the period specified in the notice:   | Environmental Health Officer<br>Environmental Health Support Officer |
| 19.3.1.1 | 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  | Environmental Health Officer<br>Environmental Health Support Officer |
| 19.3.1.2 | to arrange for a NATA accredited laboratory to conduct microbiological testing in accordance with AS/NZS 3896:<br>(a) of at least 1 sample of water taken from a cooling water system; and<br>taken from a warm water system<br>to determine the presence and number of colony forming units of Legionella in the water; and<br>(b) of at least 2 samples of water | Environmental Health Officer<br>Environmental Health Support Officer |
| 19.4.0   | 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.  | Environmental Health Officer<br>Environmental Health Support Officer |

## SUB-DELEGATIONS

## POSITION

**20. Power of Council to Require Microbiological Testing in Other Circumstances**

|        |   |  |
|--------|---|--|
| 20.0.0 | Power of Council to Require Microbiological Testing in Other Circumstances  | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 20.1.0 | The power pursuant to Regulation 16(1) of the Legionella Regulations if:  | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 20.1.1 | 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   | Environmental Health Officer   |
| 20.1.2 | 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<br>to give the owner of the premises written notice: | Environmental Health Officer   |

## SUB-DELEGATIONS

## POSITION

**20. Power of Council to Require Microbiological Testing in Other Circumstances**

- |        |   |                              |
|--------|---|------------------------------|
| 20.1.3 | 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 | Environmental Health Officer |
| 20.1.4 | 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.   | Environmental Health Officer |

## SUB-DELEGATIONS

## POSITION

**21. Fees**

- |        |   |  |
|--------|---|--|
| 21.0.0 | Fees  | Environmental Health Officer<br>Team Leader Environmental Health |
| 21.1.0 | 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. | Environmental Health Officer                                     |
| 21.2.0 | Deliberately left blank.  |  |
| 21.3.0 | Deliberately left blank   |  |

## SUB-DELEGATIONS

## POSITION

**22. Relevant Authority**

- |        |  |  |
|--------|--|--|
| 22.0.0 | Relevant Authority   | Environmental Health Officer<br>Team Leader Environmental Health |
| 22.1.0 | The power pursuant to Regulation 6(1)(b) of the South Australian Public Health (Wastewater) Regulations 2013 (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. | Environmental Health Officer                                     |

## SUB-DELEGATIONS

## POSITION

**23. Public Notification of Proposed Community Wastewater Management System**

- |        |  |  |
|--------|--|--|
| 23.0.0 | Public Notification of Proposed Community Wastewater Management System | Environmental Health Officer<br>Team Leader Environmental Health |
|--------|--|--|

## SUB-DELEGATIONS

## POSITION

**23. Public Notification of Proposed Community Wastewater Management System**

- |        |  |                              |
|--------|--|------------------------------|
| 23.1.0 | The power 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. | Environmental Health Officer |
|--------|--|------------------------------|

## SUB-DELEGATIONS

## POSITION

**24. Connection to Community Wastewater Management System**

- |          |   |  |
|----------|---|--|
| 24.0.0   | Connection to Community Wastewater Management System  | Environmental Health Officer<br>Team Leader Environmental Health |
| 24.1.0   | The power pursuant to Regulation 9(1) of the Wastewater Regulations and subject to Regulation 9(2) of the Wastewater Regulations 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:   | Environmental Health Officer                                     |
| 24.1.1   | to connect the system to the community wastewater management system; and  | Environmental Health Officer                                     |
| 24.1.2   | 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:  | Environmental Health Officer                                     |
| 24.1.2.1 | the connection; and   | Environmental Health Officer                                     |
| 24.1.2.2 | if necessary consequential alterations to the on-site wastewater system.  | Environmental Health Officer                                     |
| 24.2.0   | 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) of the Wastewater Regulations to grant a wastewater works approval for the required wastewater works as if the application had been made.  | Environmental Health Officer                                     |
| 24.3.0   | 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 of the Wastewater Regulations 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). | Environmental Health Officer                                     |
| 24.4.0   | 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 of the Wastewater Regulations authorise a person to enter land at any reasonable time for the purpose of carrying out the relevant work.   | Environmental Health Officer                                     |
| 24.5.0   | 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) of the Wastewater Regulations 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.   | Environmental Health Officer                                     |

**SUB-DELEGATIONS**

**POSITION**

**25. Exemptions**

|        |  |  |
|--------|--|--|
| 25.0.0 | Exemptions   | Environmental Health Officer<br>Team Leader Environmental Health |
| 25.1.0 | 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. | Environmental Health Officer                                     |
| 25.2.0 | 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.                              | Environmental Health Officer                                     |

**SUB-DELEGATIONS**

**POSITION**

**26. Exemptions from Prescribed Codes**

|        |   |  |
|--------|---|--|
| 26.0.0 | Exemptions from Prescribed Codes  | Environmental Health Officer<br>Team Leader Environmental Health |
| 26.1.0 | 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. | Environmental Health Officer                                     |
| 26.2.0 | 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.                                 | Environmental Health Officer                                     |

**SUB-DELEGATIONS**

**POSITION**

**27. Application**

|        |   |  |
|--------|---|--|
| 27.0.0 | Application   | Environmental Health Officer<br>Team Leader Environmental Health |
| 27.1.0 | 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. | Environmental Health Officer                                     |

**SUB-DELEGATIONS**

**POSITION**

**28. Determination of Application**

|        |  |  |
|--------|--|--|
| 28.0.0 | Determination of Application   | Environmental Health Officer<br>Team Leader Environmental Health |
| 28.1.0 | The power pursuant to Regulation 24(1) of the Wastewater Regulations to refuse to grant a wastewater works approval: | Environmental Health Officer                                     |
| 28.1.1 | if the applicant fails to satisfy the Delegate of either or both of the following:                                   | Environmental Health Officer                                     |

## SUB-DELEGATIONS

## POSITION

**28. Determination of Application**

|          |   |                              |
|----------|---|------------------------------|
| 28.1.1.1 | that the technical specifications for the wastewater works comply with the prescribed codes;  | Environmental Health Officer |
| 28.1.1.2 | that the wastewater works will not if undertaken in accordance with the conditions of approval adversely affect or threaten public or environmental health; or  | Environmental Health Officer |
| 28.1.2   | for any other sufficient reason.  | Environmental Health Officer |
| 28.2.0   | 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 a reasonable opportunity to comment on the application and take into account any comments so made. | Environmental Health Officer |

## SUB-DELEGATIONS

## POSITION

**29. Conditions of Approval**

|          |  |  |
|----------|--|--|
| 29.0.0   | Conditions of Approval   | Environmental Health Officer<br>Team Leader Environmental Health |
| 29.1.0   | The power pursuant to Regulation 25(2) of the Wastewater Regulations to impose:  | Environmental Health Officer                                     |
| 29.1.1   | any 1 or more of the following prescribed expiable conditions:   | Environmental Health Officer                                     |
| 29.1.1.1 | 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;   | Environmental Health Officer                                     |
| 29.1.1.2 | a condition that requires the display of specified notices on the premises on which the wastewater system is located;  | Environmental Health Officer                                     |
| 29.1.1.3 | 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; | Environmental Health Officer                                     |
| 29.1.1.4 | a condition that provides that specified material must not or that only specified material may be discharged into or from the wastewater system;   | Environmental Health Officer                                     |
| 29.1.1.5 | a condition that requires the wastewater system to be operated maintained or serviced by a person of a specified class;  | Environmental Health Officer                                     |
| 29.1.1.6 | a condition that requires records of a specified kind to be created maintained and provided to the Council; or   | Environmental Health Officer                                     |
| 29.1.2   | any other conditions including any 1 or more of the following:   | Environmental Health Officer                                     |
| 29.1.2.1 | a condition that requires decommissioning of the wastewater system:<br>(a) after a specified trial period; or<br>(c) on written notice to the operator of the system;  | Environmental Health Officer                                     |
| 29.1.2.2 | a condition that requires a wastewater system to be connected to a community wastewater management system;   | Environmental Health Officer                                     |
| 29.1.2.3 | 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;  | Environmental Health Officer                                     |

## SUB-DELEGATIONS

## POSITION

**29. Conditions of Approval**

|          |   |                              |
|----------|---|------------------------------|
| 29.1.2.4 | 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);  | Environmental Health Officer |
| 29.1.2.5 | 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;  | Environmental Health Officer |
| 29.1.2.6 | a condition that otherwise specifies requirements relating to:<br>(a) The installation of the waste water system; or<br>(b) The decommissioning of the waste water system; or<br>(c) the connection of the waste water system to a community waste water management system or SA Water sewerage infrastructure or the disconnection of the waste water system from a community waste water management system or from SA Water sewerage infrastructure; or<br>(d) the operation servicing and maintenance of the waste water system; or<br>(e) the reuse or disposal of waste water from the waste water system. | Environmental Health Officer |
| 29.2.0   | The power pursuant to Regulation 25(3) of the Wastewater Regulations to impose a condition of approval that:  | Environmental Health Officer |
| 29.2.1   | 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  | Environmental Health Officer |
| 29.2.2   | operates by reference to the manuals referred to in a product approval for the wastewater system; and   | Environmental Health Officer |
| 29.2.3   | operates by reference to a specified code as in force at a specified time or as in force from time to time.   | Environmental Health Officer |
| 29.3.0   | 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.  | Environmental Health Officer |
| 29.4.0   | 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:  | Environmental Health Officer |
| 29.4.1   | the operator consents; or   | Environmental Health Officer |
| 29.4.2   | 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.  | Environmental Health Officer |

## SUB-DELEGATIONS

## POSITION

**30. Expiry of Approval**

|        |   |  |
|--------|---|--|
| 30.0.0 | Expiry of Approval  |  |
| 30.1.0 | 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. |  |

## SUB-DELEGATIONS

## POSITION

**31. Registers of Wastewater Works Approvals**

## SUB-DELEGATIONS

## POSITION

**31. Registers of Wastewater Works Approvals**

|        |   |  |
|--------|---|--|
| 31.0.0 | Registers of Wastewater Works Approvals   | Environmental Health Officer<br>Team Leader Environmental Health |
| 31.1.0 | 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. | Environmental Health Officer                                     |
| 31.2.0 | The power pursuant to Regulation 27(6) of the Wastewater Regulations to include in the registers other information considered appropriate by the Delegate.                | Environmental Health Officer                                     |

## SUB-DELEGATIONS

## POSITION

**32. Requirement to Obtain Expert Report**

|        |  |  |
|--------|--|--|
| 32.0.0 | Requirement to Obtain Expert Report  | Environmental Health Officer<br>Team Leader Environmental Health |
| 32.1.0 | 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. | Environmental Health Officer                                     |
| 32.2.0 | The power pursuant to Regulation 29(3) of the Wastewater Regulations if the requirements of a notice under Regulation 29 of the Wastewater Regulations are not complied with to obtain the required report and recover the costs and expenses reasonable incurred in doing so from the person who failed to comply with the notice as a debt.  | Environmental Health Officer                                     |
| 32.3.0 | 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.  | Environmental Health Officer                                     |

## SUB-DELEGATIONS

## POSITION

**33. Deliberately left blank**

|        |                         |
|--------|-------------------------|
| 33.0.0 | Deliberately Left Blank |
| 33.1.0 | Deliberately left blank |

## SUB-DELEGATIONS

## POSITION

**34. Non-compliance with Notices (Section 93(6) of the Act)**

|        |  |                              |
|--------|--|------------------------------|
| 34.0.0 | Non-compliance with Notices (Section 93(6) of the Act) | Environmental Health Officer |
|--------|--|------------------------------|

## SUB-DELEGATIONS

## POSITION

**34. Non-compliance with Notices (Section 93(6) of the Act)**

|        |   |                              |
|--------|---|------------------------------|
| 34.1.0 | The power pursuant to Regulation 5B(2) of the South Australian Public Health (General) Regulations 2013 (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: | Environmental Health Officer |
| 34.1.1 | setting out the amount recoverable under Section 93 of the Act; and   | Environmental Health Officer |
| 34.1.2 | setting out the land in relation to which the relevant action was taken; and  | Environmental Health Officer |
| 34.1.3 | requesting the Registrar-General to make a notation under Regulation 5B of the General Regulations in relation to the relevant land.  | Environmental Health Officer |
| 34.2.0 | 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.   | Environmental Health Officer |

## SUB-DELEGATIONS

## POSITION

**35. Refund and Recovery of Fees**

|        |  |
|--------|--|
| 35.1.0 | The power pursuant to Clause 2(1) of Schedule 1 of the South Australian Public Health (Fees) Regulations 2018 (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 |
| 35.2.0 | 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.   |





In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Work Health and Safety Act 2012 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

## Powers and Functions Delegated in this Instrument

### Delegated To: Chief Executive Officer

| SUB-DELEGATIONS   | POSITION  |
|---|---|
| <b>51. Determination of work groups</b>   |   |
| 51 Determination of work groups   | General Manager Environment<br>Group Manager People |
| 51.1 (1) The power pursuant to Section 51(1) of the Work Health and Safety Act 2012 (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. |   |

| SUB-DELEGATIONS   | POSITION  |
|---|---|
| <b>52. Negotiations for agreement for work group</b>  |   |
| 52 Negotiations for agreement for work group  | General Manager Environment<br>Group Manager People |
| 52.1 (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. |   |
| 52.2 (4) 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.       |   |

| SUB-DELEGATIONS   | POSITION  |
|---|---|
| <b>54. Failure of negotiations</b>  |   |
| 54 Failure of negotiations  | General Manager Environment<br>Group Manager People |
| 54.1 (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. |   |

## SUB-DELEGATIONS

## POSITION

**55. Determination of work groups of multiple businesses**

- |      |   |   |
|------|---|---|
| 55   | Determination of work groups of multiple businesses   | General Manager Environment<br>Group Manager People |
| 55.1 | (2) 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. |   |
| 55.2 | (3) 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.  |   |

## SUB-DELEGATIONS

## POSITION

**56. Negotiation of agreement for work groups of multiple businesses**

- |      |   |   |
|------|---|---|
| 56   | Negotiation of agreement for work groups of multiple businesses   | General Manager Environment<br>Group Manager People |
| 56.1 | (3) 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. |   |

## SUB-DELEGATIONS

## POSITION

**58. Withdrawal from negotiations or agreement involving multiple businesses**

- |      |   |   |
|------|---|---|
| 58   | Withdrawal from negotiations or agreement involving multiple businesses   | General Manager Environment<br>Group Manager People |
| 58.1 | (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. |   |
| 58.2 | (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.   |   |

## SUB-DELEGATIONS

## POSITION

**65. Disqualification of health and safety representatives**

- |      |   |   |
|------|---|---|
| 65   | Disqualification of health and safety representatives   | General Manager Environment<br>Group Manager People |
| 65.1 | (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: |   |

## SUB-DELEGATIONS

## POSITION

**65. Disqualification of health and safety representatives**

- 65.1.1 (a) exercised a power or performed a function as a health and safety representative for an improper purpose; or
- 65.1.2 (b) 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.

## SUB-DELEGATIONS

## POSITION

**70. General obligations of person conducting businesses or undertaking**

- 70 General obligations of person conducting business or undertaking General Manager Environment  
Group Manager People
- 70.1 The power pursuant to Section 70(1) of the Act to:
- 70.1.1 (a) 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
- 70.1.2 (b) 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
- 70.1.3 (c) allow any health and safety representative for the work group to have access to information that the Council has relating to:
- 70.1.3.1 (i) hazards (including associated risks) at the workplace affecting workers in the work group; and
- 70.1.3.2 (ii) the health and safety of the workers in the work group; and
- 70.1.4 (d) 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:
- 70.1.4.1 (i) an inspector; or
- 70.1.4.2 (ii) the Council or the Council's representative; and
- 70.1.5 (e) 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:
- 70.1.5.1 (i) an inspector; or
- 70.1.5.2 (ii) the Council or the Council's representative; and
- 70.1.6 (f) 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.
- 70.1.7 (g) 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
- 70.1.8 (h) 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
- 70.1.9 (i) provide any other assistance to the health and safety representative for the work group that may be required by the regulations.

## SUB-DELEGATIONS

## POSITION

**71. Exceptions for obligations under Section 70(1)**

|      |  |   |
|------|--|---|
| 71   | Exceptions for obligations under Section 70(1)   | General Manager Environment<br>Group Manager People |
| 71.1 | (5) 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. |   |

## SUB-DELEGATIONS

## POSITION

**72. Obligation to train health and safety representatives**

|        |  |   |
|--------|--|---|
| 72     | Obligation to train health and safety representatives  | General Manager Environment<br>Group Manager People |
| 72.1   | (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.  |   |
| 72.2   | (3) The power pursuant to Section 72(3) of the Act to:   |   |
| 72.2.1 | [a] 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  |   |
| 72.2.2 | [b] pay the course fees and any other reasonable costs associated with the health and safety representative's attendance at the course of training.  |   |
| 72.3   | (6) 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. |   |

## SUB-DELEGATIONS

## POSITION

**73. Obligation to share costs if multiple businesses or undertakings**

|        |   |   |
|--------|---|---|
| 73     | Obligation to share costs if multiple businesses or undertakings  | General Manager Environment<br>Group Manager People |
| 73.1   | 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: |   |
| 73.1.1 | [a] the costs of the representative exercising powers and performing functions under the Act; and   |   |
| 73.1.2 | [b] the costs referred to in Section 72(3)(b) of the Act 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.   |   |

## SUB-DELEGATIONS

## POSITION

**73. Obligation to share costs if multiple businesses or undertakings**

73.2 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.

## SUB-DELEGATIONS

## POSITION

**75. Health and safety committees**

75 Health and safety committees

General Manager Environment  
Group Manager People

75.1 (2) 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.

## SUB-DELEGATIONS

## POSITION

**76. Constitution of committee**

76 Constitution of committee

General Manager Environment  
Group Manager People

76.1 (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.

76.2 (5) 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.

## SUB-DELEGATIONS

## POSITION

**82. Referral of issue to regulator for resolution by inspector**

82 Referral of issue to regulator for resolution by inspector

General Manager Environment  
Group Manager People

82.1 (2) 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.

## SUB-DELEGATIONS

## POSITION

**87. Alternative work**

87 Alternative work

General Manager Environment  
Group Manager People

## SUB-DELEGATIONS

## POSITION

**87. Alternative work**

- 87.1 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.

## SUB-DELEGATIONS

## POSITION

**89. Request to regulator to appoint inspector to assist**

- 89 Request to regulator to appoint inspector to assist  
General Manager Environment  
Group Manager People
- 89.1 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.

## SUB-DELEGATIONS

## POSITION

**100. Request for review of provisional improvement notice**

- 100 Request for review of provisional improvement notice  
General Manager Environment  
Group Manager People
- 100.1 (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.

## SUB-DELEGATIONS

## POSITION

**141. Application for assistance of inspector to resolve dispute**

- 141 Application for assistance of inspector to resolve dispute  
General Manager Environment  
Group Manager People
- 141.1 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.

## SUB-DELEGATIONS

## POSITION

**142. Authorising authority may deal with a dispute about a right of entry under this Act.**

- 142 Authorising authority may deal with a dispute about a right of entry under this Act  
General Manager Environment  
Group Manager People
- 142.1 (4) 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.

## SUB-DELEGATIONS

## POSITION

**180. Return of seized things**

- |       |   |   |
|-------|---|---|
| 180   | Return of seized things   | General Manager Environment<br>Group Manager People |
| 180.1 | (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. |   |

## SUB-DELEGATIONS

## POSITION

**181. Access to seized things**

- |       |   |   |
|-------|---|---|
| 181   | Access to seized things   | General Manager Environment<br>Group Manager People |
| 181.1 | (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. |   |

## SUB-DELEGATIONS

## POSITION

**224. Application for internal review**

- |         |  |   |
|---------|--|---|
| 224     | Application for internal review  | General Manager Environment<br>Group Manager People |
| 224.1   | (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: |   |
| 224.1.1 | (a) the prescribed time after the day on which the decision first came to the Council's notice; or   |   |
| 224.1.2 | (b) such longer period as the regulator allows.  |   |

## SUB-DELEGATIONS

## POSITION

**229. Application for external review**

- |         |   |   |
|---------|---|---|
| 229     | Application for external review   | General Manager Environment<br>Group Manager People |
| 229.1   | (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: |   |
| 229.1.1 | [a] a reviewable decision made by the regulator; or   |   |
| 229.1.2 | [b] a decision made or taken to have been made on an internal review  |   |



In exercise of the powers contained in Section 43 of the Safe Drinking Water Act 2011 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Safe Drinking Water Act 2011 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation under the Safe Drinking Water Act 2011.

## **Powers and Functions Delegated in this Instrument**

### **Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS   | POSITION                         |
|---|----------------------------------|
| <b>5. Drinking water providers to be registered</b>   |                                  |
| 5.0.0 Drinking water providers to be registered   | Team Leader Environmental Health |
| 5.1.0 (2) The power pursuant to Section 5(2)(a) and (b) of the Safe Drinking Water Act 2011 (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. |                                  |

| SUB-DELEGATIONS  | POSITION                         |
|--|----------------------------------|
| <b>8. Conditions of registration</b>   |                                  |
| 8.0.0 Conditions of registration   | Team Leader Environmental Health |
| 8.1.0 (3) 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. |                                  |

| SUB-DELEGATIONS   | POSITION                         |
|---|----------------------------------|
| <b>9. Suspension of registration</b>  |                                  |
| 9.0.0 Suspension of registration  | Team Leader Environmental Health |
| 9.1.0 (5) 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). |                                  |
| 9.2.0 (6) The power pursuant to Section 9(5) of the Act to make submissions to the Minister in relation to the matter.  |                                  |



## SUB-DELEGATIONS

## POSITION

**9. Suspension of registration**

- 9.3.0 (10) 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.

## SUB-DELEGATIONS

## POSITION

**10. Appeals**

- 10.0.0 Appeals Team Leader Environmental Health
- 10.1.0 (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 South Australian Civil and Administrative Tribunal Act 2013 of:
- 10.1.1 (a) a condition imposed by the Minister in relation to a registration under Part 2 of the Act;
- 10.1.2 (b) a variation of a condition of registration made by the Minister on the Minister's own initiative; or
- 10.1.3 (c) a decision of the Minister to refuse to grant an application to vary a condition of registration; or
- 10.1.4 (d) a decision of the Minister to suspend a registration under Part 2 of the Act.

## SUB-DELEGATIONS

## POSITION

**12. Drinking water providers to prepare implement and review risk management plans**

- 12.0.0 Drinking water providers to prepare implement and review risk management plans Team Leader Environmental Health
- 12.1.0 (1) The power pursuant to Section 12(1) of the Act and in accordance with Section 13 of the Act to:
- 12.1.1 (a) prepare a risk management plan in relation to the supply of drinking water to the public; and
- 12.1.2 (b) keep the plan under continuous review with a view to updating and improving it; and
- 12.1.3 (c) revise any aspect of the plan that is found on review to need revision.
- 12.2.0 (3) 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.

## SUB-DELEGATIONS

## POSITION

**14. Related matters**

- 14.0.0 Related matters Team Leader Environmental Health

## SUB-DELEGATIONS

## POSITION

**14. Related matters**

- 14.1.0 (2) 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.
- 14.2.0 (3) (b) 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.
- 14.3.0 (4) 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 South Australian Civil and Administrative Tribunal Act 2013.

## SUB-DELEGATIONS

## POSITION

**34. Appointment of authorised officers**

- 34.0.0 Appointment of authorised officers Team Leader Environmental Health
- 34.1.0 (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.
- 34.2.0 (2) The power pursuant to Section 34(2) of the Act to prepare and maintain a list of authorised offices appointed by the Council.

## SUB-DELEGATIONS

## POSITION

**35. Certificates of authority**

- 35.0.0 Certificates of authority Team Leader Environmental Health
- 35.1.0 (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.
- 35.2.0 (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.

## SUB-DELEGATIONS

## POSITION

**37. Seizure orders**

- 37.0.0 Seizure orders Environmental Health Officer  
Team Leader Environmental Health
- 37.1.0 (3) (a) The power pursuant to Section 37(3)(a)(i) and (ii) of the Act to: Environmental Health Officer

## SUB-DELEGATIONS

## POSITION

**37. Seizure orders**

|        |   |                              |
|--------|---|------------------------------|
| 37.1.1 | (i) 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 | Environmental Health Officer |
| 37.1.2 | (ii) order that the thing seized be forfeited to the Council;   | Environmental Health Officer |
| 37.2.0 | (d) 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.   | Environmental Health Officer |

## SUB-DELEGATIONS

## POSITION

**38. Notices**

|        |  |  |
|--------|--|--|
| 38.0.0 | Notices  | Environmental Health Officer<br>Team Leader Environmental Health |
| 38.1.0 | (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:                              | Environmental Health Officer                                     |
| 38.1.1 | (a) securing compliance with a requirement imposed by or under the Act; or   | Environmental Health Officer                                     |
| 38.1.2 | (b) averting eliminating or minimising a risk or a perceived risk to the public in relation to drinking water.   | Environmental Health Officer                                     |
| 38.2.0 | (6) 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. | Environmental Health Officer                                     |

## SUB-DELEGATIONS

## POSITION

**39. Action or non-compliance with a notice**

|        |  |  |
|--------|--|--|
| 39.0.0 | Action or non-compliance with a notice   | Environmental Health Officer<br>Team Leader Environmental Health |
| 39.1.0 | (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.  | Environmental Health Officer                                     |
| 39.2.0 | (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.  | Environmental Health Officer                                     |
| 39.3.0 | (4) 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.          | Environmental Health Officer                                     |
| 39.4.0 | (5) 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. | Environmental Health Officer                                     |

**SUB-DELEGATIONS****POSITION****40. Action in emergency situations**

|        |  |  |
|--------|--|--|
| 40.0.0 | Action in emergency situations   | Environmental Health Officer<br>Team Leader Environmental Health |
| 40.1.0 | (5) 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. | Environmental Health Officer                                     |

**SUB-DELEGATIONS****POSITION****41. Specific power to require information**

|        |  |  |
|--------|--|--|
| 41.0.0 | Specific power to require information  | Environmental Health Officer<br>Team Leader Environmental Health |
| 41.1.0 | (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. | Environmental Health Officer                                     |

**SUB-DELEGATIONS****POSITION****42. Appeals**

|        |   |  |
|--------|---|--|
| 42.0.0 | Appeals   | Environmental Health Officer<br>Team Leader Environmental Health |
| 42.1.0 | (3) 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. | Environmental Health Officer                                     |

**SUB-DELEGATIONS****POSITION****52. Annual reports by enforcement agencies**

|        |   |  |
|--------|---|--|
| 52.0.0 | Annual reports by enforcement agencies  | Environmental Health Officer<br>Team Leader Environmental Health |
| 52.1.0 | 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. | Environmental Health Officer                                     |



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Water Industry Act 2012 and Water Industry Regulations 2012 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

**Powers and Functions Delegated in this Instrument**  
**Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS                   |  | POSITION  |
|-----------------------------------|--|---|
| <b>1. Water Planning</b>          |  |   |
| 1.0.0                             | Water Planning   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 1.1.0                             | The power pursuant to Section 6(6) of the Water Industry Act 2012 (the Act) in relation to a proposal to make written representations on the proposal to the Minister: |   |
| 1.1.1                             | to create the State Water Demand and Supply Statement; or  |   |
| 1.1.2                             | to undertake a comprehensive review of the State Water Demand and Supply Statement   |   |
| SUB-DELEGATIONS                   |  | POSITION  |
| <b>2. Application for Licence</b> |  |   |

**SUB-DELEGATIONS****POSITION****2. Application for Licence**

2.0.0 Application for Licence

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

2.1.0 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.

**SUB-DELEGATIONS****POSITION****3. Licence fees and returns**

3.0.0 Licence fees and returns

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

3.1.0 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:

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.

**SUB-DELEGATIONS****POSITION****4. Variation of Licence**

**SUB-DELEGATIONS****POSITION****4. Variation of Licence**

|       |  |   |
|-------|--|---|
| 4.0.0 | Variation of Licence   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 4.1.0 | The power pursuant to Section 28(2) of the Act to:   |   |
| 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.                         |   |

**SUB-DELEGATIONS****POSITION****5. Transfer of Licence**

|       |  |   |
|-------|--|---|
| 5.0.0 | Transfer of Licence  | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 5.1.0 | 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. |   |
| 5.2.0 | The power pursuant to Section 29(4) of the Act to consent to the transfer of a licence to the Council.   |   |

**SUB-DELEGATIONS****POSITION****6. Surrender of Licence**

**SUB-DELEGATIONS**

**POSITION**

**6. Surrender of Licence**

|       |  |   |
|-------|--|---|
| 6.0.0 | Surrender of Licence   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 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. |   |
| 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.   |   |

**SUB-DELEGATIONS**

**POSITION**

**7. Suspension or cancellation of Licences**

|       |  |   |
|-------|--|---|
| 7.0.0 | Suspension or cancellation of Licences   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 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. |   |

**SUB-DELEGATIONS**

**POSITION**

**8. Standard terms and conditions for retail services**

|       |   |   |
|-------|---|---|
| 8.0.0 | Standard terms and conditions for retail services | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
|-------|---|---|



**SUB-DELEGATIONS**

**POSITION**

**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.
- 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.
- 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.
- 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.

**SUB-DELEGATIONS**

**POSITION**

**9. Customer hardship policies**

- 9.0.0 Customer hardship policies
  - Construction and Maintenance Worker
  - CWMS Maintenance and Operations Team Member
  - CWMS Supervisor
  - Electrical Project Engineer
  - Electrical Supervisor - Water
  - Environmental Health Support Officer
  - Manager Sustainable Resources
  - Water Planning and Assets Coordinator
- 9.1 The power pursuant to Section 37(3) of the Act to:
  - 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.

**SUB-DELEGATIONS**

**POSITION**

**10. Power to take over operations**

- 10.0.0 Power to take over operations
  - Construction and Maintenance Worker
  - CWMS Maintenance and Operations Team Member
  - CWMS Supervisor
  - Electrical Project Engineer
  - Electrical Supervisor - Water
  - Environmental Health Support Officer
  - Manager Sustainable Resources
  - Water Planning and Assets Coordinator

**SUB-DELEGATIONS****POSITION****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.

**SUB-DELEGATIONS****POSITION****11. Appointment of operator**

11.0.0 Appointment of Operator

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

11.1 The power pursuant to Section 39(3) of the Act to facilitate the take over of the relevant operations by the operator.

**SUB-DELEGATIONS****POSITION****12. Appointment of water industry officer**

12.0.0 Appointment of Water Industry Officer

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

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.

12.2 The power pursuant to Section 41(2) of the Act to give directions to a water industry officer appointed by the Council.

**SUB-DELEGATIONS****POSITION****13. Conditions of appointment**

**SUB-DELEGATIONS**

**POSITION**

**13. Conditions of appointment**

|        |  |   |
|--------|--|---|
| 13.0.0 | Conditions of Appointment  | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 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. |   |
| 13.2   | The power pursuant to Section 42(2) of the Act to remove a water industry officer from office.   |   |

**SUB-DELEGATIONS**

**POSITION**

**14. Identity Cards**

|        |  |  |
|--------|--|--|
| 14.0.0 | Identity Cards   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 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. |  |

**SUB-DELEGATIONS**

**POSITION**

**15. Power to enter land to conduct investigations**

|        |   |   |
|--------|---|---|
| 15.0.0 | Power to Enter Land to Conduct Investigations | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
|--------|---|---|

**SUB-DELEGATIONS**

**POSITION**

**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.
- 15.2 The power pursuant to Section 44(3) of the Act if the Council enters land under the authorisation of the Minister to:
  - 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.

**SUB-DELEGATIONS**

**POSITION**

**16. Power to carry out work on land**

- 16.0.0 Power to carry out work on land
  - Construction and Maintenance Worker
  - CWMS Maintenance and Operations Team Member
  - CWMS Supervisor
  - Electrical Project Engineer
  - Electrical Supervisor - Water
  - Environmental Health Support Officer
  - Manager Sustainable Resources
  - Water Planning and Assets Coordinator
- 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:
  - 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:

## SUB-DELEGATIONS

## POSITION

**16. Power to carry out work on land**

- 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.
- 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.
- 16.5.0 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

## SUB-DELEGATIONS

## POSITION

**17. Acquisition of Land**

## SUB-DELEGATIONS

## POSITION

**17. Acquisition of Land**

|        |  |   |
|--------|--|---|
| 17.0.0 | Acquisition of Land  | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 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. |   |

## SUB-DELEGATIONS

## POSITION

**18. Requirement to connect to infrastructure**

|        |  |   |
|--------|--|---|
| 18.0.0 | Requirement to Connect to Infrastructure   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 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.  |   |
| 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. |   |
| 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.  |   |
| 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.  |   |
| 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.  |   |
| 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.  |   |

## SUB-DELEGATIONS

## POSITION

**19. Encroachments**

|        |  |   |
|--------|--|---|
| 19.0.0 | Encroachments  | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 19.1.0 | The power pursuant to Section 49(1) of the Act to consent to a person:   |   |
| 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.   |   |
| 19.2.0 | 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:   | Environmental Health Officer  |
| 19.2.1 | at any reasonable time enter land and carry out an inspection of any place; and  | Environmental Health Officer  |
| 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. | Environmental Health Officer  |
| 19.3.0 | 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.   | Environmental Health Officer  |
| 19.4.0 | 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.  | Environmental Health Officer  |
| 19.5.0 | 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.  | Environmental Health Officer  |
| 19.6.0 | 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.   | Environmental Health Officer  |

## SUB-DELEGATIONS

## POSITION

**20. Protection of infrastructure and equipment**

## SUB-DELEGATIONS

## POSITION

**20. Protection of infrastructure and equipment**

|        |  |  |
|--------|--|--|
| 20.0.0 | Protection of Infrastructure and Equipment   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Officer<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 20.1.0 | 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:  | Environmental Health Officer   |
| 20.1.1 | at any reasonable time enter any land and carry out an inspection of any place; and  | Environmental Health Officer   |
| 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. | Environmental Health Officer   |
| 20.2.0 | 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.  | Environmental Health Officer   |
| 20.3.0 | 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.   | Environmental Health Officer   |
| 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:   |  |
| 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.  |  |

## SUB-DELEGATIONS

## POSITION

**21. Notice of work that may affect water/sewerage infrastructure**

|        |  |  |
|--------|--|--|
| 21.0.0 | Notice of work that may affect water/sewerage infrastructure | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
|--------|--|--|



## SUB-DELEGATIONS

## POSITION

**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:
- 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.

## SUB-DELEGATIONS

## POSITION

**22. Duty to give notice before paving a road etc**

- 22.0.0 Duty to give notice before paving a road etc
- Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator
- 22.1 The power pursuant to Section 52(1) of the Act before the Council begins 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):
- 22.1.1 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
- 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.
- 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:
- 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.

**SUB-DELEGATIONS****POSITION****22. Duty to give notice before paving a road etc**

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.

**SUB-DELEGATIONS****POSITION****23. Unlawful abstraction removal or diversion of water or sewage**

23.0.0 Unlawful abstraction removal or diversion of water or sewage

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

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.

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:

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.

**SUB-DELEGATIONS****POSITION****24. Water meters**

24.0.0 Water Meters

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

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

24.1.1 allow a person authorised by the Council to enter land and fix a meter supplied by the Council;

## SUB-DELEGATIONS

## POSITION

**24. Water meters**

- 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.
- 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.
- 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.
- 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.
- 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.
- 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:
- 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.
- 24.8.0 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.

## SUB-DELEGATIONS

## POSITION

**25. Discharge of unauthorised material into water infrastructure**

- 25.0.0 Discharge of Unauthorised Material into Water Infrastructure
- Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator
- 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:

## SUB-DELEGATIONS

## POSITION

**25. Discharge of unauthorised material into water infrastructure**

- 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.

## SUB-DELEGATIONS

## POSITION

**26. Discharge of unauthorised material into sewerage infrastructure**

26.0.0 Discharge of Unauthorised Material in Sewerage Infrastructure

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

26.1 The power pursuant to Section 56(3) of the Act to in relation to any sewerage infrastructure operated by the Council:

- 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.

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.

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.

26.5.0 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.

## SUB-DELEGATIONS

## POSITION

**27. Work to be carried out by owner at requirement of water industry entity with respect to sewerage infrastructure**

## SUB-DELEGATIONS

## POSITION

**27. Work to be carried out by owner at requirement of water industry entity with respect to sewerage infrastructure**

|        |   |  |
|--------|---|--|
| 27.0.0 | Work to be Carried Out by Owner at Requirement of Water Industry Entity with Respect to Sewerage Infrastructure   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Officer<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 27.1.0 | The power pursuant to Section 57(1) of the Act and in accordance with Section 57(2) of the Act to in order:   | Environmental Health Officer   |
| 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   | Environmental Health Officer   |
| 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 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. | Environmental Health Officer   |
| 27.2.0 | 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:   | Environmental Health Officer   |
| 27.2.1 | install or construct in such locations as are specified in the notice;  | Environmental Health Officer   |
| 27.2.2 | connect to the infrastructure;  | Environmental Health Officer   |
| 27.2.3 | alter or replace;   | Environmental Health Officer   |
| 27.2.4 | maintain repair or cleanse;   | Environmental Health Officer   |
| 27.2.5 | remove block or disconnect 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.  | Environmental Health Officer   |
| 27.3.0 | 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.  | Environmental Health Officer   |
| 27.4.0 | 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.   | Environmental Health Officer   |
| 27.5.0 | 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.   |  |
| 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.   |  |

SUB-DELEGATIONS

POSITION

**28. Power to disconnect drains to restrict services**

- |   |   |
|---|---|
| <p>28.0.0 Power to disconnect drains to restrict services</p> <p>28.1 The power pursuant to Section 58(1) of the Act if the Council has grounds to believe that material 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:</p> <p>28.1.1 is being discharged from land into sewerage infrastructure in contravention of Division 1 Part 6 of the Act; or</p> <p>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.</p> <p>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.</p> | <p>Construction and Maintenance Worker<br/>                 CWMS Maintenance and Operations Team Member<br/>                 CWMS Supervisor<br/>                 Electrical Project Engineer<br/>                 Electrical Supervisor - Water<br/>                 Environmental Health Support Officer<br/>                 General Manager Environment<br/>                 Manager Sustainable Resources<br/>                 Water Planning and Assets Coordinator</p> |
|---|---|

SUB-DELEGATIONS

POSITION

**29. Power to restrict or discontinue water supply**

- |  |   |
|--|---|
| <p>29.0.0 Power to restrict or discontinue water supply</p> <p>29.1 The power pursuant to Section 59(1) of the Act if the delegate believes on reasonable grounds 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:</p> <p>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</p> <p>29.1.2 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</p> <p>29.1.3 that the capacity of any water infrastructure is or is likely to be insufficient to cope with existing or anticipated demand; and</p> | <p>Construction and Maintenance Worker<br/>                 CWMS Maintenance and Operations Team Member<br/>                 CWMS Supervisor<br/>                 Electrical Project Engineer<br/>                 Electrical Supervisor - Water<br/>                 Environmental Health Support Officer<br/>                 General Manager Environment<br/>                 Manager Sustainable Resources<br/>                 Water Planning and Assets Coordinator</p> |
|--|---|

SUB-DELEGATIONS

POSITION

**29. Power to restrict or discontinue water supply**

- 29.2 The power pursuant to Section 59(1) and (3) of the Act and subject to Section 59(5) of the Act to:
  - 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.
  
- 29.4 The power pursuant to Section 59(4) of the Act to:
  - 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.

SUB-DELEGATIONS

POSITION

**30. Power to require the use of devices to reduce flow**

- 30.0.0 Power to Require the use of Devices to Reduce Flow
  - Construction and Maintenance Worker
  - CWMS Maintenance and Operations Team Member
  - CWMS Supervisor
  - Electrical Project Engineer
  - Electrical Supervisor - Water
  - Environmental Health Officer
  - Environmental Health Support Officer
  - General Manager Environment
  - Manager Sustainable Resources
  - Water Planning and Assets Coordinator
  
- 30.1.0 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.
  - Environmental Health Officer
  
- 30.2.0 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:
  - Environmental Health Officer

**SUB-DELEGATIONS**

**POSITION**

**30. Power to require the use of devices to reduce flow**

|        |  |                              |
|--------|--|------------------------------|
| 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                                     | Environmental Health Officer |
| 30.2.2 | to use the device to reduce flow in those pipes during the periods specified in the notice.  | Environmental Health Officer |
| 30.3.0 | 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. | Environmental Health Officer |
| 30.4.0 | 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.  | Environmental Health Officer |

**SUB-DELEGATIONS**

**POSITION**

**31. Disconnection in an emergency**

|        |  |  |
|--------|--|--|
| 31.0.0 | Disconnection in an Emergency  | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 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. |  |

**SUB-DELEGATIONS**

**POSITION**

**32. Responsibilities of water industry entity**

|        |   |  |
|--------|---|--|
| 32.0.0 | Responsibilities of Water Industry Entity | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
|--------|---|--|



**SUB-DELEGATIONS**

**POSITION**

**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:
  - 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.

**SUB-DELEGATIONS**

**POSITION**

**33. Responsibilities of Customers**

- 33.0.0 Responsibilities of Customers
  - Construction and Maintenance Worker
  - CWMS Maintenance and Operations Team Member
  - CWMS Supervisor
  - Electrical Project Engineer
  - Electrical Supervisor - Water
  - Environmental Health Officer
  - Environmental Health Support Officer
  - General Manager Environment
  - Manager Sustainable Resources
  - Water Planning and Assets Coordinator
- 33.1.0 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.
  - Environmental Health Officer

**SUB-DELEGATIONS**

**POSITION**

**34. Enforcement notices**

- 34.0.0 Enforcement Notices
  - Construction and Maintenance Worker
  - CWMS Maintenance and Operations Team Member
  - CWMS Supervisor
  - Electrical Project Engineer
  - Electrical Supervisor - Water
  - Environmental Health Support Officer
  - Manager Sustainable Resources
  - Water Planning and Assets Coordinator
- 34.1.0 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.

## SUB-DELEGATIONS

## POSITION

**35. Warning notices and assurances**

|      |  |  |
|------|--|--|
| 35   | Warning notices and assurances   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 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.                   |  |
| 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. |  |

## SUB-DELEGATIONS

## POSITION

**36. Injunctions**

|      |  |  |
|------|--|--|
| 36   | Injunctions  | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 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. |  |
| 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.  |  |

## SUB-DELEGATIONS

## POSITION

**37. Review of decisions by Commission or Technical Regulator**

## SUB-DELEGATIONS

## POSITION

**37. Review of decisions by Commission or Technical Regulator**

|        |   |  |
|--------|---|--|
| 37     | Review of decisions by Commission or Technical Regulator  | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 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:   |  |
| 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. |  |

## SUB-DELEGATIONS

## POSITION

**38. Appeals**

|        |  |  |
|--------|--|--|
| 38     | Appeals  | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 38.1.0 | 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: |  |
| 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.  |  |

SUB-DELEGATIONS

POSITION

**38A. Information Brochure**

- 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.

SUB-DELEGATIONS

POSITION

**38B. Specific Information to Assist Proponent to Formulate Proposal**

- 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.

SUB-DELEGATIONS

POSITION

**38C. Access Proposal**

- 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 86I(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.

**SUB-DELEGATIONS****POSITION****38C. Access Proposal**

- 38C.3 The power pursuant to Section 86I(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 86I(7) of the Act to recover the reasonable costs of giving notice under Section 86I of the Act as a debt from the proponent.

**SUB-DELEGATIONS****POSITION****38D. Duty to Negotiate in Good Faith**

- 38D Duty 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.

**SUB-DELEGATIONS****POSITION****38E. Existence of Dispute**

- 38E Existence of Dispute
- 38E.1 The power pursuant to Section 86K(2) of the Act to refer a dispute to the regulator.

**SUB-DELEGATIONS****POSITION****38F. Power to Refer Dispute to Arbitration**

- 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.

**SUB-DELEGATIONS****POSITION****38G. Confidentiality of Information**

SUB-DELEGATIONS

POSITION

**38G. Confidentiality of Information**

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.

SUB-DELEGATIONS

POSITION

**38H. Formal Requirements Related to Awards**

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.

SUB-DELEGATIONS

POSITION

**38I. Consent Awards**

38I Consent Awards

38I.1 The power pursuant to Section 86ZE of the Act to consent to a proposed award.

SUB-DELEGATIONS

POSITION

**38J. Termination of Variation of 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.

SUB-DELEGATIONS

POSITION

**38K. Appeal on Question of Law**

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.

SUB-DELEGATIONS

POSITION

**38L. Injunctive Remedies**

- 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.

SUB-DELEGATIONS

POSITION

**38M. Compensation**

- 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.

SUB-DELEGATIONS

POSITION

**38N. Confidential Information**

- 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.

SUB-DELEGATIONS

POSITION

**38O. Access by Agreement**

- 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.

SUB-DELEGATIONS

POSITION

**38P. Review of Part**

## SUB-DELEGATIONS

## POSITION

**38P. Review of Part**

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.

## SUB-DELEGATIONS

## POSITION

**39. Water conservation measures**

39 Water conservation measures

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

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.

## SUB-DELEGATIONS

## POSITION

**40. Information as to amounts already paid for retail services etc**

40 Information as to amounts already paid for retail services etc

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

40.1 The power pursuant to Regulation 11(1) of the Water Industry Regulations 2012 (the Regulations) 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.

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.

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.



## SUB-DELEGATIONS

## POSITION

**41. Certificate as to encumbrance**

|      |   |  |
|------|---|--|
| 41   | Certificate as to encumbrance   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 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 Land and Business (Sale and Conveyancing) Act 1994 and the regulations under that Act and that are in favour of the Council. |  |

## SUB-DELEGATIONS

## POSITION

**42. Protection of Infrastructure - planting of trees etc on public land**

|      |   |  |
|------|---|--|
| 42   | Protection of infrastructure - planting of trees etc on public land   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 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. |  |
| 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.   |  |

## SUB-DELEGATIONS

## POSITION

**43. Protection of Infrastructure - action in relation to trees and shrubs**

## SUB-DELEGATIONS

## POSITION

**43. Protection of Infrastructure - action in relation to trees and shrubs**

|        |   |  |
|--------|---|--|
| 43.0.0 | Protection of Infrastructure - Action in Relation to Trees and Shrubs   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Officer<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 43.1.0 | The power pursuant to Regulation 14(1) of the Regulations if:   | Environmental Health Officer   |
| 43.1.1 | a tree or shrub has been planted in contravention of Regulation 13; or  | Environmental Health Officer   |
| 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 to by written notice served to 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 tree or shrub) be taken. | Environmental Health Officer   |
| 43.2.0 | 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.   | Environmental Health Officer   |
| 43.3.0 | 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.  | Environmental Health Officer   |

## SUB-DELEGATIONS

## POSITION

**44. Protection of infrastructure - damage caused by trees or shrubs**

|        |   |  |
|--------|---|--|
| 44.0.0 | Protection of Infrastructure - Damage caused by Trees or Shrubs   | Construction and Maintenance Worker<br>CWMS Maintenance and Operations Team Member<br>CWMS Supervisor<br>Electrical Project Engineer<br>Electrical Supervisor - Water<br>Environmental Health Officer<br>Environmental Health Support Officer<br>General Manager Environment<br>Manager Sustainable Resources<br>Water Planning and Assets Coordinator |
| 44.1.0 | 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: | Environmental Health Officer   |
| 44.1.1 | the owner for the time being of the land on which the tree or shrub is or was situated; or  | Environmental Health Officer   |

## SUB-DELEGATIONS

## POSITION

**44. Protection of infrastructure - damage caused by trees or shrubs**

44.1.2 in the case of land under the care control or management of a Council - that Council.

Environmental Health Officer

## SUB-DELEGATIONS

## POSITION

**45. Access to sewerage infrastructure**

45.0.0 Access to Sewerage Infrastructure

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Officer  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

45.1.0 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.

Environmental Health Officer

## SUB-DELEGATIONS

## POSITION

**46. Power to restrict or discontinue water supply**

46 Power to restrict or discontinue water supply

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

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:

46.1.1 obtain the approval of the prescribed authority before acting; and

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):

46.1.2.1 if the Council proposes to exercise a power under Section 59(3)(b) (c) or (d) - in the Gazette; and

## SUB-DELEGATIONS

## POSITION

**46. Power to restrict or discontinue water supply**

- 46.1.2.2 in all cases: (a) on a website determined by the delegate and in accordance with Regulation 17(2) of the Regulations; and (b) 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 (c) in any other manner considered appropriate by the delegate for the purpose of notifying the persons affected by the exercise of the power.

## SUB-DELEGATIONS

## POSITION

**47. Notices under Section 59 - Permits**

- 47 Notices under Section 59 - Permits

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

- 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.

## SUB-DELEGATIONS

## POSITION

**48. Fittings etc to be flush with road surface**

- 48 Fittings etc to be flush with road surface

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

- 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.

- 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.

## SUB-DELEGATIONS

## POSITION

**48. Fittings etc to be flush with road surface**

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.

## SUB-DELEGATIONS

## POSITION

**49. Pipes must not lie across allotment boundaries**

49 Pipes must not lie across allotment boundaries

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

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 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 Strata Titles Act 1988 or in the same community parcel under the Community Titles Act 1996) 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.

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.

## SUB-DELEGATIONS

## POSITION

**50. Water meters - estimates**

50 Water meters - estimates

Construction and Maintenance Worker  
 CWMS Maintenance and Operations Team Member  
 CWMS Supervisor  
 Electrical Project Engineer  
 Electrical Supervisor - Water  
 Environmental Health Support Officer  
 General Manager Environment  
 Manager Sustainable Resources  
 Water Planning and Assets Coordinator

50.1 The power pursuant to Regulation 36 of the Regulations if:

SUB-DELEGATIONS

POSITION

**50. Water meters - estimates**

- 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; 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 and
- 50.1.2 a code or rules made under the Essential Services Commission Act 2002 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.

SUB-DELEGATIONS

POSITION

**51. Charge where land not connected or service to land reduced or discontinued**

51 Charge where land not connected or service to land reduced or discontinued

- Construction and Maintenance Worker
- CWMS Maintenance and Operations Team Member
- CWMS Supervisor
- Electrical Project Engineer
- Electrical Supervisor - Water
- Environmental Health Support Officer
- General Manager Environment
- Manager Sustainable Resources
- Water Planning and Assets Coordinator

- 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.



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Water Industry Act 2012 and Water Industry Regulations 2012 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

## **Powers and Functions Delegated in this Instrument**

### **Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS   | POSITION                    |
|---|-----------------------------|
| <b>1. Application for Amendment</b>   |                             |
| 1 Application for Amendment   | General Manager Environment |
| 1.1 The power pursuant to Section 12(2)(b) of the Strata Titles Act 1988 (the Act) where the Council has an encumbrance registered in relation to units or common property affected by a proposed amendment to consent to the amendment.  |                             |
| 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.   |                             |
| 1.3 The power pursuant to Section 12(3a) of the Act to consent to the encroachment where:   |                             |
| 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;<br>and  |                             |
| 1.3.2 the application for amendment relates (wholly or in part) to the erection or alteration of that building  |                             |
| 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 Real Property Act 1886 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. |                             |

| SUB-DELEGATIONS  | POSITION                    |
|--|-----------------------------|
| <b>2. Application May Deal with Statutory Encumbrances</b> |                             |
| 2. Application May Deal with Statutory Encumbrances        | General Manager Environment |

**SUB-DELEGATIONS****POSITION****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.

**SUB-DELEGATIONS****POSITION****2A. Amendmend by Order of ERD Court**

- 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.
- 2A.2 The power pursuant to Section 13(3a) of the Act to make submissions to the Court in relation to the matter.

**SUB-DELEGATIONS****POSITION****3. Amalgamation of Adjacent Sites**

3. Amalgamation of Adjacent Sites General Manager Environment
- 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.
- 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.

**SUB-DELEGATIONS****POSITION****4. Cancellation**

- 4 Cancellation General Manager Environment
- 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.
- 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.
- 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.
- 4.4 The power pursuant to Section 17(4a) of the Act to make submissions to the Court in relation to the matter.



**SUB-DELEGATIONS****POSITION****5. Application for Division**

- 5 Application for Division General Manager Environment
- 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.
- 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.

**SUB-DELEGATIONS****POSITION****6. Articles of Strata Corporation**

- 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.

**SUB-DELEGATIONS****POSITION****7. Certain Articles May be Struck Out by Court**

- 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.

**SUB-DELEGATIONS****POSITION****8. Offences**

- 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.
- 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:
- 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.

SUB-DELEGATIONS

POSITION

**9. Power to Enforce Duties of Maintenance and Repair**

- 9 Power to Enforce Duties of Maintenance and Repair
- 9.1 The power pursuant to Section 28(5) of the Act to recover those costs from that other person as a debt where:
  - 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

SUB-DELEGATIONS

POSITION

**10. Right of Unit Holders etc to Satisfy Themselves as to Insurance**

- 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.

SUB-DELEGATIONS

POSITION

**11. Holding of General Meetings**

- 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.
- 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.

SUB-DELEGATIONS

POSITION

**12. Voting at General Meetings**

- 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.
- 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.

**SUB-DELEGATIONS****POSITION****13. Administration of Strata Corporation's Affairs**

- 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.

**SUB-DELEGATIONS****POSITION****14. Information to be Furnished**

- 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:
  - 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.

SUB-DELEGATIONS

POSITION

**14. Information to be Furnished**

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.

SUB-DELEGATIONS

POSITION

**15. Persons Who May Apply for Relief**

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.

SUB-DELEGATIONS

POSITION

**16. Resolution of Disputes etc**

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.

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.

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.

16.4 The power pursuant to Section 41A(6) of the Act to make an application to a court to:

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.

SUB-DELEGATIONS

POSITION

**17. Unit Holder's Power of Entry**

17 Unit Holder's Power of Entry

17.1 Where the Council is the unit holder of a unit (Unit A) and:

**SUB-DELEGATIONS****POSITION****17. Unit Holder's Power of Entry**

- 17.1.1 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 for:
  - 17.1.1.1 the proper supply of hot or cold water gas electricity heating oil or air-conditioned air to Unit A fails; or
  - 17.1.1.2 the sewerage garbage or drainage system as it affects Unit A fails to operate properly; and
- 17.1.2 some other unit (Unit B) must be entered in order to investigate the cause of the failure or to carry out necessary repairs
- 17.2 Where the Council is the unit holder of a unit (Unit A) and
  - 17.2.1 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.
    - 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
    - 17.2.1.2 the sewerage garbage or drainage system as it affects Unit A fails to operate properly; and
  - 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

**SUB-DELEGATIONS****POSITION****18. Dealing with Part of Unit**

- 18 Dealing with Part of Unit
  - 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:
    - 18.1.1 if all of the units comprised in the strata scheme consist of non residential premises; or
    - 18.1.2 where Section 44(2)(a) does not apply:
      - 18.1.2.1 if the lease or licence is granted to another unit holder; or
      - 18.1.2.2 if the lease or licence is authorised by unanimous resolution of the strata corporation.

**SUB-DELEGATIONS****POSITION****19. Body Corporate May Act as Officer etc**

- 19 Body Corporate May Act as Officer etc
  - 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 by virtue of the appointment.

**20. Relief Where Unanimous Resolution Required**

20 Relief Where Unanimous Resolution Required

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.

# BURIAL AND CREMATION ACT 2013 AND BURIAL AND CREMATION REGULATIONS 2014



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Burial and Cremation Act and Burial and Cremation Regulations 2014 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

## Powers and Functions Delegated in this Instrument

### Delegated To: Chief Executive Officer

| SUB-DELEGATIONS  | POSITION   |
|--|--|
| <b>1. Offence to Dispose of Bodily Remains Except in Cemetery or Natural Burial Ground</b>   |  |
| 1.0.0 Offence to Dispose of Bodily Remains Except in Cemetery or Natural Burial Ground   | Administration Officer Environment<br>Senior Customer Liaison Officer - Cemeteries   |
| 1.1.0 The power pursuant to Section 8(2) of the Burial and Cremation Act 2013 (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.                              |  |
| <b>2. Opening of Interment Sites Exhumation and Re-interment</b>   |  |
| 2.0.0 Opening of Interment Sites Exhumation and Re-interment   | Administration Officer Environment<br>Chief Executive<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries |
| 2.1.0 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.                       |  |
| <b>3. Disposal of Unclaimed Cremated Human Remains</b>   |  |
| 3.0.0 Disposal of Unclaimed Cremated Human Remains   | Administration Officer Environment<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries                    |
| 3.1.0 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 thinks fit where the Council is the relevant authority for the crematorium. |  |

**SUB-DELEGATIONS****POSITION****4. Establishment of Cemeteries Natural Burial Grounds and Crematoria**

4.0.0 Establishment of Cemeteries Natural Burial Grounds and Crematoria

Administration Officer Environment  
General Manager Environment  
Senior Customer Liaison Officer - Cemeteries

4.1.0 Subject to the Act the power pursuant to Section 19 of the Act to establish a cemetery natural burial ground or crematorium.

**SUB-DELEGATIONS****POSITION****5. Power of Councils to Establish and Manage Public Mortuaries**

5.0.0 Power of Councils to Establish and Manage Public Mortuaries

Administration Officer Environment  
General Manager Environment  
Senior Customer Liaison Officer - Cemeteries

5.1.0 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.

**SUB-DELEGATIONS****POSITION****6. Establishment of Mausolea Within Cemeteries**

6.0.0 Establishment of Mausolea Within Cemeteries

Administration Officer Environment  
General Manager Environment  
Senior Customer Liaison Officer - Cemeteries

6.1.0 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.

**SUB-DELEGATIONS****POSITION****7. Designation of Natural Burial Grounds Within Cemeteries**

7.0.0 Designation of Natural Burial Grounds Within Cemeteries

Administration Officer Environment  
General Manager Environment  
Senior Customer Liaison Officer - Cemeteries

7.1.0 The power pursuant to Section 22 of the Act to set apart any part of a cemetery as a natural burial ground where the Council is the relevant authority for the cemetery.

**SUB-DELEGATIONS****POSITION****8. Power to Set Apart Part of Cemetery or Natural Burial Ground for Particular Religions**



## SUB-DELEGATIONS

## POSITION

**8. Power to Set Apart Part of Cemetery or Natural Burial Ground for Particular Religions**

- |       |  |   |
|-------|--|---|
| 8.0.0 | Power to Set Apart Part of Cemetery or Natural Burial Ground for Particular Religions  | Administration Officer Environment<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries |
| 8.1.0 | The power pursuant to Section 23 of the Act to set apart 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. |   |

## SUB-DELEGATIONS

## POSITION

**9. Closure of Cemeteries and Natural Burial Grounds**

- |         |  |   |
|---------|--|---|
| 9.0.0   | Closure of Cemeteries and Natural Burial Grounds   | Administration Officer Environment<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries |
| 9.1.0   | 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:   |   |
| 9.1.1   | the cemetery or natural burial ground is or has become unsuitable for the disposal of human remains; or  |   |
| 9.1.2   | 50 or more years have elapsed since human remains were last interred in the cemetery or natural burial ground.   |   |
| 9.2.0   | 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:  |   |
| 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   |   |
| 9.2.2   | discharge the interment right and issue to the former holder free of charge:   |   |
| 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   |   |
| 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.   |   |
| 9.3.0   | 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: |   |
| 9.3.1   | discharge the interment right and issue to the former holder free of charge:   |   |
| 9.3.1.1 | a new interment right in relation to another cemetery or natural burial ground administered by the Council as the relevant authority; or   |   |
| 9.3.1.2 | 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; and   |   |
| 9.3.2   | remove any human remains interred at the original interment site and re-inter the remains pursuant to the new interment right; and   |   |

**SUB-DELEGATIONS****POSITION****9. Closure of Cemeteries and Natural Burial Grounds**

- 9.3.3 remove any memorial erected at the original interment site and re-position the memorial at the new interment site.
- 9.4.0 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.
- 9.5.0 The power pursuant to Section 24(12) of the Act 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 to offer the closed cemetery or natural burial ground as a gift to that group.

**SUB-DELEGATIONS****POSITION****10. Dedication of Closed Council Cemeteries as Park Lands**

- 10.0.0 Dedication of Closed Council Cemeteries as Park Lands
- Administration Officer Environment  
General Manager Environment  
Personal Assistant Engineering & Open Space  
Senior Customer Liaison Officer - Cemeteries
- 10.1.0 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:
- 10.1.1 remove memorials to deceased persons;
- 10.1.2 relocate memorials to deceased persons in the park lands;
- 10.1.3 replace memorials to deceased persons with some other form of memorial in the park lands.

**SUB-DELEGATIONS****POSITION****11. Conversion of Closed Cemeteries into Public Parks or Gardens**

- 11.0.0 Conversion of Closed Cemeteries into Public Parks or Gardens
- Administration Officer Environment  
General Manager Environment  
Personal Assistant Engineering & Open Space  
Senior Customer Liaison Officer - Cemeteries
- 11.1.0 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.
- 11.2.0 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:
- 11.2.1 remove memorials to deceased persons;

**SUB-DELEGATIONS**

**POSITION**

**11. Conversion of Closed Cemeteries into Public Parks or Gardens**

- 11.2.2 relocate memorials to deceased persons in the park or garden;
- 11.2.3 replace memorials to deceased persons with some other form of memorial in the park or garden.

**SUB-DELEGATIONS**

**POSITION**

**12. Powers of Relevant Authorities in Relation to Closed Cemeteries**

- 12.0.0 Powers of Relevant Authorities in Relation to Closed Cemeteries
  - Administration Officer Environment
  - General Manager Environment
  - Personal Assistant Engineering & Open Space
  - Senior Customer Liaison Officer - Cemeteries
- 12.1.0 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:
  - 12.1.1 construct roads and pathways on the land; and
  - 12.1.2 erect or construct buildings or structures on the land; and
  - 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
  - 12.1.4 erect lighting seating and any other infrastructure or public amenity; and
  - 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.

**SUB-DELEGATIONS**

**POSITION**

**13. Issue of Interment Rights**

- 13.0.0 Issue of Interment Rights
  - 13.1.0 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:
    - 13.1.1 identifies the person to whom the interment right is issued; and
    - 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 whose remains may be interred pursuant to the interment right; and
    - 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
    - 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

**SUB-DELEGATIONS****POSITION****13. Issue of Interment Rights**

- 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.
- 13.2.0 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.
- 13.3.0 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.
- 13.4.0 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.

**SUB-DELEGATIONS****POSITION****14. Duration of Interment Rights**

- 14.0.0 Duration of Interment Rights  
Administration Officer Environment  
General Manager Environment  
Senior Customer Liaison Officer - Cemeteries
- 14.1.0 The power pursuant to Section 31 of the Act where the Council is the relevant authority to issue an interment right:
- 14.1.1 for the period specified in the interment right; or
- 14.1.2 in perpetuity.

**SUB-DELEGATIONS****POSITION****15. Renewal of Interment Rights**

- 15.0.0 Renewal of Interment Rights  
Administration Officer Environment  
General Manager Environment  
Senior Customer Liaison Officer - Cemeteries
- 15.1.0 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.
- 15.2.0 The power pursuant to Section 32(1) of the Act where the Council is the relevant authority to fix a renewal fee.

**SUB-DELEGATIONS****POSITION****16. Transfer of Interment Rights**

- |        |  |   |
|--------|--|---|
| 16.0.0 | Transfer of Interment Rights   | Administration Officer Environment<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries |
| 16.1.0 | The power pursuant to Section 33(1) of the Act to transfer an interment right. |   |

**SUB-DELEGATIONS****POSITION**

- |        |   |   |
|--------|---|---|
| 17.0.0 | Re-use of Internment Sites  | Administration Officer Environment<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries |
| 17.1.0 | Subject to the Act the power pursuant to Section 38(1) of the Act if an interment right expires to where the Council is the relevant authority: |   |
| 17.1.1 | to re-use the internment site to which the interment right related; and   |   |
| 17.1.2 | to remove any memorial to a deceased person erected on or at the site.  |   |

**SUB-DELEGATIONS****POSITION****18. Ownership of Memorial**

- |        |   |   |
|--------|---|---|
| 18.0.0 | Ownership of Memorial   | Administration Officer Environment<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries |
| 18.1.0 | 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. |   |

**SUB-DELEGATIONS****POSITION****19. Duty to Maintain Memorial**

- |        |   |   |
|--------|---|---|
| 19.0.0 | Duty to Maintain Memorial   | Administration Officer Environment<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries |
| 19.1.0 | The power pursuant to Section 40 of the Act to enter 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. |   |

## SUB-DELEGATIONS

## POSITION

**20. Power to Require Repair Removal or Reinstatement of Memorial**

|        |  |   |
|--------|--|---|
| 20.0.0 | Power to Require Repair Removal or Reinstatement of Memorial   | Administration Officer Environment<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries |
| 20.1.0 | 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. |   |
| 20.2.0 | 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.   |   |
| 20.3.0 | The power pursuant to Sections 41(3) of the Act subject to Sections 41(4) and (5) of the Act if:   |   |
| 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   |   |
| 20.3.A | and instead of giving a notice under Section 41(1) of the Act to have the work carried out and recover the cost of doing so as a debt from the owner of the memorial.  |   |

## SUB-DELEGATIONS

## POSITION

**21. Power of Relevant Authority to Dispose of Unclaimed Memorial**

|          |  |   |
|----------|--|---|
| 21.0.0   | Power of Relevant Authority to Dispose of Unclaimed Memorial   | Administration Officer Environment<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries |
| 21.1.0   | The power pursuant to Section 42(1) of the Act if:   |   |
| 21.1.1   | 2 years or more have elapsed:  |   |
| 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   |   |
| 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                                      |   |
| 21.1.2   | a memorial to a deceased person interred in the cemetery or natural burialground is situated at the interment site or elsewhere in the cemetery or natural burial ground; and    |   |
| 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:                         |   |
| 21.1.3.1 | by public advertisement in a newspaper circulating throughout the State; and   |   |
| 21.1.3.2 | written notice affixed to the memorial; and  |   |
| 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 |   |

## SUB-DELEGATIONS

## POSITION

**21. Power of Relevant Authority to Dispose of Unclaimed Memorial**

- 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
- 21.1.A to remove the memorial from the cemetery or natural burial ground and dispose of it as the delegate thinks fit.

## SUB-DELEGATIONS

## POSITION

**22. General Powers of Relevant Authority**

- 22.0.0 General Powers of Relevant Authority
- Administration Officer Environment  
General Manager Environment  
Senior Customer Liaison Officer - Cemeteries
- 22.1.0 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:
- 22.1.1 enlarge the cemetery natural burial ground or crematorium; and
- 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.

## SUB-DELEGATIONS

## POSITION

**23. Power to Restrict Interments in any Part of Cemetery or Natural Burial Ground**

- 23.0.0 Power to Restrict Interments in any Part of Cemetery or Natural Burial Ground
- Administration Officer Environment  
General Manager Environment  
Senior Customer Liaison Officer - Cemeteries
- 23.1.0 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.

## SUB-DELEGATIONS

## POSITION

**24. Neglected Cemeteries and Natural Burial Grounds**

- 24.0.0 Neglected Cemeteries and Natural Burial Grounds
- Administration Officer Environment  
General Manager Environment  
Senior Customer Liaison Officer - Cemeteries
- 24.1.0 The power pursuant to Section 46(1) of the Act subject to Section 46(2) of the Act if:

SUB-DELEGATIONS

POSITION

**24. Neglected Cemeteries and Natural Burial Grounds**

- 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;
- 24.1.A 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.
- 24.2.0 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 notice is given
  - 24.2.A to have the work carried out.
- 24.3.0 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 no application for review of the decision to give the notice is determined in favour of the Council
  - 24.3.A to within 14 days after the determination of the review have the work carried out.
- 24.4.0 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.

SUB-DELEGATIONS

POSITION

**25. Right of Review**

- 25.0.0 Right of Review
  - Administration Officer Environment
  - General Manager Environment
  - Senior Customer Liaison Officer - Cemeteries
- 25.1.0 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 to 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.

SUB-DELEGATIONS

POSITION

**26. Power of Councils to Accept Conveyance of Cemetery or Natural Burial Ground Land from Trustees**



## SUB-DELEGATIONS

## POSITION

**26. Power of Councils to Accept Conveyance of Cemetery or Natural Burial Ground Land from Trustees**

26.0.0 Power of Councils to Accept Conveyance of Cemetery or Natural Burial Ground Land from Trustees

Administration Officer Environment  
General Manager Environment  
Senior Customer Liaison Officer - Cemeteries

26.1.0 The power pursuant to Section 48(1) of the Act subject 48(4) of the Act to accept a trust from the trustees of land in the Council's area held on trust for a cemetery or natural burial ground.

## SUB-DELEGATIONS

## POSITION

**27. Power to Assume Administration of Cemeteries and Natural Burial Grounds**

27.0.0 Power of Councils to Assume Administration of Cemeteries and Natural Burial Grounds

27.1.0 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:

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.

## SUB-DELEGATIONS

## POSITION

**28. Public Access to Cemeteries Natural Burial Grounds and Crematoria**

28.0.0 Public Access to Cemeteries Natural Burial Grounds and Crematoria

Administration Officer Environment  
General Manager Environment  
Senior Customer Liaison Officer - Cemeteries

28.1.0 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 committing or is about to commit an offence in the cemetery natural burial ground or crematorium require the person to leave the cemetery natural burial ground or crematorium.

## SUB-DELEGATIONS

## POSITION

**29. Disposal of Surplus Cemetery Land etc**

29.0.0 Disposal of Surplus Cemetery Land etc

Administration Officer Environment  
General Manager Environment  
Senior Customer Liaison Officer - Cemeteries

29.1.0 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.

## SUB-DELEGATIONS

## POSITION

**30. Disposal of Land After Closure of Cemetery etc**

|        |   |   |
|--------|---|---|
| 30.0.0 | Disposal of Land After Closure of Cemetery etc  | Administration Officer Environment<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries |
| 30.1.0 | 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 |   |
| 30.1.A | to deal with the land comprising that cemetery or natural burial ground in the ordinary course of commerce.   |   |

## SUB-DELEGATIONS

## POSITION

**31. Power of Public Trustee to Act on Behalf of Holder of Interment Right etc**

|        |  |   |
|--------|--|---|
| 31.0.0 | Power of Public Trustee to Act on Behalf of Holder of Interment Right etc  | Administration Officer Environment<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries |
| 31.1.0 | 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: |   |
| 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   |   |
| 31.1.A | fail to request the Public Trustee act on behalf of the holder or owner.   |   |

## SUB-DELEGATIONS

## POSITION

**32. Authorised Officers**

|        |  |   |
|--------|--|---|
| 32.0.0 | Authorised Officers  | Administration Officer Environment<br>General Manager Environment<br>Senior Customer Liaison Officer - Cemeteries |
| 32.1.0 | 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.   |   |
| 32.2.0 | The power pursuant to Section 58(3) of the Act to make an appointment under Section 58 of the Act 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. |   |
| 32.3.0 | 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.  |   |

**SUB-DELEGATIONS****POSITION****33. Filling of Sunken Interment Sites**

- 34.0.0 Powers of Relevant Authority in Relation to Mausolea and Vaults
- 34.1.0 The power pursuant to Regulation 16 of the Burial and Cremation Regulations 2014 ('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.
- 34.1.1 a mausoleum or vault in the cemetery does not comply with the Regulations; or
- 34.1.2 offensive odours or noxious gases or fluids have escaped or are escaping from a mausoleum or vault in the cemetery
- 34.1.A open the mausoleum or vault and inspect it.
- 34.2.0 The power pursuant to Regulation 19(2) of the Regulations if after inspecting a mausoleum or vault the delegate is satisfied that:
- 34.2.1 the mausoleum or vault does not comply with the Regulations; or
- 34.2.2 offensive odours or noxious gases or fluids have escaped or are escaping from a mausoleum or vault
- 34.3.0 The power pursuant to Regulation 19(3) of the Regulations to 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.

**SUB-DELEGATIONS****POSITION****35. Removal and Disposal of Name Plate etc from Coffin Before Cremation**

- 35.0.0 Removal and Disposal of Name Plate etc from Coffin Before Cremation
- 35.1.0 The power pursuant to Regulation 21 of the Regulations subject to Regulation 21(2) of the Regulations where the Council is the relevant authority for a crematorium to dispose of:
- 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
- 35.1.2 any other thing that comes into the possession of the Council as a result of a cremation.

**SUB-DELEGATIONS****POSITION****36. Power of Relevant Authority in Relation to Things on Interment Sites**

- 36.0.0 Power of Relevant Authority in Relation to Things on Interment Sites
- 36.1.0 The power pursuant to Regulation 26 of the Regulations where the Council is the relevant authority for a cemetery or natural burial ground to:

SUB-DELEGATIONS

POSITION

**36. Power of Relevant Authority in Relation to Things on Interment Sites**

- 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
- 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.

SUB-DELEGATIONS

POSITION

**37. Power of Relevant Authority to Require Persons to Leave Cemetery or Natural Burial Ground**

- 37.0.0 Power of Relevant Authority to Require Persons to Leave Cemetery or Natural Burial Ground
- 37.1.0 The power pursuant to Regulation 27(1) of the Regulations 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.



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Dog & Cat Management Act 1995 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

## **Powers and Functions Delegated in this Instrument**

### **Delegated To: Chief Executive Officer**

#### **SUB-DELEGATIONS**

#### **POSITION**

### **1. Appointment of Authorised Persons**

- 1.0.0 Appointment of Authorised Persons
- 1.1.0 The power pursuant to Section 25A(1) of the Dog and Cat Management Act 1995 (the Act) to appoint suitable persons (other than members of the Council) to be authorised persons for the purposes of the Act.
- 1.2.0 The power pursuant to Section 25A(2) of the Act to make an appointment subject to conditions specified in the instrument of appointment.
- 1.3.0 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.

#### **SUB-DELEGATIONS**

#### **POSITION**

### **2. Identification of Authorised Persons**

- 2.0.0 Identification of Authorised Persons
- 2.1.0 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.
- 2.2.0 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.

#### **SUB-DELEGATIONS**

#### **POSITION**

### **3. Area Limitation on Authorised Persons Appointed by Councils**

**SUB-DELEGATIONS****POSITION****3. Area Limitation on Authorised Persons Appointed by Councils**

- 3.0.0 Area Limitation on Authorised Persons Appointed by Councils
- 3.1.0 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.

**SUB-DELEGATIONS****POSITION****4. Council Responsibility for Management of Dogs and Cats**

- 4.0.0 Council Responsibility for Management of Dogs and Cats
- 4.1.0 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:
  - 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
  - 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
  - 4.1.3 maintain such other registers as may be required by the Board; and
  - 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
  - 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
  - 4.1.6 appoint a suitable person to be Registrar; and
  - 4.1.7 make satisfactory arrangements for issuing and replacing certificates of registration and registration discs; and
  - 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
  - 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
  - 4.1.10 make satisfactory arrangements for fulfilling other obligations under the Act.
- 4.3.0 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.
- 4.4.0 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.
- 4.5.0 The power pursuant to Section 26(6) of the Act to charge:
  - 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

**SUB-DELEGATIONS**

**POSITION**

**4. Council Responsibility for Management of Dogs and Cats**

- 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.
- 4.6.0 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.

**SUB-DELEGATIONS**

**POSITION**

**5. Plans of Management Relating to Dogs and Cats**

- 5.0.0 Plans of Management Relating to Dogs and Cats
  - Community Safety Coordinator
  - Community Safety Officer
  - Community Safety Support Officer
- 5.1.0 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.
- 5.2.0 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.

**SUB-DELEGATIONS**

**POSITION**

**6. Rectification of Register**

- 6.0.0 Rectification of Register
  - Community Safety Coordinator
  - Community Safety Officer
  - Community Safety Support Officer
- 6.1.0 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.

**SUB-DELEGATIONS**

**POSITION**

**7. Destruction and Control Orders**

- 7.0.0 Destruction and Control Orders
  - Community Safety Coordinator
  - Community Safety Officer
- 7.1.0 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:

**SUB-DELEGATIONS**

**POSITION**

**7. Destruction and Control Orders**

|  |  |
|--|--|
| <p>7.1.1 a Destruction Order;</p> <p>7.1.2 a Control (Dangerous Dog) Order;</p> <p>7.1.3 a Control (Menacing Dog) Order;</p> <p>7.1.4 a Control (Nuisance Dog) Order;</p> <p>7.1.5 a Control (Barking Dog) Order.</p> <p>7.2.0 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.</p> | <p>Community Safety Coordinator<br/>Community Safety Officer</p> |
|--|--|

**SUB-DELEGATIONS**

**POSITION**

**8. Grounds on Which Orders May be Made**

|   |  |
|---|--|
| <p>8.0.0 Grounds on Which Orders May be Made</p> <p>8.1.0 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:</p> <p>8.1.1 in the case of a Destruction Order:</p> <p>8.1.1.1 the dog is unduly dangerous; and</p> <p>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</p> <p>8.1.2 in the case of a Control (Dangerous Dog) Order:</p> <p>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</p> <p>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</p> <p>8.1.3 in the case of a Control (Menacing Dog) Order:</p> <p>8.1.3.1 the dog is: (a) 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</p> <p>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</p> <p>8.1.4 in the case of a Control (Nuisance Dog) Order:</p> | <p>Community Safety Coordinator<br/>Community Safety Officer</p> |
|---|--|



## SUB-DELEGATIONS

## POSITION

**8. Grounds on Which Orders May be Made**

- 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:
- 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.

## SUB-DELEGATIONS

## POSITION

**9. Procedure for Making and Revoking Orders**

- 9.0.0 Procedure for Making and Revoking Orders Community Safety Coordinator
- 9.1.0 The power pursuant to Section 52(1) of the Act to:
- 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.
- 9.2.0 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:
- 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.
- 9.3.0 The power pursuant to Section 52(2) of the Act to:
- 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.
- 9.4.0 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.

**SUB-DELEGATIONS****POSITION****9. Procedure for Making and Revoking Orders**

- 9.5.0 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.
- 9.6.0 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.
- 9.7.0 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.

**SUB-DELEGATIONS****POSITION****10. Directions About How to Comply with Order**

- 10.0.0 Directions About How to Comply with Order  
Community Safety Coordinator  
Community Safety Officer
- 10.1.0 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.

**SUB-DELEGATIONS****POSITION****11. Power of Court to Order Destruction or Control of Dog on Application**

- 11.0.0 Power of Court to Order Destruction or Control of Dog on Application
- 11.1.0 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.

**SUB-DELEGATIONS****POSITION****12. Prohibition Orders**

- 12.0.0 Prohibition Orders  
Community Safety Coordinator  
Community Safety Officer
- 12.1.0 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.
- 12.2.0 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.
- 12.3.0 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:
- 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

## SUB-DELEGATIONS

## POSITION

**12. Prohibition Orders**

- 12.3.2 -
- 12.3.2.1 the dog was already subject to a Destruction Order or a Control (Dangerous Dog) Order; or
- 12.3.2.2 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.
- 12.4.0 The power pursuant to Section 59A(3a) of the Act to on the Delegate's own initiative or on application make a Prohibition Order against a person if satisfied that the person is subject to a supervision order under Section 269O of the Criminal Law Consolidation Act 1935.
- 12.5.0 The power pursuant to Section 59A(5) of the Act to:
- 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.
- 12.6.0 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.
- 12.7.0 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.

## SUB-DELEGATIONS

## POSITION

**13. Procedure Following Seizure of Dog**

- 13.0.0 Procedure Following Seizure of Dog
- Community Safety Coordinator  
Community Safety Officer  
Community Safety Support Officer
- 13.1.0 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.
- 13.2.0 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.

## SUB-DELEGATIONS

## POSITION

**14. Power to Seize and Detain Cats**

- 14.0.0 Power to Seize and Detain Cats
- Community Safety Coordinator  
Community Safety Officer
- 14.1.0 The power pursuant to Section 64(2)(c) of the Act to nominate a facility at which cats may be destroyed.
- Community Safety Coordinator

**15. Certain Bodies May Microchip and Desex Detained Dogs and Cats**

- 15.0.0 Certain Bodies May Microchip and Desex Detained Dogs and Cats
- 15.1.0 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:
- 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.
- 15.2.0 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.



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and Section 22B of the Heavy Vehicle National Law (South Australia) Act 2013 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Heavy Vehicle National Law (South Australia) Act 2013 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

## **Powers and Functions Delegated in this Instrument**

### **Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS  | POSITION   |
|--|--|
| <b>1. Deciding Request for Consent Generally</b>   |  |
| 1.0.0 Deciding Request for Consent Generally   | Infrastructure Project Officer<br>Water Infrastructure Project Officer |
| 1.1.0 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 give the consent:  |  |
| 1.1.1 within:  |  |
| 1.1.1.1 28 days after the request is made 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 six months after the request is made agreed to by the Regulator.   |  |
| 1.2.0 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:   |  |
| 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   |  |
| 1.2.2 the delegate considers a route assessment is necessary for deciding whether to give or not to give the consent; or   |  |
| 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.  |  |
| 1.3.0 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. |  |

## SUB-DELEGATIONS

## POSITION

**1. Deciding Request for Consent Generally**

- 1.4.0 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:
- 1.4.1 the mass or dimension authority will or is likely to:
- 1.4.1.1 cause damage to road infrastructure; or
- 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
- 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
- 1.4.2 it is not possible to grant the authority subject to road conditions or travel conditions that will avoid or significantly minimise:
- 1.4.2.1 the damage or likely damage; or
- 1.4.2.2 the adverse effects or likely adverse effects; or
- 1.4.2.3 the significant risks or likely significant risks.
- 1.4.3 1.4A 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.
- 1.5.0 1.5 The power pursuant to Section 156A(3) of the Act in deciding whether or not to give the consent to have regard to:
- 1.5.1 for a mass or dimension exemption – the approved guidelines for granting mass or dimension exemptions; or
- 1.5.2 for a class 2 heavy vehicle authorisation - the approved guidelines for granting class 2 heavy vehicle authorisations.
- 1.6.0 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.

## SUB-DELEGATIONS

## POSITION

**2. Action Pending Consultation with Third Party**

- 2.0.0 Action Pending Consultation with Third Party
- General Manager Environment  
Infrastructure Project Officer  
Water Infrastructure Project Officer
- 2.1.0 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).
- 2.2.0 The power pursuant to Section 158(4) of the Act if:
- 2.2.1 the consultation with the other entity is completed and the other entity's approval is required; and

## SUB-DELEGATIONS

## POSITION

**2. Action Pending Consultation with Third Party**

- 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.

## SUB-DELEGATIONS

## POSITION

**3. Deciding Request for Consent if Route Assessment Required**

- 3.0.0 Deciding Request for Consent if Route Assessment Required
- General Manager Environment  
Infrastructure Project Officer  
Water Infrastructure Project Officer
- 3.1.0 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:
- 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.
- 3.2.0 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.

## SUB-DELEGATIONS

## POSITION

**4. Imposition of Road Conditions**

- 4.0.0 Imposition of Road Conditions
- General Manager Environment  
Infrastructure Project Officer  
Water Infrastructure Project Officer
- 4.1.0 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:
- 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.
- 4.2.0 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.

SUB-DELEGATIONS

POSITION

**5. Imposition of Travel Conditions**

- |       |  |   |
|-------|--|---|
| 5.0.0 | Imposition of Travel Conditions  | General Manager Environment<br>Infrastructure Project Officer<br>Water Infrastructure Project Officer |
| 5.1.0 | 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.  |   |
| 5.2.0 | 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. |   |

SUB-DELEGATIONS

POSITION

**6. Imposition of Vehicle Conditions**

- |       |  |   |
|-------|--|---|
| 6.0.0 | Imposition of Vehicle Conditions   | General Manager Environment<br>Infrastructure Project Officer<br>Water Infrastructure Project Officer |
| 6.1.0 | 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. |   |

SUB-DELEGATIONS

POSITION

**7. Expedited Procedure for Road Manager's Consent for Renewal of Mass or Dimension Authority**

- |       |   |   |
|-------|---|---|
| 7.0.0 | Expedited Procedure for Road Manager's Consent for Renewal of Mass or Dimension Authority   | General Manager Environment<br>Infrastructure Project Officer<br>Water Infrastructure Project Officer |
| 7.1.0 | 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: |   |
| 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.   |   |

SUB-DELEGATIONS

POSITION

**8. Granting Limited Consent for Trial Purposes**

- |       |   |   |
|-------|---|---|
| 8.0.0 | Granting Limited Consent for Trial Purposes | General Manager Environment<br>Infrastructure Project Officer<br>Water Infrastructure Project Officer |
|-------|---|---|



## SUB-DELEGATIONS

## POSITION

**8. Granting Limited Consent for Trial Purposes**

- 8.1.0 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 three months specified by the delegate.

## SUB-DELEGATIONS

## POSITION

**9. Renewal of Limited Consent for Trial Purposes**

- 9.0.0 Renewal of Limited Consent for Trial Purposes
- 9.1.0 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 three months.

General Manager Environment  
 Infrastructure Project Officer  
 Water Infrastructure Project Officer

## SUB-DELEGATIONS

## POSITION

**10. Amendment or Cancellation on Regulator's Initiative**

- 10.0.0 Amendment or Cancellation on Regulator's Initiative
- 10.1.0 The power pursuant to Section 173(3)(d) of the Act to make written representations about why the proposed action should not be taken.

General Manager Environment  
 Infrastructure Project Officer  
 Water Infrastructure Project Officer

## SUB-DELEGATIONS

## POSITION

**11. Amendment or Cancellation on Request by Relevant Road Manager**

- 11.0.0 Amendment or Cancellation on Request by Relevant Road Manager
- 11.1.0 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:
- 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.
- 11.2.0 The power pursuant to Section 174(2) of the Act to ask the Regulator to:
- 11.2.1 amend the mass or dimension authority by:

General Manager Environment  
 Infrastructure Project Officer  
 Water Infrastructure Project Officer

**SUB-DELEGATIONS**

**POSITION**

**11. Amendment or Cancellation on Request by Relevant Road Manager**

- 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.

**SUB-DELEGATIONS**

**POSITION**

**12. Amendment or Cancellation on Application by Permit Holder**

- 12.0.0 Amendment or Cancellation on Application by Permit Holder
  - General Manager Environment
  - Infrastructure Project Officer
  - Water Infrastructure Project Officer
- 12.1.0 The power pursuant to Section 176(4)(c) of the Act to consent to the amendment of a mass or dimension authority.

**SUB-DELEGATIONS**

**POSITION**

**13. Amendment or Cancellation on Request by Relevant Road Manager**

- 13.0.0 Amendment or Cancellation on Request by Relevant Road Manager
  - General Manager Environment
  - Infrastructure Project Officer
  - Water Infrastructure Project Officer
- 13.1.0 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:
  - 13.1.1 has caused or is likely to cause damage to road infrastructure; or
  - 13.1.2 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
  - 13.1.3 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.
- 13.2.0 The power pursuant to Section 178(2) of the Act to ask the Regulator to:
  - 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. Amendment or Cancellation on Request by Relevant Road Manager**

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.



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Real Property Act 1886 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

## **Powers and Functions Delegated in this Instrument**

### **Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS  | POSITION   |
|--|--|
| <b>1. Lands Granted Prior to the Day on Which this Act Comes Into Operation May Be Brought into Operation Under this Act</b>   |  |
| 1.0.0 Lands Granted Prior to the Day on Which this Act Comes Into Operation May be Brought into Operation Under this Act   | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |
| 1.1.0 The power pursuant to Section 27 of the Real Property Act 1886 (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: |  |
| 1.1.1 the Council claims to be the person in whom the fee simple is vested either at law or in equity;   |  |
| 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.  |  |
| 1.2.0 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.   |  |
| 1.3.0 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 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.   |  |
| SUB-DELEGATIONS  | POSITION   |
| <b>2. Undivided Shares and Mortgaged Land May Not be Brought Under Act Except Upon Conditions</b>  |  |
| 2.0.0 Undivided Shares and Mortgaged Land May Not be Brought Under Act Except Upon Conditions  | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |

SUB-DELEGATIONS

POSITION

**2. Undivided Shares and Mortgaged Land May Not be Brought Under Act Except Upon Conditions**

- 2.1.0 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.

SUB-DELEGATIONS

POSITION

**3. Caveat Against Bringing Land Under Act**

- 3.0.0 Caveat Against Bringing Land Under Act  
Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 3.1.0 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 in 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.

SUB-DELEGATIONS

POSITION

**4. Applicant May Withdraw His Application**

- 4.0.0 Applicant May Withdraw His Application  
Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 4.1.0 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.

SUB-DELEGATIONS

POSITION

**5. Proceedings Under Caveat**

- 5.0.0 Proceedings Under Caveat  
Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

**SUB-DELEGATIONS****POSITION****5. Proceedings Under Caveat**

5.1.0 The power pursuant to Section 44 of the Act whenever a caveat shall have been lodged in 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.

**SUB-DELEGATIONS****POSITION****6. Priority of Instruments**

6 Priority of Instruments

Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

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 2 or more registered mortgages or encumbrances.

6.2 The power pursuant to Section 56(6)(a) of the Act to consent to an application under Section 56(5) of the Act where the Council is the holder of a mortgage or encumbrance that is to have its order of priority varied.

6.3 The power pursuant to Section 56(6)(b) of the Act if a registered mortgage or encumbrance 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 to consent where the Council is the holder of the mortgage or encumbrance that is to be postponed.

**SUB-DELEGATIONS****POSITION****7. Certificates in Lieu of Surrendered Certificates**

7 Certificates in Lieu of Surrendered Certificates

Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

7.1 The power pursuant to Section 78 of the Act where the Council is a registered proprietor holding land under 1 or more certificates to apply 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.

**SUB-DELEGATIONS****POSITION****8. Deliberately left blank**

8 Deliberately left blank

**SUB-DELEGATIONS****POSITION****9. Application for Certificate Based on Possession**

**SUB-DELEGATIONS**

**POSITION**

**9. Application for Certificate Based on Possession**

- |     |  |  |
|-----|--|--|
| 9   | Application for Certificate Based on Possession  | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |
| 9.1 | 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. |  |

**SUB-DELEGATIONS**

**POSITION**

**10. Caveats**

- |        |   |  |
|--------|---|--|
| 10.0.0 | Caveats   | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |
| 10.1.0 | 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. |  |

**SUB-DELEGATIONS**

**POSITION**

**11. Variation and Extinguishment of Easements**

- |        |  |  |
|--------|--|--|
| 11.0.0 | Variation and Extinguishment of Easements  | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |
| 11.1.0 | 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:   |  |
| 11.1.1 | vary the position of or extend or reduce the extent of an easement over servient land; or  |  |
| 11.1.2 | vary an easement by extending the appurtenance of the easement to other land owned by the proprietor of the dominant land; or  |  |
| 11.1.3 | extinguish an easement.  |  |
| 11.2.0 | 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. |  |

**SUB-DELEGATIONS**

**POSITION**

**12. Easement Subject to Existing Mortgage etc**

**SUB-DELEGATIONS**

**POSITION**

**12. Easement Subject to Existing Mortgage etc**

12.0.0 Easement Subject to Existing Mortgage etc

Property Officer  
 Property Support Officer  
 Water Infrastructure Project Officer

12.1.0 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.

**SUB-DELEGATIONS**

**POSITION**

**13. Person Now Holding Under Lease or Agreement May Surrender**

13.0.0 Person Now Holding Under Lease or Agreement May Surrender

Property Officer  
 Property Support Officer  
 Water Infrastructure Project Officer

13.1.0 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.

13.2.0 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.

**SUB-DELEGATIONS**

**POSITION**

**14. Execution and Registration of Crown Lease**

14.0.0 Execution and Registration of Crown Lease

Property Officer  
 Property Support Officer  
 Water Infrastructure Project Officer

14.1.0 The power pursuant to Section 93(1) of the Act where the Council is party to a Crown lease to execute two copies of the lease one of which must be lodged in the Lands Titles Registration Office for inclusion or recording in the Register of Crown Leases and the other of which must be delivered to the lessee.

14.2.0 The power pursuant to Section 93(3a) of the Act to transfer mortgage and deal with a Crown lease registered under Section 93(3) of the Act as if it were a lease registered in the Register Book (provided that an entry in respect of a lease that would ordinarily be made in the Register Book must instead be made in the Register of Crown Leases).

**SUB-DELEGATIONS**

**POSITION**

**15. Transfers**



**SUB-DELEGATIONS**

**POSITION**

**15. Transfers**

- 15.0.0 Transfers  
Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 15.1.0 The power pursuant to and in accordance with Section 96 of the Act where the Council is the transferor or transferee of land intended to be transferred or a right of way or other easement intended to be created or transferred to execute a transfer in the appropriate form to be lodged for registration in the Lands Titles Registration Office.
- 15.2.0 Deliberately left blank.

**SUB-DELEGATIONS**

**POSITION**

**16. Creation of Easements by Reservation**

- 16.0.0 Creation of Easements by Reservation  
Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 16.1.0 The power pursuant to Section 96AA of the Act to create an easement on the transfer under the Act of an estate of freehold or the granting of an estate of leasehold under the Act by reservation of the easement to the transferor or lessor in the instrument of transfer or the lease.

**SUB-DELEGATIONS**

**POSITION**

**17. Deliberately left blank**

- 17.0.0 Deliberately left blank

**SUB-DELEGATIONS**

**POSITION**

**18. Deliberately left blank**

- 18.0.0 Deliberately left blank

**SUB-DELEGATIONS**

**POSITION**

**19. Sale under Writ of Fiery Facias or Decree Warrant or Order of Court**

- 19.0.0 Sale under Writ of Fiery Facias or Decree Warrant or Order of Court  
Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

SUB-DELEGATIONS

POSITION

**19. Sale under Writ of Fiery Facias or Decree Warrant or Order of Court**

19.1.0 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.

SUB-DELEGATIONS

POSITION

**20. Issue of Certificate Where Land is Vested by Operation of Law**

20.0.0 Issue of Certificate Where Land is Vested by Operation of Law

Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

20.1.0 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:

20.1.1 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

20.1.2 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.

SUB-DELEGATIONS

POSITION

**21. Lands Now Leased**

21.0.0 Lands Now Leased

Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

21.1.0 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.

SUB-DELEGATIONS

POSITION

**22. Leases Not to Bind Non-Consenting Mortgagees or Encumbrances**

22.0.0 Leases Not to Bind Non-Consenting Mortgagees or Encumbrances

Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

22.1.0 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.

## SUB-DELEGATIONS

## POSITION

**23. Standard Terms and Conditions of Lease**

- |        |  |  |
|--------|--|--|
| 23.0.0 | Standard Terms and Conditions of Lease   | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |
| 23.1.0 | 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. |  |

## SUB-DELEGATIONS

## POSITION

**24. Lease May be Surrendered by Separate Instrument**

- |        |   |  |
|--------|---|--|
| 24.0.0 | Lease May be Surrendered by Separate Instrument   | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |
| 24.1.0 | The power pursuant to Section 120 of the Act to surrender a registered lease by instrument in the appropriate form executed by the lessee and lessor. |  |

## SUB-DELEGATIONS

## POSITION

**25. Registrar-General May Record Surrender**

- |        |   |  |
|--------|---|--|
| 25.0.0 | Registrar-General May Enter Surrender   | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |
| 25.1.0 | 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 land comprised in a registered lease to make application to the Registrar-General in the appropriate form and producing such evidence as the Registrar-General may require that the lessee has abandoned occupation of the land comprised in the lease to make a record in the Register Book. |  |

## SUB-DELEGATIONS

## POSITION

**26. Surrender Where Lease Subject to Mortgage or Under Lease**

- |        |  |  |
|--------|--|--|
| 26.0.0 | Surrender Where Lease Subject to Mortgage or Under Lease   | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |
| 26.1.0 | 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. |  |

## SUB-DELEGATIONS

## POSITION

**27. Registrar-General to Note Particulars of Re-entry in Register Book**

- |        |   |  |
|--------|---|--|
| 27.0.0 | Registrar-General to Note Particulars of Re-entry in Register Book  | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |
| 27.1.0 | 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. |  |

## SUB-DELEGATIONS

## POSITION

**28. Mortgage of Land**

- |        |  |  |
|--------|--|--|
| 28.0.0 | Mortgage of Land   | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |
| 28.1.0 | The power pursuant to Section 128(1) of the Act if land is to be charged or made security in favour of a person to execute a mortgage.   |  |
| 28.1.1 | Deliberately left blank.   |  |
| 28.1.2 | Deliberately left blank.   |  |
| 28.2.0 | The power pursuant to Section 128(2) of the Act to lodge a mortgage for registration in the Lands Titles Registration Office in the appropriate form.  |  |
| 28.3.0 | The power pursuant to Section 128(4) of the Act where the Council is a mortgagee in relation to a mortgage lodged for registration in the Lands Titles Registration Office to provide certification under Section 273(1) of the Act. |  |

## SUB-DELEGATIONS

## POSITION

**28A. Encumbrance of Land**

- |         |  |  |
|---------|--|--|
| 28A.0.0 | Encumbrance of Land  |  |
| 28A.1.0 | The power pursuant to Section 128B(1) of the Act if land is to be charged with or made security for the payment of an annuity rent charge or sum of money in favour of a person to execute an encumbrance in the appropriate form. |  |

## SUB-DELEGATIONS

## POSITION

**29. Standard Terms and Conditions of Mortgage or Encumbrance**

- |        |  |  |
|--------|--|--|
| 29.0.0 | Standard Terms and Conditions of Mortgage or Encumbrance | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |
|--------|--|--|

## SUB-DELEGATIONS

## POSITION

**29. Standard Terms and Conditions of Mortgage or Encumbrance**

29.1.0 The power pursuant to Section 129A(1) of the Act to deposit for filing in the Lands Titles Registration Office a document containing terms and conditions for incorporation as standard terms and conditions in mortgages or encumbrances under Section 129A of the Act.

## SUB-DELEGATIONS

## POSITION

**30. Nature of Mortgage and Encumbrance and Procedure in Case of Default**

30.0.0 Nature of Mortgage and Encumbrance and Procedure in Case of Default

Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

30.1.0 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.

## SUB-DELEGATIONS

## POSITION

**31. Power of Sale**

31.0.0 Power of Sale

Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

31.1.0 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.

## SUB-DELEGATIONS

## POSITION

**32. Power of Mortgagee to Enter Take Possession Distrain Let or Bring Action for Recovery of Land**

32.0.0 Power of Mortgagee to Enter Take Possession Distrain Let or Bring Action for Recovery of Land

Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

32.1.0 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:

## SUB-DELEGATIONS

## POSITION

**32. Power of Mortgagee to Enter Take Possession Distrain Let or Bring Action for Recovery of Land**

- 32.1.1 enter into possession of the mortgaged or encumbered land and receive the rents and profits thereof; or
- 32.1.2 distrain upon the occupier or tenant of the land; or
- 32.1.3 from time to time let the said land for any term not exceeding one year; or
- 32.1.4 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.

## SUB-DELEGATIONS

## POSITION

**33. Power of Mortgagee to Distrain on Tenant or Occupier for Arrears Not Exceeding the Amount of Rent Due**

- 33.0.0 Power of Mortgagee to Distrain on Tenant or Occupier for Arrears Not Exceeding the Amount of Rent Due  
Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 33.1.0 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.

## SUB-DELEGATIONS

## POSITION

**34. Application to Mortgagee to Registrar-General for Foreclosure**

- 34.0.0 Application to Mortgagee to Registrar-General for Foreclosure  
Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 34.1.0 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.

## SUB-DELEGATIONS

## POSITION

**35. Provision for Case Where Mortgagee or Encumbrancee Refuses to Join in Proceedings on Default**

- 35.0.0 Provision for Case Where Mortgagee or Encumbrancee Refuses to Join in Proceedings on Default  
Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

SUB-DELEGATIONS

POSITION

**35. Provision for Case Where Mortgagee or Encumbrancee Refuses to Join in Proceedings on Default**

- 35.1.0 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:
- 35.1.1 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;
- 35.1.2 give any directions as to the mode of exercising the said rights or remedies and as to any other matters incidental thereto.

SUB-DELEGATIONS

POSITION

**36. Discharge of Mortgages and Encumbrances**

- 36.0.0 Discharge of Mortgages and Encumbrances
  - Property Officer
  - Property Support Officer
  - Water Infrastructure Project Officer
- 36.1.0 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 executed by the Delegate a mortgage or encumbrance held by the Council.

SUB-DELEGATIONS

POSITION

**37. Partial Discharge of Mortgage or Encumbrance on Grant of Easement**

- 37.0.0 Partial Discharge of Mortgage or Encumbrance on Grant of Easement
  - Property Officer
  - Property Support Officer
  - Water Infrastructure Project Officer
- 37.1.0 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.

SUB-DELEGATIONS

POSITION

**38. Deliberately left blank**

- 38.0.0 Deliberately left blank

SUB-DELEGATIONS

POSITION

**39. Transfer of Mortgage Lease and Encumbrance**

**SUB-DELEGATIONS**

**POSITION**

**39. Transfer of Mortgage Lease and Encumbrance**

39.0.0 Transfer of Mortgage Lease and Encumbrance

Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

39.1.0 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.

**SUB-DELEGATIONS**

**POSITION**

**40. Renewal or Extension of Mortgage etc**

40.0.0 Renewal or Extension of Mortgage etc

Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

40.1.0 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.

**SUB-DELEGATIONS**

**POSITION**

**40A. Person Who Intends to Lodge Instrument May Lodge Priority Notice**

40A.0.0 Person Who Intends to Lodge Instrument May Lodge Priority Notice

40A.1.0 The power pursuant to Section 154A(1) of the Act to where the Council intends to lodge an instrument on payment of the prescribed free lodge in the Lands Titles Registration Office a notice (a priority notice) in accordance with Sections 154A(2) (3) (4) and (9) of the Act for the purpose of giving priority to 1 or more instruments relevant to the same conveyancing transaction.

40A.2.0 The power pursuant to Section 154A(6) of the Act to if a priority notice is lodged in the Lands Titles Registration Office in relation to land lodge a further priority notice in relation to the same land.

**SUB-DELEGATIONS**

**POSITION**

**40AA. Requirements for Renewal or Extension of Mortgage**

40AA Requirements for Renewal or Extension of Mortgage

40AA.1.0 The power pursuant to Section 153A(1) of the Act in relation to an instrument lodged for registration in the Lands Titles Registration Office renewing or extending a mortgage to provide certification required under Section 273(1) of the Act.

**SUB-DELEGATIONS**

**POSITION**

**40B. Effect of Priority Notice**



**SUB-DELEGATIONS****POSITION****40B. Effect of Priority Notice**

40B.0.0 Effect of Priority Notice

40B.1.0 The power pursuant to Section 154B(2)(b) of the Act to where a priority notice lodged by the Council is in force in relation to land provide written consent to the Registrar-General to register record or give effect to an instrument in relation to the land.

40B.2.0 The power pursuant to Section 154B(2)(v) of the Act where a priority notice is in force in relation to land to make an application under the Act where the Council is a person to whom land has been transmitted for registration as proprietor of the land.

40B.3.0 The power pursuant to Section 154B(2)(va) of the Act where a priority notice is in force in relation to land to make an application under the Act where the Council is a surviving joint proprietor to have the death of a joint proprietor recorded in the Register Book.

**SUB-DELEGATIONS****POSITION****40C. Withdrawal of Priority Notice**

40C.0.0 Withdrawal of Priority Notice

40C.1.0 The power pursuant to Section 154E of the Act to withdraw a priority notice lodged by the Council by lodging in the Lands Titles Registration Office a notice of withdrawal in the appropriate form.

**SUB-DELEGATIONS****POSITION****40D. Cancellation of Priority Notice by Registrar-General**

40D.0.0 Cancellation of Priority Notice by Registrar-General

40D.1.0 The power pursuant to Section 154F(1) of the Act where the Council is a person with an interest in land to which a priority notice is in force to make application to the Registrar-General to cancel the notice on the basis that the priority notice purports to protect the priority of an instrument that is unlikely to be registered or recorded within 90 days of the day on which the notice was lodged.

40D.2.0 The power pursuant to Section 154F(2) of the Act where the Registrar General gives written notice to the Council as the person who lodged a priority notice of an application under Section 154F(1) to cancel the priority notice to provide written submissions in response to the application within a specified period.

**SUB-DELEGATIONS****POSITION****40E. Cessation of Priority Notice**

40E.0.0 Cessation of Priority Notice

**SUB-DELEGATIONS****POSITION****40E. Cessation of Priority Notice**

- 40E.1.0 The power pursuant to Section 154G(6) of the Act where the Council has lodged a priority notice to make application to the Registrar General to extend the duration of the notice for 30 days.

**SUB-DELEGATIONS****POSITION****41. Disclaimers**

- 41.0.0 Disclaimers  
Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 41.1.0 The power pursuant to Section 169(1) of the Act where the Council is registered as proprietor of an estate or interest in land to advise the Registrar-General in writing that the registration occurred without the Council's consent.
- 41.2.0 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.
- 41.3.0 The power pursuant to Section 169(6) of the Act where the Council is a disclaimant who has received a notice under Section 169(4)(b) of the Act to apply to the Court for an order that the Registrar-General take such action as is necessary to give effect to the disclaimer.

**SUB-DELEGATIONS****POSITION****42. Bankruptcy or Assignment of Lessee**

- 42.0.0 Bankruptcy or Assignment of Lessee  
Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 42.1.0 The power pursuant to Section 173(a) of the Act where the registered proprietor of a lease has heretofore or shall hereafter become bankrupt or has heretofore made or shall hereafter make a statutory assignment and if the lease is not mortgaged or encumbered under the Act to apply to the Registrar General in writing as the lessor being a lessor in possession of a statement signed by the Official Receiver or by the trustee under bankruptcy or the assignment certifying his or her refusal to accept the lease to make a record in the Register Book of the refusal.
- 42.2.0 The power pursuant to Section 173(b) of the Act and in accordance with Section 173(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:
- 42.2.1 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 enter in the Register Book a note of such refusal.
- 42.2.2 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.

**SUB-DELEGATIONS**

**POSITION**

**42. Bankruptcy or Assignment of Lessee**

- 42.3.0 The power pursuant to Section 173(c) of the Act where the Council is the mortgagee or encumbrance 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.
- 42.4.0 The power pursuant to Section 173(c) of the Act where the Council is a subsequent 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 consent in writing to an application to the Registrar-General by a mortgagee or encumbrance 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.
- 42.5.0 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 to:
  - 42.5.1 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;
  - 42.5.2 require the mortgagees or encumbrancees (if any) of the lease by notice in writing to have an entry operating as a foreclosure made in the Register Book under the provision in that behalf hereinbefore contained.
- 42.6.0 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.

**SUB-DELEGATIONS**

**POSITION**

**43. Application to be Made in Such Case**

- 43.0.0 Application to be Made in Such Case
  - Property Officer
  - Property Support Officer
  - Water Infrastructure Project Officer
- 43.1.0 The power pursuant to Section 176 of the Act where the Council is an executor before dealing with such estate or interest make application in writing to the Registrar-General to be registered as the proprietor.

**SUB-DELEGATIONS**

**POSITION**

**44. Proceedings When Executor etc Refuse to Transfer**

- 44.0.0 Proceedings When Executor etc Refuse to Transfer
  - Property Officer
  - Property Support Officer
  - Water Infrastructure Project Officer

**SUB-DELEGATIONS**

**POSITION**

**44. Proceedings When Executor etc Refuse to Transfer**

44.1.0 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.

**SUB-DELEGATIONS**

**POSITION**

**45. Registration of Survivor of Joint Proprietors and of Remainder-Man Entitled to Estate in Possession**

45.0.0 Registration of Survivor of Joint Proprietors and of Remainder-Man Entitled to Estate in Possession

Property Officer  
 Property Support Officer  
 Water Infrastructure Project Officer

45.1.0 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-Generaal 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.

**SUB-DELEGATIONS**

**POSITION**

**46. Caveats**

46.0.0 Caveats

Property Officer  
 Property Support Officer  
 Water Infrastructure Project Officer

46.1.0 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.

46.2.0 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.

46.3.0 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.

46.4.0 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.

46.5.0 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.

**SUB-DELEGATIONS****POSITION****46. Caveats**

- 46.6.0 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.
- 46.7.0 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.

**SUB-DELEGATIONS****POSITION****47. Ejectment**

- 47.0.0 Ejectment
- Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 47.1.0 The power pursuant to Section 192 of the Act 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 and in accordance with Section 193 of the Act where the Council is:
- 47.1.1 the registered proprietor of a freehold estate in possession;
- 47.1.2 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;
- 47.1.3 the lessor with power to re-enter where rent is in arrears for three months; or
- 47.1.4 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.

**SUB-DELEGATIONS****POSITION****48. Persons Claiming May Before Taking Proceedings Apply to the Registrar-General for Compensation**

- 48.0.0 Persons Claiming May Before Taking Proceedings Apply to the Registrar-General for Compensation
- Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 48.1.0 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.

**SUB-DELEGATIONS****POSITION****48A. Reviews**

- 48A.0.0 Reviews

SUB-DELEGATIONS

POSITION

**48A. Reviews**

- 48A.1.0 The power pursuant to Section 221(1) of the Act if the Delegate is dissatisfied with a decision of the Registrar-General in relation to an application by the Council to seek a review of the decision by the Tribunal:
- 48A.1.1 to have an instrument registered or recorded; or
- 48A.1.2 to have a foreclosure order issued; or
- 48A.1.3 to have the Registrar-General do or perform an act or duty under the Act.
  
- 48A.1A.0 The power pursuant to Section 221(1a) of the Act if the Delegate is dissatisfied with a decision of the Registrar-General to cancel the registration of a mortgage under Section 147 of the Act to seek a review of the decision by the Tribunal.
  
- 48A.2.0 The power pursuant to Section 221(2) of the Act if the Registrar General decides under Section 154A(12) of the Act that the Council is a vexatious lodger of priority notices to seek a review of the decision by the Tribunal.
  
- 48A.3.0 The power pursuant to Section 221(3) of the Act if the Registrar General rejects a priority notice lodged by the Council where the Council is a person in relation to whom a determination has been made under Section 154A(12) of the Act to seek a review by the Tribunal of the decision to reject the notice.
  
- 48A.4.0 The power pursuant to Section 221(4) of the Act if the Registrar General refuses an application by the Council under Section 154F of the Act for the cancellation of a priority notice to seek a review by the Tribunal of the decision to refuse to cancel the notice.
  
- 48A.5.0 The power pursuant to Section 221(5) of the Act if the Registrar General cancels a priority notice under Section 154F of the Act and the Council is affected by the cancellation to seek a review by the Tribunal of the decision to cancel the notice.
  
- 48A.6.0 The power pursuant to Section 221(9) of the Act if the reasons of the Registrar-General are not given in writing at the time the Council receives notice of the decision to within 21 days of receiving notice of the decision require the Registrar-General to state the reasons in writing.
  
- 48A.7.0 The power pursuant to Section 221(10) of the Act to make an application to the Tribunal for any 1 or more of the following orders:
- 48A.7.1 an order prohibiting a person from lodging a priority notice in the Lands Titles Registration Office;
- 48A.7.2 an interim order extending the duration of a priority notice until the determination of the application or until a date specified by the Tribunal or until further order;
- 48A.7.3 an interim order preventing the Registrar-General from registering or recording a specified instrument until the determination of the application.

SUB-DELEGATIONS

POSITION

**49. Applications for Amendment**

- 49.0.0 Applications for Amendment  
Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

## SUB-DELEGATIONS

## POSITION

**49. Applications for Amendment**

- 49.1.0 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:
- 49.1.1 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
- 49.1.2 the description of the land in the certificate is erroneous or imperfect on the face of it.
- 49.2.0 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.

## SUB-DELEGATIONS

## POSITION

**50. Caveats**

- 50.0.0 Caveats
- Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 50.1.0 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.

## SUB-DELEGATIONS

## POSITION

**51. Rectification by Consent**

- 51 Rectification by Consent
- Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 51.1 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.

## SUB-DELEGATIONS

## POSITION

**52. Application for Division of Land**

- 52 Application for Division of Land
- Property Officer  
Property Support Officer  
Water Infrastructure Project Officer

## SUB-DELEGATIONS

## POSITION

**52. Application for Division of Land**

- 52.1 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
- 52.2 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.
- 52.3 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.

## SUB-DELEGATIONS

## POSITION

**53. Application May Deal With Statutory Encumbrances**

- 53 Application May Deal with Statutory Encumbrances
- Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 53.1 The power pursuant to Section 223LDA of the Act to:
- 53.1.1 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
- 53.1.2 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.

## SUB-DELEGATIONS

## POSITION

**54. Consent to Plans of Division**

- 54 Consent to Plans of Division
- Property Officer  
Property Support Officer  
Water Infrastructure Project Officer
- 54.1 The power pursuant to Section 223LH(1) of the Act:
- 54.1.1 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;
- 54.1.2 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;
- 54.1.3 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.
- 54.2 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.



**55. Amalgamation**

|      |   |  |
|------|---|--|
| 55   | Amalgamation  | Property Officer<br>Property Support Officer<br>Water Infrastructure Project Officer |
| 55.1 | 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.  |  |
| 55.2 | 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 encumbrance 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. |  |

# LOCAL NUISANCE AND LITTER CONTROL ACT 2016 AND LOCAL NUISANCE AND LITTER CONTROL REGULATIONS 2017



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Local Nuisance and Litter Control Act 2016 (the Act) & Regulations 2017 are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

## Powers and Functions Delegated in this Instrument

### Delegated To: Chief Executive Officer

| SUB-DELEGATIONS   | POSITION   |
|---|--|
| <b>1. Authorised Officers</b>   |  |
| 1.0.0 Authorised Officers   | Community Safety Coordinator<br>Community Safety Officer |
| 1.1.0 The power pursuant to Section 12(3) of the Local Nuisance and Litter Control Act 2016 (the Act) to appoint the following to be authorised officers for the purposes of this Act:                    |  |
| 1.1.1 specified officers or employees of the Council; or  |  |
| 1.1.2 a specified class of officers or employees of the Council.  |  |
| 1.2.0 The power pursuant to Section 12(4) of the Act to make an appointment subject to conditions specified in the instrument of appointment.   |  |
| 1.3.0 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. |  |

| SUB-DELEGATIONS   | POSITION   |
|---|--|
| <b>2. Identity Cards</b>  |  |
| 2.0.0 Identity Cards  | Community Safety Officer<br>Team Leader Environmental Health |
| 2.1.0 The duty 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: |  |
| 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   |  |

## SUB-DELEGATIONS

## POSITION

**2. Identity Cards**

- 2.1.3 specifying the name of the Council.
- 2.2.0 The duty pursuant to Section 13(3) of the Act to issue an identity card as soon as is reasonably practicable after the appointment is made.

## SUB-DELEGATIONS

## POSITION

**3. Limit of Area of Authorised Officers Appointed by Councils**

- 3.0.0 Limit of Area of Authorised Officers Appointed by Councils  
Community Safety Coordinator  
Community Safety Officer  
Manager Development Assessment  
Manager Strategic Development  
Team Leader Environmental Health
- 3.1.0 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.  
Manager Development Assessment  
Manager Strategic Development

## SUB-DELEGATIONS

## POSITION

**4. Provisions Relating to Seizure**

- 4.0.0 Provisions Relating to Seizure  
Community Safety Coordinator  
Community Safety Officer  
Manager Development Assessment  
Manager Strategic Development  
Team Leader Environmental Health
- 4.1.0 The duty 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.  
Manager Development Assessment  
Manager Strategic Development
- 4.2.0 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.  
Manager Development Assessment  
Manager Strategic Development
- 4.3.0 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.  
Manager Development Assessment  
Manager Strategic Development
- 4.4.0 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.  
Manager Development Assessment  
Manager Strategic Development

## SUB-DELEGATIONS

## POSITION

**5. Exemptions from Application of Section 18**

SUB-DELEGATIONS

POSITION

**5. Exemptions from Application of Section 18**

|       |  |   |
|-------|--|---|
| 5.0.0 | Exemptions from Application of Section 18  | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 5.1.0 | 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. | Manager Development Assessment<br>Manager Strategic Development   |
| 5.2.0 | 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.                  | Manager Development Assessment<br>Manager Strategic Development   |
| 5.3.0 | The duty 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:   | Manager Development Assessment<br>Manager Strategic Development   |
| 5.3.1 | there are exceptional circumstances that justify the making of the declaration; and  | Manager Development Assessment<br>Manager Strategic Development   |
| 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.                               | Manager Development Assessment<br>Manager Strategic Development   |
| 5.4.0 | 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:   | Manager Development Assessment<br>Manager Strategic Development   |
| 5.4.1 | the permitted times or periods of time for carrying on the activity; or  | Manager Development Assessment<br>Manager Strategic Development   |
| 5.4.2 | the manner of carrying on the activity.  | Manager Development Assessment<br>Manager Strategic Development   |
| 5.5.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development   |
| 5.6.0 | The:   | Manager Development Assessment<br>Manager Strategic Development   |
| 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   | Manager Development Assessment<br>Manager Strategic Development   |
| 5.6.2 | duty 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.  | Manager Development Assessment<br>Manager Strategic Development   |

SUB-DELEGATIONS

POSITION

**6. Disposing of Litter**

|       |                     |   |
|-------|---------------------|---|
| 6.0.0 | Disposing of Litter | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
|-------|---------------------|---|

## SUB-DELEGATIONS

## POSITION

**6. Disposing of Litter**

|       |   |   |
|-------|---|---|
| 6.1.0 | 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. | Manager Development Assessment<br>Manager Strategic Development |
| 6.2.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development |

## SUB-DELEGATIONS

## POSITION

**7. Liability of Vehicle Owners**

|       |  |   |
|-------|--|---|
| 7.0.0 | Liability of Vehicle Owners  | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 7.1.0 | The duty pursuant to Section 26(3) of the Act to accompany an expiation notice or expiation reminder notice given under the Expiation of Offences Act 1996 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: | Manager Development Assessment<br>Manager Strategic Development   |
| 7.1.1 | setting out the name and address of the person who the owner believes to have been the alleged principal offender; or  | Manager Development Assessment<br>Manager Strategic Development   |
| 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).  | Manager Development Assessment<br>Manager Strategic Development   |
| 7.2.0 | 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.  | Manager Development Assessment<br>Manager Strategic Development   |
| 7.3.0 | The duty 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:   | Manager Development Assessment<br>Manager Strategic Development   |
| 7.3.1 | setting out particulars of the alleged principal offence; and  | Manager Development Assessment<br>Manager Strategic Development   |
| 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).   | Manager Development Assessment<br>Manager Strategic Development   |
| 7.4.0 | The duty pursuant to Section 26(9) of the Act if:  | Manager Development Assessment<br>Manager Strategic Development   |
| 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  | Manager Development Assessment<br>Manager Strategic Development   |
| 7.4.2 | proceedings are commenced against such a person 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   | Manager Development Assessment<br>Manager Strategic Development   |

**SUB-DELEGATIONS**

**POSITION**

**7. Liability of Vehicle Owners**

7.5.0 The duty 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.

Manager Development Assessment  
 Manager Strategic Development

**SUB-DELEGATIONS**

**POSITION**

**8. Notification of EPA of Serious or Material Environmental Harm**

8.0.0 Notification of EPA of Serious or Material Environmental Harm

Community Safety Coordinator  
 Community Safety Officer  
 Manager Development Assessment  
 Manager Strategic Development  
 Team Leader Environmental Health

8.1.0 The duty 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 Environment Protection Act 1993 to as soon as practicable notify the Environment Protection Authority of that belief.

Manager Development Assessment  
 Manager Strategic Development

**SUB-DELEGATIONS**

**POSITION**

**9. Nuisance and Litter Abatement Notices**

9.0.0 Nuisance and Litter Abatement Notices

Community Safety Coordinator  
 Community Safety Officer  
 Manager Development Assessment  
 Manager Strategic Development  
 Team Leader Environmental Health

9.1.0 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.

Manager Development Assessment  
 Manager Strategic Development

9.2.0 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.

Manager Development Assessment  
 Manager Strategic Development

9.3.0 The:

Manager Development Assessment  
 Manager Strategic Development

9.3.1 duty pursuant to Section 30(2) of the Act in relation to a notice under Section 30 of the Act to ensure it:

Manager Development Assessment  
 Manager Strategic Development

9.3.1.1 is in the form of a written notice served on the person to whom it is issued; and

Manager Development Assessment  
 Manager Strategic Development

9.3.1.2 specifies the person to whom it is issued (by name or by a description sufficient to identify the person); and

Manager Development Assessment  
 Manager Strategic Development

9.3.1.3 specifies the purpose for which it is issued; and

Manager Development Assessment  
 Manager Strategic Development

## SUB-DELEGATIONS

## POSITION

**9. Nuisance and Litter Abatement Notices**

|          |  |   |
|----------|--|---|
| 9.3.2    | power pursuant to Section 30(2) of the Act in relation to a notice under Section 30 of the Act to:   | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.1  | direct two or more persons to do something specified in the notice jointly; and  | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.2  | impose a requirement that the person do one or more of the following:  | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.2a | discontinue or not commence a specified activity indefinitely or for a specified period or until further notice;   | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.2b | not carry on a specified activity except at specified times or subject to specified conditions;  | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.2c | 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;   | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.2d | furnish to the Council specified results or reports within a specified period;   | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.2e | clean up litter that the Council or delegate considers to have been caused by a contravention of this Act;   | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.2f | make good any damage to property that the Council or delegate considers to have been caused by a contravention of this Act;  | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.2g | 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;   | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.2h | take such other specified action in a specified way and within a specified period or at specified times or in specified circumstances; and   | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.2i | 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: 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 | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.2j | impose any other requirement prescribed by regulation; and   | Manager Development Assessment<br>Manager Strategic Development |
| 9.3.2.2k | ensure it states that the person may within 14 days appeal against the notice to the Environment Resources and Development Court.  | Manager Development Assessment<br>Manager Strategic Development |
| 9.4.0    | 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.   | Manager Development Assessment<br>Manager Strategic Development |
| 9.5.0    | 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:   | Manager Development Assessment<br>Manager Strategic Development |
| 9.5.1    | the owner or occupier of the premises; or  | Manager Development Assessment<br>Manager Strategic Development |
| 9.5.2    | a person who has the management or control of the premises; or   | Manager Development Assessment<br>Manager Strategic Development |
| 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.   | Manager Development Assessment<br>Manager Strategic Development |

**SUB-DELEGATIONS**

**POSITION**

**9. Nuisance and Litter Abatement Notices**

|       |   |   |
|-------|---|---|
| 9.6.0 | The duty 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. | Manager Development Assessment<br>Manager Strategic Development |
| 9.7.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development |

**SUB-DELEGATIONS**

**POSITION**

**10. Action on Non-Compliance with Notice**

|        |   |   |
|--------|---|---|
| 10.0.0 | Action on Non-Compliance with Notice  | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 10.1.0 | The power pursuant to Section 31 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.  | Manager Development Assessment<br>Manager Strategic Development   |
| 10.2.0 | 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.  | Manager Development Assessment<br>Manager Strategic Development   |
| 10.3.0 | The duty 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.  | Manager Development Assessment<br>Manager Strategic Development   |
| 10.4.0 | 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.  | Manager Development Assessment<br>Manager Strategic Development   |
| 10.5.0 | 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. | Manager Development Assessment<br>Manager Strategic Development   |

**SUB-DELEGATIONS**

**POSITION**

**11. Civil Remedies**

|        |  |   |
|--------|--|---|
| 11.0.0 | Civil Remedies   | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 11.1.0 | 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: | Manager Development Assessment<br>Manager Strategic Development   |



## SUB-DELEGATIONS

## POSITION

**11. Civil Remedies**

|        |  |   |
|--------|--|---|
| 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;  | Manager Development Assessment<br>Manager Strategic Development |
| 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;   | Manager Development Assessment<br>Manager Strategic Development |
| 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;  | Manager Development Assessment<br>Manager Strategic Development |
| 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;  | Manager Development Assessment<br>Manager Strategic Development |
| 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; | Manager Development Assessment<br>Manager Strategic Development |
| 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.   | Manager Development Assessment<br>Manager Strategic Development |
| 11.2.0 | The power pursuant to Section 33(6) of the Act to make an application under Section 33 of the Act.   | Manager Development Assessment<br>Manager Strategic Development |
| 11.3.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development |
| 11.4.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development |
| 11.5.0 | 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).   | Manager Development Assessment<br>Manager Strategic Development |
| 11.6.0 | The power pursuant to Section 33(11) of the Act to make an application without notice to any person.   | Manager Development Assessment<br>Manager Strategic Development |
| 11.7.0 | The power pursuant to Section 33(14) of the Act to apply for an interim order without notice to any person.  | Manager Development Assessment<br>Manager Strategic Development |
| 11.8.0 | 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.  | Manager Development Assessment<br>Manager Strategic Development |

## SUB-DELEGATIONS

## POSITION

**12. Minister or Council May Recover Civil Penalty in Respect of Contravention**

|        |   |   |
|--------|---|---|
| 12.0.0 | Minister or Council May Recover Civil Penalty in Respect of Contravention | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
|--------|---|---|

## SUB-DELEGATIONS

## POSITION

**12. Minister or Council May Recover Civil Penalty in Respect of Contravention**

|        |   |   |
|--------|---|---|
| 12.1.0 | 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.   | Manager Development Assessment<br>Manager Strategic Development |
| 12.2.0 | The duty 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. | Manager Development Assessment<br>Manager Strategic Development |
| 12.3.0 | The duty 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:  | Manager Development Assessment<br>Manager Strategic Development |
| 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  | Manager Development Assessment<br>Manager Strategic Development |
| 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.  | Manager Development Assessment<br>Manager Strategic Development |
| 12.4.0 | 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.  | Manager Development Assessment<br>Manager Strategic Development |
| 12.5.0 | 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).  | Manager Development Assessment<br>Manager Strategic Development |
| 12.6.0 | 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).   | Manager Development Assessment<br>Manager Strategic Development |
| 12.7.0 | 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.  | Manager Development Assessment<br>Manager Strategic Development |

## SUB-DELEGATIONS

## POSITION

**13. Statutory Declaration**

|        |                       |   |
|--------|-----------------------|---|
| 13.0.0 | Statutory Declaration | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
|--------|-----------------------|---|

## SUB-DELEGATIONS

## POSITION

**13. Statutory Declaration**

- |        |  |   |
|--------|--|---|
| 13.1.0 | 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. | Manager Development Assessment<br>Manager Strategic Development |
|--------|--|---|

## SUB-DELEGATIONS

## POSITION

**14. Orders in Respect of Contraventions**

- |        |  |   |
|--------|--|---|
| 14.0.0 | Orders in Respect of Contraventions  | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 14.1.0 | The power pursuant to Section 45(1) of the Act if in proceedings under the Act 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:   | Manager Development Assessment<br>Manager Strategic Development   |
| 14.1.1 | an order the person to take specified action to make good any damage and if appropriate to take specified action to prevent or mitigate further damage;  | Manager Development Assessment<br>Manager Strategic Development   |
| 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;   | Manager Development Assessment<br>Manager Strategic Development   |
| 14.1.3 | an order the person pay to the Council if the Council has incurred costs or expenses in taking action to prevent or mitigate or make good any damage (including in the case of litter taking action to remove or clean up and lawfully dispose of the litter);<br>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. | Manager Development Assessment<br>Manager Strategic Development   |
| 14.2.0 | 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.                                   | Manager Development Assessment<br>Manager Strategic Development   |
| 14.3.0 | 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.  | Manager Development Assessment<br>Manager Strategic Development   |

## SUB-DELEGATIONS

## POSITION

**15. Recovery of Administrative and Technical Costs Associated with Contraventions**

- |        |   |   |
|--------|---|---|
| 15.0.0 | Recovery of Administrative and Technical Costs Associated with Contraventions | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
|--------|---|---|

**SUB-DELEGATIONS**

**POSITION**

**15. Recovery of Administrative and Technical Costs Associated with Contraventions**

|          |  |   |
|----------|--|---|
| 15.1.0   | The power pursuant to Section 48(1) of the Act 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 if a person has contravened this Act and the Council:                                 | Manager Development Assessment<br>Manager Strategic Development |
| 15.1.1   | has taken action to:   | Manager Development Assessment<br>Manager Strategic Development |
| 15.1.1.1 | investigate the contravention; or  | Manager Development Assessment<br>Manager Strategic Development |
| 15.1.1.2 | issue a nuisance abatement notice or litter abatement notice in respect of the contravention; or   | Manager Development Assessment<br>Manager Strategic Development |
| 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   | Manager Development Assessment<br>Manager Strategic Development |
| 15.1.2   | has in taking such action incurred costs and expenses in taking samples or in conducting tests examinations monitoring or analyses to by notice in writing served on the person required the person to pay to the Council the reasonable costs and expenses incurred by the Council in taking such action. | Manager Development Assessment<br>Manager Strategic Development |
| 15.2.0   | 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.   | Manager Development Assessment<br>Manager Strategic Development |
| 15.3.0   | 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:  | Manager Development Assessment<br>Manager Strategic Development |
| 15.3.1   | extend the time for payment of an amount payable in accordance with the notice; or   | Manager Development Assessment<br>Manager Strategic Development |
| 15.3.2   | waive payment of such an amount or reduce the amount payable.  | Manager Development Assessment<br>Manager Strategic Development |
| 15.4.0   | 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.   | Manager Development Assessment<br>Manager Strategic Development |

**SUB-DELEGATIONS**

**POSITION**

**16. Assessment of Reasonable Costs and Expenses**

|        |   |   |
|--------|---|---|
| 16.0.0 | Assessment of Reasonable Costs and Expenses   | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 16.1.0 | The duty pursuant to Section 49 of the Act to for the purposes of the Act 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. | Manager Development Assessment<br>Manager Strategic Development   |

**SUB-DELEGATIONS**

**POSITION**

**17. Evidentiary Provisions**

## SUB-DELEGATIONS

## POSITION

**17. Evidentiary Provisions**

|        |   |   |
|--------|---|---|
| 17.0.0 | Evidentiary Provisions  | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 17.1.0 | The power pursuant to Section 50(4) of the Act to execute a certificate certifying as to the matter relating to:  | Manager Development Assessment<br>Manager Strategic Development   |
| 17.1.1 | the appointment or non-appointment of a person as an authorised officer under the Act; or   | Manager Development Assessment<br>Manager Strategic Development   |
| 17.1.2 | a delegation or authority under the Act; or   | Manager Development Assessment<br>Manager Strategic Development   |
| 17.1.3 | a notice requirement or direction of the Council or an authorised officer under the Act; or   | Manager Development Assessment<br>Manager Strategic Development   |
| 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. | Manager Development Assessment<br>Manager Strategic Development   |
| 17.2.0 | 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.                            | Manager Development Assessment<br>Manager Strategic Development   |

## SUB-DELEGATIONS

## POSITION

**18. Annual Reports by Councils**

|          |  |   |
|----------|--|---|
| 18.0.0   | Annual Reports by Councils   | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 18.1.0   | The duty pursuant to Regulation 5 of the Local Nuisance and Litter Control Regulations 2017 (the Regulations) to for the purposes of Section 8 of the Act include in the Council's annual report details of: | Manager Development Assessment<br>Manager Strategic Development   |
| 18.1.1   | the number of complaints of local nuisance or littering received by the Council; and   | Manager Development Assessment<br>Manager Strategic Development   |
| 18.1.2   | the number and nature of:  | Manager Development Assessment<br>Manager Strategic Development   |
| 18.1.2.1 | offences under the Act that were expiated; and   | Manager Development Assessment<br>Manager Strategic Development   |
| 18.1.2.2 | offences under the Act that were prosecuted; and   | Manager Development Assessment<br>Manager Strategic Development   |
| 18.1.2.3 | nuisance abatement notices or litter abatement notices issued; and   | Manager Development Assessment<br>Manager Strategic Development   |
| 18.1.2.4 | civil penalties negotiated under Section 34 of the Act; and  | Manager Development Assessment<br>Manager Strategic Development   |

## SUB-DELEGATIONS

## POSITION

**18. Annual Reports by Councils**

|          |   |   |
|----------|---|---|
| 18.1.2.5 | applications by the Council to the Court for orders for civil penalties under Section 34 of the Act and the number of orders made by the Court on those applications; and | Manager Development Assessment<br>Manager Strategic Development |
| 18.1.3   | any other functions performed by the Council under the Act.   | Manager Development Assessment<br>Manager Strategic Development |

## SUB-DELEGATIONS

## POSITION

**19. Exemptions from Application of Section 18**

|          |  |   |
|----------|--|---|
| 19.0.0   | Exemptions from Application of Section 18  | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 19.1.0   | The power pursuant to Regulation 6(1)(a)(ii) of the Regulations:   | Manager Development Assessment<br>Manager Strategic Development   |
| 19.1.1   | to fix a lodgement period for an application in relation to an activity that is to take place over a period not exceeding 24 hours; and  | Manager Development Assessment<br>Manager Strategic Development   |
| 19.1.2   | to fix a lodgement period for an application in relation to an activity that is to take place over a period of 24 hours or longer.   | Manager Development Assessment<br>Manager Strategic Development   |
| 19.2.0   | The power pursuant to Regulation 6(2) of the Regulations if an application for a declaration in relation to an activity is not lodged with the Council as required by Regulation 6(1)(a)(ii) of the Act to refuse to consider the application. | Manager Development Assessment<br>Manager Strategic Development   |
| 19.3.0   | The power pursuant to Regulation 6(3) of the Regulations to require the following prescribed details to be contained in a site nuisance management plan to the extent relevant to the activity:  | Manager Development Assessment<br>Manager Strategic Development   |
| 19.3.1   | an assessment of the potential for local nuisance and the number of residential and commercial premises occupied by persons likely to be affected by the local nuisance (potentially affected persons);  | Manager Development Assessment<br>Manager Strategic Development   |
| 19.3.2   | a map showing:   | Manager Development Assessment<br>Manager Strategic Development   |
| 19.3.2.1 | the proposed location of the activity and the likely fixed sources of local nuisance (for example in the case of a concert the location and orientation of stages and speakers); and   | Manager Development Assessment<br>Manager Strategic Development   |
| 19.3.2.2 | the location of premises occupied by potentially affected persons and the distance of the premises from those sources;   | Manager Development Assessment<br>Manager Strategic Development   |
| 19.3.3   | the name and contact details of the responsible person in relation to the activity;  | Manager Development Assessment<br>Manager Strategic Development   |
| 19.3.4   | the proposed strategy for minimising managing and monitoring the effects of the local nuisance on potentially affected persons;  | Manager Development Assessment<br>Manager Strategic Development   |
| 19.3.5   | a copy of the notice (forming part of the communication strategy) proposed to be given to those persons to notify them of the activity which must include the following details:   | Manager Development Assessment<br>Manager Strategic Development   |
| 19.3.5.1 | the nature of the proposed activity;   | Manager Development Assessment<br>Manager Strategic Development   |

**SUB-DELEGATIONS**

**POSITION**

**19. Exemptions from Application of Section 18**

|          |   |   |
|----------|---|---|
| 19.3.5.2 | the start and finish dates for the activity;  | Manager Development Assessment<br>Manager Strategic Development |
| 19.3.5.3 | the daily start and finish times for the activity;  | Manager Development Assessment<br>Manager Strategic Development |
| 19.3.5.4 | the anticipated sources of local nuisance generated by the activity;  | Manager Development Assessment<br>Manager Strategic Development |
| 19.3.5.5 | the proposed measures to be implemented to minimise the local nuisance;   | Manager Development Assessment<br>Manager Strategic Development |
| 19.3.5.6 | the name and contact details of the person who may be contacted by potentially affected persons regarding concerns or complaints in relation to the activity;                                 | Manager Development Assessment<br>Manager Strategic Development |
| 19.3.5.7 | such other details as the delegate may require;   | Manager Development Assessment<br>Manager Strategic Development |
| 19.3.6   | the proposed communication strategy with the Council including reporting by the exempt person on progress of the activity and the site nuisance management plan and any unforeseen incidents; | Manager Development Assessment<br>Manager Strategic Development |
| 19.3.7   | the proposed process for recording details about complaints including:  | Manager Development Assessment<br>Manager Strategic Development |
| 19.3.7.1 | contact details for each complainant; and   | Manager Development Assessment<br>Manager Strategic Development |
| 19.3.7.2 | the date and time of the complaint; and   | Manager Development Assessment<br>Manager Strategic Development |
| 19.3.7.3 | a description of the complaint; and   | Manager Development Assessment<br>Manager Strategic Development |
| 19.3.7.4 | the nature of the activity giving rise to the complaint; and  | Manager Development Assessment<br>Manager Strategic Development |
| 19.3.7.5 | any action taken to address the complaint.  | Manager Development Assessment<br>Manager Strategic Development |

**SUB-DELEGATIONS**

**POSITION**

**20. Notification to EPA of Serious or Material Environmental Harm**

|          |  |   |
|----------|--|---|
| 20.0.0   | Notification to EPA of Serious or Material Environmental Harm  | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 20.1.0   | The duty pursuant to Regulation 12 of the Regulations to for the purposes of Section 29 of the Act include in notifications to the Environment Protection Authority: | Manager Development Assessment<br>Manager Strategic Development   |
| 20.1.1   | as many of the following details as may be in the possession of the Council:   | Manager Development Assessment<br>Manager Strategic Development   |
| 20.1.1.1 | any investigation statements from authorised officers witnesses or suspects;   | Manager Development Assessment<br>Manager Strategic Development   |

## SUB-DELEGATIONS

## POSITION

**20. Notification to EPA of Serious or Material Environmental Harm**

|          |   |   |
|----------|---|---|
| 20.1.1.2 | copies of relevant evidence (for example images photographs video or audio recordings or transcripts maps reports of analyses tests or samples file notes exhibit management records and any certificates under Section 50 of the Act or other relevant documents orders notes or information); and | Manager Development Assessment<br>Manager Strategic Development |
| 20.1.2   | details as to any limitation of time for prosecution or expiation of offences under the Act; and  | Manager Development Assessment<br>Manager Strategic Development |
| 20.1.3   | details of the application of any relevant prescribed period within the meaning of Section 16 of the Act in relation to a substance material or thing seized under Part 3 Division 3 of the Act.  | Manager Development Assessment<br>Manager Strategic Development |

## SUB-DELEGATIONS

## POSITION

**21. Action on Non-compliance with Notice**

|          |  |   |
|----------|--|---|
| 21.0.0   | Action on Non-compliance with Notice   | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 21.1.0   | The power pursuant to Regulation 13(2)(a) of the Regulations to:   | Manager Development Assessment<br>Manager Strategic Development   |
| 21.1.1   | 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  | Manager Development Assessment<br>Manager Strategic Development   |
| 21.1.1.1 | setting out the amount recoverable under Section 31 of the Act; and  | Manager Development Assessment<br>Manager Strategic Development   |
| 21.1.1.2 | setting out the land in relation to which the relevant action was taken; and   | Manager Development Assessment<br>Manager Strategic Development   |
| 21.1.1.3 | requesting the Registrar-General to make a notation under Regulation 13(2) of the Regulations in relation to the relevant land.  | Manager Development Assessment<br>Manager Strategic Development   |
| 21.2.0   | 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.  | Manager Development Assessment<br>Manager Strategic Development   |
| 21.3.0   | The duty pursuant to Regulation 13(2)(g) of the Regulations if the amount to which the charge relates is paid to by further notice 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.                     | Manager Development Assessment<br>Manager Strategic Development   |
| 21.4.0   | 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 such a charge under Regulation 13 of the Regulations from the owner of the land in accordance with Section 144 of the Local Government Act 1999. | Manager Development Assessment<br>Manager Strategic Development   |

## SUB-DELEGATIONS

## POSITION

**22. Payment of Fees by Instalments**



**SUB-DELEGATIONS**

**POSITION**

**22. Payment of Fees by Instalments**

|        |  |   |
|--------|--|---|
| 22.0.0 | 22. Payment of Fees by Instalments   | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 22.1.0 | The power pursuant to Regulation 15(1) of the Regulations to in allowing the payment of a fee under the Act or the Regulations by instalments add to each amount payable as an instalment a charge by way of interest or an administrative fee determined by the delegate or the Council (as the case may be). | Manager Development Assessment<br>Manager Strategic Development   |

**SUB-DELEGATIONS**

**POSITION**

**23. Waiver or Refund of Fees**

|        |  |   |
|--------|--|---|
| 23.0.0 | Waiver or Refund of Fees   | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 23.1.0 | The power pursuant to Regulation 16 of the Regulations to waive or refund a fee or other amount (or part of a fee or other amount) payable under the Act or the Regulations if the delegate is satisfied that it is appropriate to do so in a particular case. | Manager Development Assessment<br>Manager Strategic Development   |

**SUB-DELEGATIONS**

**POSITION**

**24. Recovery of Fees**

|        |  |   |
|--------|--|---|
| 24.0.0 | Recovery of Fees   | Community Safety Coordinator<br>Community Safety Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 24.1.0 | The power pursuant to Regulation 17 of the Regulations 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. | Manager Development Assessment<br>Manager Strategic Development   |

**PLANNING DEVELOPMENT AND INFRASTRUCTURE ACT 2016 REGULATIONS PLANNING & DESIGN CODE  
AND PRACTICE DIRECTIONS OF POWERS OF A COUNCIL AS: A COUNCIL DESIGNATED AUTHORITY  
DESIGNATED ENTITY (Instrument A)**



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Planning Development and Infrastructure Act 2016 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

**Powers and Functions Delegated in this Instrument**

**Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS  | POSITION  |
|--|---|
| <b>1. Planning Regions and Greater Adelaide</b>  |   |
| 1.0.0 Planning Regions and Greater Adelaide  | Manager Development Assessment<br>Manager Strategic Development |
| 1.1.0 The power pursuant to Section 5(5)(b) of the Planning Development and Infrastructure Act 2016 (the PDI Act) to make submissions to the Minister on a proposed proclamation under Section 5 of the PDI Act. | Manager Development Assessment<br>Manager Strategic Development |

| SUB-DELEGATIONS   | POSITION  |
|---|---|
| <b>2. Subregions</b>  |   |
| 2.0.0 Subregions  | Manager Development Assessment<br>Manager Strategic Development |
| 2.1.0 The power pursuant to Section 6(3)(b) of the PDI Act to make submissions to the Minister on the Minister's proposed course of action. | Manager Development Assessment<br>Manager Strategic Development |

| SUB-DELEGATIONS   | POSITION   |
|---|--|
| <b>3. Environment and Food Productions Areas - Greater Adelaide</b> |  |
| 3.0.0 Environment and Food Production Areas - Greater Adelaide      | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |

**SUB-DELEGATIONS****POSITION****3. Environment and Food Productions Areas - Greater Adelaide**

|       |   |  |
|-------|---|--|
| 3.1.0 | The power pursuant to Section 7(5)(b) of the PDI 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 to concur in the granting of the development authorisation to the development. | Manager Development Assessment<br>Manager Strategic Development<br>Senior Town Planner<br>Strategic Development and Policy Planner<br>Town Planner |
|-------|---|--|

**SUB-DELEGATIONS****POSITION****4. Functions**

|       |  |  |
|-------|--|--|
| 4.0.0 | Functions  |  |
| 4.1.0 | The power pursuant to Section 22(4)(a)(i) of the PDI Act to if an inquiry is conducted by the Commission under Section 22(1)(e) of the PDI Act make submissions or representations |  |

**SUB-DELEGATIONS****POSITION****5. Planning Agreements**

|         |  |  |
|---------|--|--|
| 5.0.0   | Planning Agreements  |  |
| 5.1.0   | The power pursuant to Section 35(1)(a) of the PDI Act and subject to Section 35 of the PDI Act to enter into an agreement (a planning agreement) with the Minister relating to a specified area of the State subject of the PDI Act. |  |
| 5.2.0   | The power pursuant to Section 35(3) of the PDI 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:           |  |
| 5.2.1   | the setting of objectives priorities and targets for the area covered by the agreement; and  |  |
| 5.2.2   | the constitution of a joint planning board including in relation to such a board:  |  |
| 5.2.2.1 | the membership of the board being between 3 and 7 members (inclusive); and   |  |
| 5.2.2.2 | subject to Section 35(4) of the PDI Act the criteria for membership; and   |  |
| 5.2.2.3 | the procedures to be followed with respect to the appointment of members; and  |  |
| 5.2.2.4 | the terms of office of members; and  |  |
| 5.2.2.5 | 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  |  |
| 5.2.2.6 | the appointment of deputy members; and   |  |
| 5.2.2.7 | the procedures of the board; and   |  |
| 5.2.3   | the delegation of functions and powers to the joint planning board (including if appropriate functions or powers under another Act); and   |  |

**SUB-DELEGATIONS****POSITION****5. Planning Agreements**

- 5.2.4 the staffing and other support issues associated with the operations of the joint planning board; and
- 5.2.5 financial and resource issues associated with the operations of the joint planning board including:
- 5.2.5.1 the formulation and implementation of budgets; and
- 5.2.5.2 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
- 5.2.6 such other matters as the delegate thinks fit.
- 5.3.0 The power pursuant to Section 35(5)(a) of the PDI Act at the expiry of a planning agreement to replace it with a new agreement (in the same or different terms).
- 5.4.0 The power pursuant to Section 35(5)(b) of the PDI Act to vary or terminate a planning agreement by agreement between the parties to the agreement.

**SUB-DELEGATIONS****POSITION****6. Appointment of Administrator**

- 6.0.0 Appointment of Administrator
- 6.1.0 The power pursuant to Section 41(2)(a) of the PDI Act to make submissions to the Minister on the Minister appointing an administrator under Section 41 of the PDI Act.

**SUB-DELEGATIONS****POSITION****7. Community Engagement Charter**

- 7.0.0 Community Engagement Charter
- 7.1.0 The power pursuant to Section 44(6)(a) of the PDI Act to make submissions in relation to any proposal to prepare or amend a designated instrument under Part 5 Division 2 Subdivision 5 of the PDI Act that is relevant to the Council (unless the proposal has been initiated by the Council)
- 7.2.0 The power pursuant to Section 44(9)(b) of the PDI Act to the extent that Section 44(9)(a) of the PDI Act does not apply have regard to and seek to achieve any principles or performance outcomes that apply in a relevant case.
- 7.3.0 The power pursuant to Section 44(10) of the PDI Act to:
- 7.3.1 seek the approval of the Commission to adopt an alternative way to achieving compliance with a requirement of the Charter; and
- 7.3.2 with the approval of the Commission adopt an alternative way to achieving compliance with a requirement of the Charter.

## SUB-DELEGATIONS

## POSITION

**8. Preparation and Amendment of Charter**

- 8.0.0 Preparation and Amendment of Charter
- 8.1.0 The power pursuant to Section 45(2)(c) of the PDI Act to make representations (including in writing or via the SA Planning portal) on a proposal to prepare or amend the Charter.

## SUB-DELEGATIONS

## POSITION

**9. Preparation and Amendment**

- 9.0.0 Preparation and Amendment
- 9.1.0 The power pursuant to Section 73(2)(b)(iv) of the PDI Act to:
- 9.1.1 seek the approval of the Minister to initiate a proposal to amend a designated instrument; and
- 9.1.2 initiate a proposal to amend a designated instrument with the approval of the Minister acting on the advice of the Commission.
- 9.2.0 The power pursuant to Section 73(6) of the PDI Act where the Council is authorised or approved under Section 73 of the PDI Act after all of the requirements of Section 73 of the PDI Act have been satisfied:
- 9.2.1 to prepare a draft of the relevant proposal; and
- 9.2.2 to comply with the Community Engagement Charter for the purposes of consultation in relation to the proposal; and
- 9.2.3 to the extent that paragraph (b) of Section 73(6) of the PDI 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 consult with the joint planning board; and
- 9.2.4 to the extent that paragraph (b) of Section 73(6) of the PDI 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:
- 9.2.4.1 an owner or occupier of the land; and
- 9.2.4.2 an owner or occupier of each piece of adjacent land a notice in accordance with the regulations; and
- 9.2.5 to consult with any person or body specified by the Commission and any other person or body as the delegate thinks fit; and
- 9.2.6 to carry out such investigations and obtain such information specified by the Commission; and
- 9.2.7 to comply with any requirement prescribed by the regulations.
- 9.3.0 The power pursuant to Section 73(7) of the PDI Act after complying with Section 73(6) of the PDI Act to prepare a report in accordance with any practice direction that applies for the purposes of Section 73 of the PDI Act (including information about any change to the original proposal that the delegate considers should be made) and furnish a copy of the report to the Minister.

**SUB-DELEGATIONS****POSITION****9. Preparation and Amendment**

- 9.4.0 The power pursuant to Section 73(8) of the PDI Act after the Council has furnished a report to the Minister under Section 73(7) of the PDI Act to ensure that 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 PDI Act.
- 9.5.0 The power pursuant to Section 73(9) of the PDI 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 PDI Act (subject to the requirement to charge costs under Section 73(4)(b) of the PDI Act (if relevant)).

**SUB-DELEGATIONS****POSITION****10. Parliamentary Scrutiny**

- 10.0.0 Parliamentary Scrutiny
- 10.1.0 The power pursuant to Section 74(8)(c) of the PDI Act if the ERD Committee is proposing to suggest an amendment under Section 74(4) of the PDI Act and the amendment is specifically relevant to the Council to provide a comment and response within the period of 2 weeks.

**SUB-DELEGATIONS****POSITION****11. Complying Changes - Planning and Design Code**

- 11.0.0 Complying Changes - Planning and Design Code
- 11.1.0 The power pursuant to Section 75(1) of the PDI Act to submit to the Minister a proposal to agree to an amendment to the Planning and Design Code under Section 75 of the PDI Act if:
- 11.1.1 the amendment comprises a change to:
- 11.1.1.1 the boundary of a zone or subzone; or
- 11.1.1.2 the application of an overlay; and
- 11.1.2 the amendment is consistent with a recommendation in the relevant regional plan that through the use of:
- 11.1.2.1 specific maps or other spatial information; and
- 11.1.2.2 specific information about the changes that are being proposed clearly and specifically identifies (in the opinion of the Minister) the changes that are considered to be appropriate.
- 11.2.0 The power pursuant to Section 75(3) of the PDI Act to effect an amendment under Section 75 of the PDI Act by an instrument deposited on the SA Planning database (in accordance with requirements established by the Chief Executive).

**SUB-DELEGATIONS****POSITION****12. Entities Constituting Relevant Authorities**

SUB-DELEGATIONS

POSITION

**12. Entities Constituting Relevant Authorities**

- 12.0.0 Entities Constituting Relevant Authorities
- 12.1.0 The power pursuant to Section 82(d) of the PDI Act subject to the PDI Act to appoint an assessment panel.

SUB-DELEGATIONS

POSITION

**13. Panels Established by Joint Planning Boards or Councils**

- 13.0.0 Panels Established by Joint Planning Boards or Councils
- 13.1.0 The power pursuant to Section 83(1) of the PDI Act in relation to an assessment panel appointed by the Council under Division 1 of Part 6 of the PDI Act to:
  - 13.1.1 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;
  - 13.1.2 determine:
    - 13.1.2.1 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
    - 13.1.2.2 the procedures to be followed with respect to the appointment of members; and
    - 13.1.2.3 the terms of office of members; and
    - 13.1.2.4 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
    - 13.1.2.5 the appointment of deputy members; and
    - 13.1.2.6 who will act as the presiding member of the panel and the process for appointing an acting presiding member.
- 13.2.0 The power pursuant to Section 83(1)(h) of the PDI Act to arrange the staffing and support required for the purposes of the operations of the panel.
- 13.3.0 The power pursuant to Section 83(1)(i) of the PDI 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 Commission under Section 86 of the PDI Act.
- 13.4.0 The power pursuant to Section 83(2) of the PDI 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.

SUB-DELEGATIONS

POSITION

**14. Panels Established by Minister**

**SUB-DELEGATIONS****POSITION****14. Panels Established by Minister**

- 14.0.0 Panels Established by Minister
- 14.1.0 The power pursuant to Section 84(1)(c)(ii)(A) of the PDI Act to request the Minister to constitute a regional assessment panel in relation to the combined areas of the Council and one or more other councils.
- 14.2.0 The power pursuant to Section 84(1)(c)(ii)(B) of the PDI Act to make submissions to the Minister about the constitution of a regional assessment panel in relation to the area of the Council and one or more other councils (or parts of such areas).

**SUB-DELEGATIONS****POSITION****15. Substitution of Local Panels**

- 15.0.0 Substitution of Local Panels
- 15.1.0 The power pursuant to Section 86(2)(a) of the PDI Act to make submissions to the Commission in relation to an inquiry.

**SUB-DELEGATIONS****POSITION****16. Notification of Acting**

- 16.0.0 Notification of Acting
- 16.1.0 The power pursuant to Section 89(b) of the PDI Act to require an accredited professional to provide such information or documentation as the delegate may require.

**SUB-DELEGATIONS****POSITION****17. Relevant Authority - Commission**

- 17.0.0 Relevant Authority - Commission
- 17.1.0 The power pursuant to Section 94(1)(g) of the PDI Act to make a request to the Minister that the Minister declare by notice served on the proponent that the Minister desires the Commission to act as the relevant authority in relation to the proposed development.

**SUB-DELEGATIONS****POSITION****18. Matters Against which Development Must be Assessed**

- 18.0.0 Matters Against which Development Must be Assessed



**SUB-DELEGATIONS****POSITION****18. Matters Against which Development Must be Assessed**

- 18.1.0 The power pursuant to Section 102(1)(c)(iv) of the PDI Act in relation to a proposed division of land (otherwise than under the Community Titles Act 1996 or the Strata Titles Act 1988) where land is to be vested in the Council to consent to the vesting.
- 18.2.0 The power pursuant to Section 102(1)(d)(iv) of the PDI Act in relation to a proposed division of land under the Community Titles Act 1996 or the Strata Titles Act 1988 where land is to be vested in the Council to consent to the vesting.
- 18.3.0 The power pursuant to Section 102(11)(b) of the PDI Act to impose a reasonable charge on account of an encroachment over land under the care control and management of the Council when the relevant development is undertaken.

**SUB-DELEGATIONS****POSITION****19. Restricted Development**

- 19.0.0 Restricted Development
- 19.1.0 The power pursuant to Section 110(2)(b) of the PDI Act to in accordance with the regulations and within a period prescribed by the regulations make representations to the Commission in relation to the granting or refusal of planning consent.
- 19.2.0 The power pursuant to Section 110(c)(ii) of the PDI Act to appear personally or by representative before the Commission to be heard in support of the Council's representation.
- 19.3.0 The power pursuant to Section 110(7) of the PDI Act to appeal against a decision on a development classified as restricted development.

**SUB-DELEGATIONS****POSITION****20. Level of Detail**

- 20.0.0 Level of Detail
- 20.1.0 The power pursuant to Section 112(b) of the PDI Act to express views in relation to the level of detail required in relation to an EIS.

**SUB-DELEGATIONS****POSITION****21. EIS Process**

- 21.0.0 EIS Process
- 21.1.0 The power pursuant to Section 113(5)(a)(iii) of the PDI Act to comment and report within the time prescribed by the regulations on an EIS referred to the Council by the Minister.

**SUB-DELEGATIONS****POSITION****22. Amendment of EIS**

22.0.0 Amendment of EIS

22.1.0 The power pursuant to Section 114(2)(b) of the PDI Act to make written submissions on the amendment to the Minister.

**SUB-DELEGATIONS****POSITION****23. Essential Infrastructure - Alternative Assessment Process**

23.0.0 Essential Infrastructure - Alternative Assessment Process

23.1.0 The power pursuant to Section 130(6) of the PDI Act to report to the Commission on any matters contained in a notice under Section 130(5) of the PDI Act.

23.2.0 The power pursuant to Section 130(14) of the PDI Act to if the Council has in relation to any matters referred to the Council under Section 130(5) of the PDI Act expressed opposition to the proposed development in its report under Section 130(6) of the PDI Act withdraw the Council's opposition.

**SUB-DELEGATIONS****POSITION****24. Development Assessment - Crown Development**

24.0.0 Development Assessment - Crown Development

24.1.0 The power pursuant to Section 131(7) of the PDI Act to report to the Commission on any matters contained in a notice under Section 131(6) of the PDI Act.

24.2.0 The power pursuant to Section 131(15) of the PDI Act to if the Council has in relation to any matters referred to the Council under Section 131(6) of the PDI Act expressed opposition to the proposed development in its report under Section 131(7) of the PDI Act withdraw the Council's opposition.

**SUB-DELEGATIONS****POSITION****25. Land Division Certificate**

25.0.0 Land Division Certificate

25.1.0 The power pursuant to Section 138(1) of the PDI Act to enter into a binding agreement supported by adequate security and if the regulations so require in a form prescribed by the regulations.

25.2.0 The power pursuant to Section 138(2) of the PDI Act to furnish the Commission with appropriate information as to compliance with a particular condition and to comply with any requirement prescribed by the regulations.

## SUB-DELEGATIONS

## POSITION

**26. Action if Development Not Completed**

- 26.0.0 Action if Development Not Completed
- 26.1.0 The power pursuant to Section 141(1) of the PDI Act if:
- 26.1.1 an approval is granted under the PDI Act; but
- 26.1.2 -
- 26.1.2.1 the development to which the approval relates has been commenced but not substantially completed within the period prescribed by the regulations for the lapse of the approval; or
- 26.1.2.2 in the case of a development that is envisaged to be undertaken in stages - the development is not undertaken or substantially completed in the manner or within the period contemplated by the approval to apply to the Court for an order under Section 141 of the PDI Act.
- 26.1.3 The power pursuant to Section 141(5) of the PDI Act if the Court makes an order under Section 141(3)(a) (b) or (d) of the PDI Act and a person fails to comply with the order within the period specified by the Court 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 person.
- 26.1.4 The power pursuant to Section 141(6) of the PDI Act if an amount is recoverable from a person by the Council under Section 141(5) of the PDI Act:
- 26.1.4.1 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.

## SUB-DELEGATIONS

## POSITION

**27. Completion of Work**

- 27.0.0 Completion of Work
- 27.1.0 The power pursuant to Section 142(1) of the PDI Act if:
- 27.1.1 an approval is granted under the PDI Act; but
- 27.1.2 the development to which the approval relates has been substantially but not fully completed within the period prescribed by the regulations for the lapse of the approval to by notice in writing require the owner of the relevant land to complete the development within a period specified in the notice.
- 27.2.0 The power pursuant to Section 142(2) of the PDI Act if an owner fails to carry out work as required by a notice under Section 142(1) of the PDI Act to cause the necessary work to be carried out.
- 27.3.0 The power pursuant to Section 142(3) of the PDI Act to recover as a debt due from the owner the reasonable costs and expenses incurred by the Council (or any person acting on behalf of the Council) under Section 142 of the PDI Act.
- 27.4.0 The power pursuant to Section 142(4) of the PDI Act if an amount is recoverable from a person by the Council under Section 142 of the PDI Act:

**SUB-DELEGATIONS****POSITION****27. Completion of Work**

- 27.4.1 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.

**SUB-DELEGATIONS****POSITION****28. Notification During Building**

- 28.0.0 Notification During Building
- 28.1.0 The power pursuant to Section 146(3) of the PDI Act to subject to Section 146(4) of the PDI Act 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.

**SUB-DELEGATIONS****POSITION****29. Classification of Buildings**

- 29.0.0 Classification of Buildings
- 29.1.0 The power pursuant to Section 151(2) of the PDI Act to assign to a building erected in the Council's area a classification that conforms with the regulations.
- 29.2.0 The power pursuant to Section 151(3) of the PDI Act if the Council assigns a classification under Section 151 of the PDI 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.

**SUB-DELEGATIONS****POSITION****30. Certificate of Occupancy**

- 30.0.0 Certificate of Occupancy
- 30.1.0 The power pursuant to Section 152(2) of the PDI Act to issue a certificate of occupancy.
- 30.2.0 The power pursuant to Section 152(3)(a) of the PDI Act to require an application for a certificate of occupancy to include any information required by the delegate.
- 30.3.0 The power pursuant to Section 152(3)(c) of the PDI Act to determine the appropriate fee.
- 30.4.0 The power pursuant to Section 152(5) of the PDI Act to consider any report supplied under Section 152(4) of the PDI Act before deciding the application.

**SUB-DELEGATIONS****POSITION****30. Certificate of Occupancy**

- 30.5.0 The power pursuant to Section 152(6) of the PDI Act to issue the certificate if the delegate is satisfied (in accordance with procedures set out in the regulations and on the basis of information provided or obtained under Section 152 of the PDI Act) that the relevant building is suitable for occupation and complies with such requirements as may be prescribed by the regulations for the purposes of Section 152(6) of the PDI Act.
- 30.6.0 The power pursuant to Section 152(10) of the PDI Act if the Council refuses an application to notify the applicant in writing of:
- 30.6.1 the refusal; and
- 30.6.2 the reasons for the refusal; and
- 30.6.3 the applicant's right of appeal under the PDI Act.
- 30.7.0 The power pursuant to Section 152(12) of the PDI Act to issue a certificate of occupancy that applies to the whole or part of a building.
- 30.8.0 The power pursuant to Section 152(13) of the PDI Act to in accordance with the regulations revoke a certificate of occupancy in prescribed circumstances.

**SUB-DELEGATIONS****POSITION****31. Temporary Occupation**

- 31.0.0 Temporary Occupation
- 31.1.0 The power pursuant to Section 153(1) of the PDI Act to grant an approval to a person to occupy a building on a temporary basis without a certificate of occupancy.
- 31.2.0 The power pursuant to Section 153(2) of the PDI Act to grant an approval under Section 153(1) of the PDI Act on such conditions (if any) as the delegate thinks fit to impose.
- 31.3.0 The power pursuant to Section 153(3) of the PDI Act if the Council refuses an application to notify the applicant in writing of:
- 31.3.1 the refusal; and
- 31.3.2 the reasons for the refusal; and
- 31.3.3 the applicant's right of appeal under the PDI Act.

**SUB-DELEGATIONS****POSITION****32. Emergency Orders**

- 32.0.0 Emergency Orders

**SUB-DELEGATIONS****POSITION****32. Emergency Orders**

- 32.1.0 The power pursuant to Section 155(5) of the PDI Act if an owner fails to carry out work as required by an emergency order to cause the necessary work to be carried out.
- 32.2.0 The power pursuant to Section 155(6) of the PDI Act to recover as a debt due from the owner the reasonable costs and expenses incurred by the Council (or any person acting on behalf of the Council) under Section 155 of the PDI Act.
- 32.3.0 The power pursuant to Section 155(7) of the PDI Act if an amount is recoverable from a person by the Council under Section 155 of the PDI 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.

**SUB-DELEGATIONS****POSITION****33. Fire Safety**

- 33.0.0 Fire Safety
- 33.1.0 The power pursuant to Section 157(16) of the PDI Act to establish a body and designate it as an appropriate authority under Section 157 of the PDI Act.
- 33.2.0 The power pursuant to Section 157(17) of the PDI Act to:
- 33.2.1 appoint to the appropriate authority:
- 33.2.1.1 a person who holds prescribed qualifications in building surveying; and
- 33.2.1.2 an authorised officer under Part 3 Division 5 or Section 86 of the Fire and Emergency Services Act 2005 who has been approved by the Chief Officer of the relevant fire authority to participate as a member of the appropriate authority; and
- 33.2.1.3 a person with expertise in the area of fire safety; and
- 33.2.1.4 if so determined by the delegate a person selected by the delegate;
- 33.2.2 specify a term of office of a member of the appropriate authority (other than a member under Section 157(17)(a)(ii) of the PDI Act;
- 33.2.3 remove a member of the appropriate authority from office for any reasonable cause;
- 33.2.4 appoint deputy members;
- 33.2.5 determine the appropriate authority's procedures (including as to quorum).

**SUB-DELEGATIONS****POSITION****34. Initiation of Scheme**

- 34.0.0 Initiation of Scheme

**SUB-DELEGATIONS****POSITION****34. Initiation of Scheme**

- 34.1.0 The power pursuant to Section 163(3)(b) of the PDI Act to request the Minister initiate a proposal to proceed under Section 163 of the PDI Act.
- 34.2.0 The power pursuant to Section 163(10) of the PDI Act to make submissions to the Minister in relation to the draft outline.

**SUB-DELEGATIONS****POSITION****35. Initiation of Scheme**

- 35.0.0 Initiation of Scheme
- 35.1.0 The power pursuant to Section 164(3) of the PDI Act to request the Minister initiate a proposal to proceed under Section 164 of the PDI Act.
- 35.2.0 The power pursuant to Section 164(12) of the PDI Act to make submissions to the Minister in relation to the draft outline.

**SUB-DELEGATIONS****POSITION****36. Consideration of Proposed Scheme**

- 36.0.0 Consideration of Proposed Scheme
- 36.1.0 The power pursuant to Section 166(1)(c) of the PDI Act to consult with a scheme coordinator in relation to a scheme in accordance with the Community Engagement Charter.

**SUB-DELEGATIONS****POSITION****37. Adoption of Scheme**

- 37.0.0 Adoption of Scheme
- 37.1.0 The power pursuant to Section 167(7) of the PDI Act to make submissions to the Minister in relation to a variation to an outline of a scheme.

**SUB-DELEGATIONS****POSITION****38. Funding Arrangements**

- 38.0.0 Funding Arrangements

## SUB-DELEGATIONS

## POSITION

**38. Funding Arrangements**

- 38.1.0 The power pursuant to Section 169(2)(b) of the PDI Act in relation to a scheme that provides for the collection of contributions under Subdivision 8 of the PDI Act to apply for any matter to be considered or determined by ESCOSA or some other prescribed person or body as part of a periodic review of the levels and amounts of those contributions.
- 38.2.0 The power pursuant to Section 169(9) of the PDI Act to make submissions to the Commission in relation to a funding arrangement that is specifically relevant to the Council.

## SUB-DELEGATIONS

## POSITION

**39. Contributions by Constituent Councils**

- 39.0.0 Contributions by Constituent Councils
- 39.1.0 The power pursuant to Section 177(4) of the PDI Act to make submissions to the Minister in relation to the Council's share.
- 39.2.0 The power pursuant to Section 177(5) of the PDI 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 PDI Act.

## SUB-DELEGATIONS

## POSITION

**40. Imposition of Charges by Council**

- 40.0.0 Imposition of Charges by Council
- 40.1.0 The power pursuant to Section 180(7) of the PDI 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 Division 1 Part 13 of the PDI Act.

## SUB-DELEGATIONS

## POSITION

**41. Authorised Works**

- 41.0.0 Authorised Works
- 41.1.0 The power pursuant to Section 187(1) of the PDI Act subject to Section 187(3) of the PDI Act to carry out any infrastructure works if the Council is authorised to so do by or under the PDI Act or any other Act.
- 41.2.0 The power pursuant to Section 187(5) of the PDI Act subject to Section 187(6) of the PDI Act in relation to a proposal that involves disturbing the surface of a road or that otherwise relates to a road to:
- 41.2.1 inform the relevant road maintenance authority of the proposal at least 28 days before the proposed commencement of any work; and
- 41.2.2 give the relevant road maintenance authority a reasonable opportunity to consult with the Council in relation to the matter; and



**SUB-DELEGATIONS****POSITION****41. Authorised Works**

- 41.2.3 ensure that proper consideration is given to the views of the road maintenance authority.
- 41.3.0 The power pursuant to Section 187(5)(b) of the PDI Act to make submissions to the relevant road maintenance authority in relation to the matter.
- 41.4.0 The power pursuant to Section 187(6) of the PDI Act in a case of emergency to only comply with Section 187(5) of the PDI Act to such extent as is practicable in the circumstances.

**SUB-DELEGATIONS****POSITION****42. Entry onto Land**

- 42.0.0 Entry onto Land
- 42.1.0 The power pursuant to Section 188(1) of the PDI 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 PDI Act to:
- 42.1.1 enter and pass over any land; and
- 42.1.2 bring onto any land any vehicles plant or equipment; and
- 42.1.3 temporarily occupy land; and
- 42.1.4 do anything else reasonably required in connection with the exercise of the power.
- 42.2.0 The power pursuant to Section 188(4) of the PDI 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 PDI Act.

**SUB-DELEGATIONS****POSITION****43. Acquisition of Land**

- 43.0.0 Acquisition of Land
- 43.1.0 The power pursuant to Section 189(1) of the PDI Act to:
- 43.1.1 seek the consent of the Minister to acquire land for a purpose associated with infrastructure works under and in accordance with the Land Acquisition Act 1969; and
- 43.1.2 with the consent of the Minister acquire land for a purpose associated with infrastructure works under and in accordance with the Land Acquisition Act 1969.

**SUB-DELEGATIONS****POSITION****44. Land Management Agreements**

**44. Land Management Agreements**

- 44.0.0 Land Management Agreements
- 44.1.0 The power pursuant to Section 192(1) of the PDI Act to enter into an agreement relating to the development management preservation or conservation of land with the owner of the land or a designated entity.
- 44.2.0 The power pursuant to Section 192(2) of the PDI Act to enter into an agreement relating to the management preservation or conservation of the land with a greenway authority.
- 44.3.0 The power pursuant to Section 192(4) of the PDI Act in considering whether to enter into an agreement under Section 192 of the PDI Act which relates to the development of land and if such an agreement is to be entered into in considering the terms of the agreement to have regard to:
- 44.3.1 the provisions of the Planning and Design Code and to any relevant development authorisation under the PDI Act; and
- 44.3.2 the principle that the entering into of an agreement under Section 192 of the PDI Act by the Council should not be used as a substitute to proceeding with an amendment to the Planning and Design Code under the PDI Act.
- 44.4.0 The power pursuant to Section 192(5) of the PDI Act to register agreements entered into under Section 192 of the PDI Act in accordance with the regulations.
- 44.5.0 The power pursuant to Section 192(8) of the PDI Act to carry out on private land any work for which provision is made by agreement under Section 192 of the PDI Act.
- 44.6.0 The power pursuant to Section 192(9) of the PDI Act to include in an agreement under Section 192 of the PDI Act an indemnity from a specified form of liability or right of action a waiver or exclusion of a specified form of liability or right of action an acknowledgment of liability or a disclaimer on the part of a party to the agreement.
- 44.7.0 The power pursuant to Section 192(10) of the PDI Act to express a provision under Section 192(9) of the PDI Act as extending to or being for the benefit of a person or body who or which is not a party to the agreement.
- 44.8.0 The power pursuant to Section 192(11) of the PDI Act to consent to the owner of land entering into an agreement under Section 192 of the PDI Act where the Council has a legal interest in the land.
- 44.9.0 The power pursuant to Section 192(12) of the PDI Act to apply to the Registrar-General to note the agreement against the relevant instrument of title or in the case of land not under the provisions of the Real Property Act 1886 against the land.
- 44.10.0 The power pursuant to Section 192(15) of the PDI Act to apply to the Registrar-General in relation to an agreement to which a note has been made under Section 192 of the PDI Act that has been rescinded or amended to enter a note of the rescission or amendment against the instrument of title or against the land.
- 44.11.0 The power pursuant to Section 192(16) of the PDI Act to provide in an agreement under Section 192 of the PDI Act for remission of rates or taxes on the land.
- 44.12.0 The power pursuant to Section 192(17) of the PDI Act to seek the Minister's consent to providing in an agreement under Section 192 of the PDI Act entered into by the Council for the remission of rates or taxes payable to the Crown.

## SUB-DELEGATIONS

## POSITION

**44. Land Management Agreements**

- 44.13.0 The power pursuant to Section 192(17) of the PDI Act to consent to an agreement entered into by the Minister under Section 192 of the PDI Act providing for the remission of rates or taxes payable to the Council.
- 44.14.0 The power pursuant to Section 192(18) of the PDI Act to take into account the existence of an agreement under Section 192 of the PDI Act when assessing an application for a development authorisation under the PDI Act.

## SUB-DELEGATIONS

## POSITION

**45. Land Management Agreements - Development Applications**

- 45.0.0 Land Management Agreements - Development Applications
- 45.1.0 The power pursuant to Section 193(1) of the PDI Act to subject to Section 193 of the PDI Act enter into an agreement under Section 193 of the PDI Act with a person who is applying for a development authorisation under the PDI Act that will in the event that the relevant development is approved bind:
- 45.1.1 the person; and
- 45.1.2 any other person who has the benefit of the development authorisation; and
- 45.1.3 the owner of the relevant land (if he or she is not within the ambit of Sections 193(a) or (b) of the PDI Act and if the other requirements of Section 193 of the PDI Act are satisfied).
- 45.2.0 The power pursuant to Section 193(2) of the PDI Act to enter into an agreement under Section 193 of the PDI Act in relation to any matter that the delegate agrees is relevant to the proposed development (including a matter that is not necessarily relevant to the assessment of the development under the PDI Act).
- 45.3.0 The power pursuant to Section 193(3) of the PDI Act to have regard to:
- 45.3.1 the provisions of the Planning and Design Code; and
- 45.3.2 the principle that the entering into of an agreement under Section 193 of the PDI Act by the Council should not be used as a substitute to proceeding with an amendment to the Planning and Design Code under the PDI Act.
- 45.4.0 The power pursuant to Section 193(5) of the PDI Act to register agreements entered into under Section 193 of the PDI Act in accordance with the regulations.
- 45.5.0 The power pursuant to Section 193(10) of the PDI Act to consent to an application to note the agreement against the relevant instrument of title or the land.
- 45.6.0 The power pursuant to Section 193(11) of the PDI Act to consent to an owner of land entering into an agreement or giving a consent under Section 192(10) of the PDI Act where the Council has a legal interest in the land.
- 45.7.0 The power pursuant to Section 193(13) of the PDI Act to apply to the Registrar-General to note the agreement against the relevant instrument of title or in the case of land not under the provisions of the Real Property Act 1886 against the land.

## SUB-DELEGATIONS

## POSITION

**45. Land Management Agreements - Development Applications**

- 45.8.0 The power pursuant to Section 193(15) of the PDI Act to apply to the Registrar-General in relation to an agreement under Section 193 that has been rescinded or amended to enter a note of the rescission or amendment against the instrument of title or against the land.
- 45.9.0 The power pursuant to Section 193(16) of the PDI Act if an agreement under Section 193 of the PDI Act does not have effect under Section 193 of the PDI Act within the period prescribed by the regulations to by notice given in accordance with the regulations lapse the relevant development approval.

## SUB-DELEGATIONS

## POSITION

**46. Off-setting Contributions**

- 46.0.0 Off-setting Contributions
- 46.1.0 The power pursuant to Section 197(1)(b) of the PDI Act to seek the approval of the Minister to act under Section 197 of the PDI Act.
- 46.2.0 The power pursuant to Section 197(2) of the PDI Act to establish a scheme under Section 197 of the PDI Act that is designed to support or facilitate:
- 46.2.1 development that may be in the public interest or otherwise considered by the delegate as being appropriate in particular circumstances (including by the provision of facilities at a different site); or
- 46.2.2 planning or development initiatives that will further the objects of the PDI Act or support the principles that relate to the planning system established by the PDI Act; or
- 46.2.3 any other initiative or policy:
- 46.2.3.1 designated by the Planning and Design Code for the purposes of Section 197(2)(c)(i) of the PDI Act;
- 46.2.3.2 prescribed by the regulations for the purposes of Section 197(2)(c)(ii) of the PDI Act.
- 46.3.0 The power pursuant to Section 197(3) of the PDI Act to include in a scheme established under Section 197 of the PDI Act:
- 46.3.1 an ability or requirement for a person who is proposing to undertake development (or who has the benefit of an approval under the PDI Act):
- 46.3.1.1 to make a contribution to a fund established as part of the scheme; or
- 46.3.1.2 to undertake work or to achieve some other goal or outcome (on an 'in kind' basis); or
- 46.3.1.3 to proceed under a combination of Sections 197(3)(a)(i) and (ii) of the PDI Act in order to provide for or address a particular matter identified by the scheme; and
- 46.3.2 an ability for a provision of the Planning and Design Code to apply with a specified variation under the terms of the scheme; and
- 46.3.3 an ability for any relevant authority to act under or in connection with Sections 197(3)(a) or (b) of the PDI Act.
- 46.4.0 The power pursuant to Section 197(4)(b) of the PDI Act to apply the fund towards the purposes of the scheme in accordance with any directions or approvals of the Treasurer made or given after consultation with the Minister.

**SUB-DELEGATIONS****POSITION****46. Off-setting Contributions**

- 46.5.0 The power pursuant to Section 197(4)(c) of the PDI Act to invest money that is not immediately required for the purposes of the fund in accordance with provisions included in the scheme.
- 46.6.0 The power pursuant to Section 197(7) of the PDI Act to:
- 46.6.1 seek the approval of the Minister to vary or wind up a scheme under Section 197 of the PDI Act; and
- 46.6.2 to vary or wind up a scheme under Section 197 of the PDI Act with the approval of the Minister.

**SUB-DELEGATIONS****POSITION****47. Open Space Contribution Scheme**

- 47.0.0 Open Space Contribution Scheme
- 47.1.0 The power pursuant to Section 198(1) of the PDI Act where an application for a development authorisation provides for the division of land in the Council's area into more than 20 allotments and 1 or more allotments is less than 1 hectare in area to require:
- 47.1.1 that up to 12.5% in area of the relevant area be vested in the Council to be held as open space; or
- 47.1.2 that the applicant make the contribution prescribed by the regulations in accordance with the requirements of Section 198 of the PDI Act; or
- 47.1.3 that land be vested in the Council under Section 198(1)(c) of the PDI Act and that the applicant make a contribution determined in accordance with Section 198(8) of the PDI Act according to the determination and specification of the delegate and to have regard to any relevant provision of the Planning and Design Code that designates land as open space and to seek the concurrence of the Commission to taking any action that is at variance with the Planning and Design Code.
- 47.2.0 The power pursuant to Section 198(3) of the PDI Act to enter into an agreement referred to in Section 198(2)(d) of the PDI Act.
- 47.3.0 The power pursuant to Section 198(4)(a) of the PDI Act to concur with an area being vested in the Council.
- 47.4.0 The power pursuant to Section 198(11) of the PDI Act in relation to money received under Section 198 of the PDI Act to immediately pay it into a fund established for the purposes of Section 198 of the PDI Act and apply it for the purpose of acquiring or developing land as open space.
- 47.5.0 The power pursuant to Section 198(12) of the PDI Act to form the opinion that the division of land is being undertaken in stages.

**SUB-DELEGATIONS****POSITION****48. Urban Trees Fund**

- 48.0.0 Urban Trees Fund

**SUB-DELEGATIONS****POSITION****48. Urban Trees Fund**

- 48.1.0 The power pursuant to Section 200(1) of the PDI Act to
- 48.1.1 seek the approval of the Minister to establish a fund (an urban trees fund) for an area designated by the delegate; and
- 48.1.2 to with the approval of the Minister establish a fund (an urban trees fund) for an area designed by the delegate (a designated area).
- 48.2.0 The power pursuant to Section 200(2) of the PDI Act to effect the establishing of the fund by notice published in the Gazette.
- 48.3.0 The power pursuant to Section 200(3) of the PDI Act to define a designated area by reference to an area established by the Planning and Design Code.
- 48.4.0 The power pursuant to Section 200(5) of the PDI Act to invest any money in an urban trees fund that is not immediately required for the purpose of the fund and to pay any resultant income into the fund.
- 48.5.0 The power pursuant to Section 200(6) of the PDI Act to apply money standing to the credit of an urban trees fund:
- 48.5.1 to maintain or plant trees in the designated area which are or will (when fully grown) constitute significant trees under the PDI Act; or
- 48.5.2 to purchase land within the designated area in order to maintain or plant trees which are or will (when fully grown) constitute significant trees under the PDI Act.
- 48.6.0 The power pursuant to Section 200(7) of the PDI Act if the Council subsequently sells land purchased under Section 200(6)(b) of the PDI Act to pay the proceeds of sale into an urban trees fund maintained by the Council under Section 200 of the PDI Act subject to the qualifications in Sections 200(7)(a) and (b).

**SUB-DELEGATIONS****POSITION****49. Appointment of Authorised Officers**

- 49.0.0 Appointment of Authorised Officers
- 49.1.0 The power pursuant to Section 210(1) of the PDI Act to:
- 49.1.1 appoint a person to be an authorised officer for the purposes of the PDI Act; and
- 49.1.2 appoint a person who holds the qualifications prescribed by the regulations to be an authorised officer for the purposes of the PDI Act if the Council is required to do so by the regulations.
- 49.2.0 The power pursuant to Section 210(2) of the PDI Act to make an appointment of an authorised officer subject to conditions.
- 49.3.0 The power pursuant to Section 210(3) of the PDI Act to issue each authorised officer an identity card:
- 49.3.1 containing a photograph of the authorised officer; and

**SUB-DELEGATIONS****POSITION****49. Appointment of Authorised Officers**

- 49.3.2 stating any conditions of appointment limiting the authorised officer's appointment.
- 49.4.0 The power pursuant to Section 210(5) of the PDI Act to at any time revoke an appointment which the Council has made or vary or revoke a condition of such an appointment or impose a further such condition.

**SUB-DELEGATIONS****POSITION****50. Enforcement Notices**

- 50.0.0 Enforcement Notices
- 50.1.0 The power pursuant to Section 213(1) of the PDI Act if the delegate has reason to believe on reasonable grounds that a person has breached the PDI Act or the repealed Act to do such of the following as the delegate considers necessary or appropriate in the circumstances:
- 50.1.1 direct a person to refrain either for a specified period or until further notice from the PDI Act or course of action that constitutes the breach;
- 50.1.2 direct a person to make good any breach in a manner and within a period specified by the delegate;
- 50.1.3 take such urgent action as is required because of any situation resulting from the breach.
- 50.2.0 The power pursuant to Section 213(2) of the PDI Act to give a direction under Section 213(1) of the PDI Act by notice in writing unless the delegate considers that the direction is urgently required.
- 50.3.0 The power pursuant to Section 213(5) of the PDI Act if a person fails to comply with a direction under Section 213(1)(b) of the PDI Act within the time specified in the notice to cause the necessary action to be taken.
- 50.4.0 The power pursuant to Section 213(6) of the PDI Act to recover the reasonable costs and expenses incurred by the Council (or any person acting on behalf of the Council) under Section 213 of the PDI Act as a debt due from the person whose failure gave rise to the action.
- 50.5.0 The power pursuant to Section 213(7) of the PDI Act if an amount is recoverable from a person by the Council under Section 213 of the PDI 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.

**SUB-DELEGATIONS****POSITION****51. Applications to Court**

- 51.0.0 Applications to Court
- 51.1.0 The power pursuant to Section 214(1) of the PDI Act to apply to the Court for an order to remedy or restrain a breach of the PDI Act or the repealed Act (whether or not any right of that person has been or may be infringed by or as a consequence of that breach).

**SUB-DELEGATIONS****POSITION****51. Applications to Court**

- 51.2.0 The power pursuant to Section 214(2) of the PDI Act to consent to proceedings under Section 214 of the PDI Act being brought in a representative capacity on behalf of the Council.
- 51.3.0 The power pursuant to Section 214(4) of the PDI Act to make an application without notice to any person and to make an application to the Court to serve a summons requiring the respondent to appear before the Court to show cause why an order should not be made under Section 214 of the PDI Act.
- 51.4.0 The power pursuant to Section 214(6) of the PDI Act to make submissions to the Court on the subject matter of the proceedings.
- 51.5.0 The power pursuant to Section 214(9) of the PDI Act to appear before a final order is made and be heard in proceedings based on the application.
- 51.6.0 The power pursuant to Section 214(10) of the PDI Act to make an application to the Court to make an interim order under Section 214 of the PDI Act.
- 51.7.0 The power pursuant to Section 214(11) of the PDI Act to make an application for an interim order without notice to any person.
- 51.8.0 The power pursuant to Section 214(12) of the PDI Act if the Court makes an order under Section 214(6)(d) of the PDI Act and the respondent fails to comply with the order within the period specified by the Court to cause any work contemplated by the order to be carried out and recover the costs of that work as a debt from the respondent.
- 51.9.0 The power pursuant to Section 214(13) of the PDI Act if an amount is recoverable from a person by the Council under Section 214(12) of the PDI 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.
- 51.10.0 The power pursuant to Section 214(17) of the PDI Act to apply to the Court to vary or revoke an order previously made under Section 214 of the PDI Act.

**SUB-DELEGATIONS****POSITION****52. Proceedings for Offences**

- 52.0.0 Proceedings for Offences
- 52.1.0 The power pursuant to Section 219(1) of the PDI Act to commence proceedings for an offence against the PDI Act.

**SUB-DELEGATIONS****POSITION****53. Adverse Publicity Orders**

- 53.0.0 Adverse Publicity Orders



## SUB-DELEGATIONS

## POSITION

**53. Adverse Publicity Orders**

- 53.1.0 The power pursuant to Section 223(2) of the PDI Act to make an application to the Court for an adverse publicity order.
- 53.2.0 The power pursuant to Section 223(4) of the PDI Act if the offender fails to give evidence to the Council in accordance with Section 224(1)(b) of the PDI Act to:
- 53.2.1 take the action or actions specified in the order; and
- 53.2.2 authorise a person in writing to take the action or actions specified in the order.
- 53.3.0 The power pursuant to Section 223(5) of the PDI Act if:
- 53.3.1 the offender gives evidence to the Council in accordance with Section 223(1)(b) of the PDI Act; and
- 53.3.2 despite the evidence the delegate is not satisfied that the offender has taken the action or actions specified in the order in accordance with the order to apply to the court for an order authorising the Council or person authorised in writing by the Council to take the action or actions and to authorise a person in writing to take the action or actions.
- 53.4.0 The power pursuant to Section 223(6) of the PDI Act if the Council or a person authorised in writing by the Council takes an action or actions in accordance with Section 223(4) of the PDI Act or an order under Section 223(5) of the PDI Act to recover from the offender an amount in relation to the reasonable expenses of taking the action or actions as a debt due to the Council.

## SUB-DELEGATIONS

## POSITION

**54. Civil Penalties**

- 54.0.0 Civil Penalties
- 54.1.0 The power pursuant to Section 225(1) of the PDI Act subject to Section 225 of the PDI Act if the delegate is satisfied that a person has committed an offence by contravening a provision of the PDI Act to as an alternative to criminal proceedings recover by negotiation or by application to the Court an amount as a civil penalty in respect of the contravention.
- 54.2.0 The power pursuant to Section 225(2) of the PDI Act in respect of a contravention where the relevant offence does not require proof of intention or some other state of mind to determine whether to initiate proceedings for an offence or take action under Section 225 of the PDI Act having regard to the seriousness of the contravention the previous record of the offender and any other relevant factors.
- 54.3.0 The power pursuant to Section 225(3) of the PDI Act to serve 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.
- 54.4.0 The power pursuant to Section 225(13) of the PDI Act to seek the authorisation of the Attorney-General to the commencement of proceedings for an order under Section 225 of the PDI Act.
- 54.5.0 The power pursuant to Section 225(17) of the PDI Act to seek an authorisation from the Commission for the Council to act under Section 225 of the PDI Act.

**SUB-DELEGATIONS****POSITION****55. Make Good Order**

55.0.0 Make Good Order

55.1.0 The power pursuant to Section 228(7) of the PDI Act to apply to the Court to vary or revoke an order under Section 228 of the PDI Act.

**SUB-DELEGATIONS****POSITION****56. Recovery of Economic Benefit**

56.0.0 Recovery of Economic Benefit

56.1.0 The power pursuant to Section 229(5) of the PDI Act to apply an amount paid to the Council in accordance with an order under Section 229(1) of the PDI Act for the purpose of acquiring or developing land as open space and to hold it in a fund established for the purposes of Section 198 of the PDI Act.

**SUB-DELEGATIONS****POSITION****57. Enforceable Voluntary Undertakings**

57.0.0 Enforceable Voluntary Undertakings

57.1.0 The power pursuant to Section 230(1) of the PDI Act to accept (by written notice) a written undertaking given by a person in connection with a matter relating to a contravention or alleged contravention by the person of the PDI Act.

57.2.0 The power pursuant to Section 230(4) of the PDI Act if the delegate considers that a person has contravened an undertaking accepted by the Council to apply to the Court for enforcement of the undertaking.

57.3.0 The power pursuant to Section 230(7) of the PDI Act to agree in writing with a person who has made an undertaking to:

57.3.1 vary the undertaking; or

57.3.2 withdraw the undertaking.

57.4.0 The power pursuant to Section 230(11) of the PDI Act to accept an undertaking in respect of a contravention or alleged contravention before proceedings in respect of that contravention have been finalised.

57.5.0 The power pursuant to Section 230(12) of the PDI Act if the delegate accepts an undertaking before the proceedings are finalised to take all reasonable steps to have the proceedings discontinued as soon as possible.

57.6.0 The power pursuant to Section 230(14) of the PDI Act to seek an authorisation from the Commission for the Council to act under Section 230 of the PDI Act.

**SUB-DELEGATIONS****POSITION****58. Advertisements**

58.0.0 Advertisements

58.1.0 The power pursuant to Section 231(1) of the PDI Act if in the opinion of the delegate an advertisement or advertising hoarding:

58.1.1 disfigures the natural beauty of a locality or otherwise detracts from the amenity of a locality; or

58.1.2 is contrary to the character desired for a locality under the Planning and Design Code to by notice served in accordance with the regulations on the advertiser or the owner or occupier of the land on which the advertisement or advertising hoarding is situated whether or not a development authorisation has been granted in respect of the advertisement or advertising hoarding order that person to remove or obliterate the advertisement or to remove the advertising hoarding (or both) within a period specified in the notice (of at least 28 days from the date of service of the notice).

58.2.0 The power pursuant to Section 231(3) of the PDI Act if a person on whom a notice is served under Section 231(1) of the PDI Act fails to comply with a notice within the time allowed in the notice to enter on the land and take the necessary steps for carrying out the requirements of the notice and to recover the costs of so doing as a debt from the person on whom the notice was served.

**SUB-DELEGATIONS****POSITION****59. Professional Advice to be Obtained in Relation to Certain Matters**

59.0.0 Professional Advice to be Obtained in Relation to Certain Matters

59.1.0 The power pursuant to Section 235(1) of the PDI Act to in the exercise of a prescribed function rely on a certificate of a person with prescribed qualifications.

59.2.0 The power pursuant to Section 235(2) of the PDI Act to seek and consider the advice of a person with prescribed qualifications or a person approved by the Minister for that purpose in relation to a matter arising under the PDI Act that is declared by regulation to be a matter on which such advice should be sought.

**SUB-DELEGATIONS****POSITION****60. Charges on Land**

60.0.0 Charges on Land

60.1.0 The power pursuant to Section 239(1) of the PDI Act if a charge on land is created under a provision of the PDI Act in favour of the Council to deliver to the Registrar-General a notice in a form determined by the Registrar-General setting out the amount of the charge and the land over which the charge is claimed.

60.2.0 The power pursuant to Section 239(6) of the PDI Act if a charge in the Council's favour exists and the amount to which the charge relates is paid to by notice to the appropriate authority in a form determined by the Registrar-General apply for the discharge of the charge.

**SUB-DELEGATIONS****POSITION****61. Registering Authorities to Note Transfer**

61.0.0 Registering Authorities to Note Transfer

61.1.0 The power pursuant to Section 240(1) of the PDI Act to apply to the Registrar General or another authority required or authorised under a law of the State to register or record transactions affecting assets rights or liabilities or documents relating to such transactions to register or record in an appropriate manner the transfer to the Council of an asset right or liability by regulation proclamation or notice under the PDI Act

**SUB-DELEGATIONS****POSITION****62. Reporting**

62.0.0 Reporting

62.1.0 The power pursuant to Clause 13(3)(b) of Schedule 2 of the PDI Act to require a report under Clause 13(2) of Schedule 2 of the PDI Act to contain any other information or report required by the delegate.

**SUB-DELEGATIONS****POSITION****63. Review of Performance**

63.0.0 Review of Performance

63.1.0 The power pursuant to Clause 3(3) of Schedule 4 of the PDI 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.

63.2.0 The power pursuant to Clause 3(14) of Schedule 4 of the PDI Act to make submissions to the Minister on the report on which the PDI Action to be taken by the Minister under Clause 3(13) of Schedule 4 of the PDI Act is based.

63.3.0 The power pursuant to Clause 3(15) of Schedule 4 of the PDI Act if the Minister makes a recommendation to the Council under Clause 3(13) (a) of Schedule 4 of the PDI Act and the Minister subsequently considers that the Council has not within a reasonable period taken appropriate action in view of the recommendation to make submissions to the Minister in relation to the directions of the Minister.

63.4.0 The power pursuant to Clause 3(16) of Schedule 4 of the PDI Act to comply with a direction under Clauses 3(13) or (15) of Schedule 4 of the PDI Act.

**SUB-DELEGATIONS****POSITION****64. Planning and Design Code**

64.0.0 Planning and Design Code

**SUB-DELEGATIONS****POSITION****64. Planning and Design Code**

- 64.1.0 The power pursuant to Clause 9(6)(a) of Schedule 8 of the PDI Act to apply to the Minister for approval to commence the process under Section 25 of the repealed Act.

**SUB-DELEGATIONS****POSITION****65. General Schemes**

- 65.0.0 General Schemes
- 65.1.0 The power pursuant to Clause 30(3) of Schedule 8 of the PDI Act to request the Minister make a declaration under Clause 30(2) of Schedule 8 of the PDI Act in relation to a scheme

**SUB-DELEGATIONS****POSITION****66. Adoption of DPAs**

- 66.0.0 Adoption of DPAs
- 66.1.0 The power pursuant to Regulation 8(1)(c) of the Planning Development and Infrastructure (Transitional Provisions) Regulations 2017 (the Transitional Provisions Regulations) to apply to the Minister under Regulation 8 of the Transitional Provisions Regulations in accordance with any requirement determined by the Minister.

**SUB-DELEGATIONS****POSITION****67. Mutual Liability Scheme - Rights of Indemnity**

- 67.0.0 Mutual Liability Scheme - Rights of Indemnity
- 67.1.0 The power pursuant to Regulation 11B(1) of the Planning Development and Infrastructure (General) Regulations 2019 (the General Regulations) to:
- 67.1.1 in being responsible under Section 83(1)(h)(ii) of the PDI Act for the costs and other liabilities associated with the activities of an assessment panel appointed by the Council; and
- 67.1.2 in being responsible for the costs associated with the activities of a regional assessment panel in accordance with a scheme set out in a notice under Section 84(1)(a) and (i) of the PDI Act have arrangements in place to indemnify the members of any such panel in respect of a claim against a member of the panel arising out of the performance exercise or discharge (or purported performance exercise or discharge) in good faith of their functions powers or duties under the PDI Act in their role as a member of the panel.
- 67.2.0 The power pursuant to Regulation 11B(5) of the General Regulations to:
- 67.2.1 in being responsible under Section 87(f) of the PDI Act for the costs and other liabilities associated with the activities of an assessment manager for an assessment panel appointed by the Council; and

**SUB-DELEGATIONS****POSITION****67. Mutual Liability Scheme - Rights of Indemnity**

- 67.2.2 in being responsible for the costs associated with the activities of a regional assessment panel in accordance with a scheme set out in a notice under Section 87(1)(a) and (i) of the PDI Act have arrangements in place to indemnify an assessment manager for any such panel in respect of a claim against the assessment manager arising out of the performance exercise or discharge (or purported performance exercise or discharge) in good faith of their functions powers or duties under the PDI Act in their role as an assessment manager.

**SUB-DELEGATIONS****POSITION****68. Performance Assessed Development and Restricted Development**

- 68.0.0 Performance Assessed Development and Restricted Development
- 68.1.0 The power pursuant to Regulation 47(4)(d) of the General Regulations to determine the fee payable by the applicant as being appropriate to cover the reasonable costs of placing the notice on the land.

**SUB-DELEGATIONS****POSITION****69. Underground Main Areas**

- 69.0.0 Underground Main Areas
- 69.1.0 The power pursuant to Regulation 78(1) of the General Regulations if the delegate considers an area should be declared an underground mains area to seek a report from the relevant electricity authority in relation to the matter.
- 69.2.0 The power pursuant to Regulation 78(2) of the General Regulations after having received and considered a report from the electricity authority to declare the area to be an underground mains area.

**SUB-DELEGATIONS****POSITION****70. Width of Roads and Thoroughfares**

- 70.0.0 Width of Roads and Thoroughfares
- 70.1.0 The power pursuant to Regulation 81(4) of the General Regulations to dispense with a width prescribed by Regulations 81(1) or (3) of the General Regulations (and specify a different width) 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.
- 70.2.0 The power pursuant to Regulation 81(5) of the General Regulations to subject to Regulation 81(6) of the General Regulations specify the width of the road at the head of every cul-de-sac in such dimensions as may be acceptable to the delegate.
- 70.3.0 The power pursuant to Regulation 81(6) of the General Regulations to dispense with a requirement under Regulation 81(5) of the General Regulations if it appears to the delegate that the cul-de-sac is likely to become a through road.

**SUB-DELEGATIONS****POSITION****71. Road Widening**

71.0.0 Road Widening

71.1.0 The power pursuant to Regulation 82(1) of the PDI Act subject to Regulation 82(2) of the General Regulations if an existing road abuts land which is proposed to be divided to form the view 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.

**SUB-DELEGATIONS****POSITION****72. Requirement as to Forming of Roads**

72.0.0 Requirement as to Forming of Roads

72.1.0 The power pursuant to Regulation 83(1) of the General Regulations subject to Regulation 83(2) of the General Regulations to specify the width and manner of the formation of the roadway of every proposed road on a plan of division.

72.2.0 The power pursuant to Regulation 83(2) of the General Regulations to form the opinion that it is necessary to specify a width for a roadway to be formed under Regulation 83(1) in excess of 7.4m in view of the volume or type of traffic that is likely to traverse that road.

72.3.0 The power pursuant to Regulation 83(4) of the General Regulations to dispense with the requirements under Regulation 83(3) of the General Regulations if the delegate is of the opinion that the cul-de-sac is likely to become a through road.

72.4.0 The power pursuant to Regulation 83(5) of the General Regulations subject to Regulation 83(6) of the General Regulations to require every footpath water-table kerbing culvert and drain of every proposed road to be formed in a manner satisfactory to the delegate.

72.5.0 The power pursuant to Regulation 83(6) of the General Regulations to dispense with a requirement under Regulation 83(5) of the General Regulations.

**SUB-DELEGATIONS****POSITION****73. Construction of Roads Bridges Drains and Services**

73.0.0 Construction of Roads Bridges Drains and Services

73.1.0 The power pursuant to Regulation 84(1) of the General Regulations 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.

**SUB-DELEGATIONS****POSITION****74. Supplementary Provisions**

74.0.0 Supplementary Provisions

**SUB-DELEGATIONS****POSITION****74. Supplementary Provisions**

- 74.1.0 The power pursuant to Regulation 85(1) of the General Regulations to approve the road location and grading plan for the manner of forming any proposed road footpath water-table kerbing culvert or drain required under Division 6 of the General Regulations.
- 74.2.0 The power pursuant to Regulation 85(2) of the General Regulations subject to Regulation 85(4) of the General Regulations to require all work referred to in Regulations 83 and 84 of the General Regulations to be carried out in a manner satisfactory to the delegate and in conformity with detailed construction plans and specifications signed by a professional engineer or at the discretion of the delegate a licensed surveyor and approved by the delegate before the commencement of the work.
- 74.3.0 The power pursuant to Regulation 85(4) of the General Regulations to form the opinion that all connections for water supply and sewerage services to any allotment 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.

**SUB-DELEGATIONS****POSITION****75. General Provision**

- 75.0.0 General Provision
- 75.1.0 The power pursuant to Regulation 89(1) of the General Regulations to form the opinion that another form of arrangement is satisfactory for the purposes of Section 138(1) of the PDI Act.
- 75.2.0 The power pursuant to Regulation 89(3) of the General Regulations to provide a certificate which:
- 75.2.1 evidences the consent of the Council to an encroachment by a building over other land; and
- 75.2.2 sets out:
- 75.2.2.1 the date on which any relevant building was erected (if known); and
- 75.2.2.2 the postal address of the site.
- 75.3.0 The power pursuant to Regulation 89(6)(b) of the General Regulations to request a written copy of the certificate and plan (or certificates and plans) referred to in Regulation 89(3) of the General Regulations.

**SUB-DELEGATIONS****POSITION****76. Notifications During Building Work**

- 76.0.0 Notifications During Building Work
- 76.1.0 The power pursuant to Regulation 93(1)(b) of the General Regulations to specify by notice to the building owner and to the licensed building work contractor responsible for carrying out the relevant building work (if any) when development approval is granted in respect of the work any stage of the building work to which the periods and stages prescribed for the purposes of Section 146(1) of the PDI Act relate.



**SUB-DELEGATIONS**

**POSITION**

**76. Notifications During Building Work**

76.2.0 The power pursuant to Regulation 93(1)(c) of the General Regulations to specify by notice in writing to the building owner on the granting of development approval in respect of the work any stage of the building work to which the periods and stages prescribed for the purposes of Section 146(1) of the PDI Act relate.

**SUB-DELEGATIONS**

**POSITION**

**77. Essential Safety Provisions**

77.0.0 Essential Safety Provisions

77.1.0 The power pursuant to Regulation 94(13) of the General Regulations to require compliance with Regulation 94(10) of the General Regulations if:

77.1.1 the essential safety provisions were installed

77.1.1.1 under a condition attached to a consent or approval that is expressed to apply by virtue of a variance with the performance requirements of the Building Code; or

77.1.1.2 as part of a performance solution under the Building Code; or

77.1.2 the building has been the subject of a notice under Section 157 of the PDI Act.

**SUB-DELEGATIONS**

**POSITION**

**78. Classification of Buildings**

78.0.0 Classification of Buildings

78.1.0 The power pursuant to Regulation 102(3) of the General Regulations to require an application under Regulation 102(1) or (2) of the General Regulations to be accompanied by:

78.1.1 such details particulars plans drawings specifications certificates and other documents as the delegate may reasonably require to determine the building's classification.

78.2.0 The power pursuant to Regulation 102(4) of the General Regulations to subject to Regulation 102(5) of the General Regulations assign the appropriate classification under the Building Code to a building if the delegate is satisfied on the basis of the owner's application and accompanying documentation that the building in respect of the classification applied for possesses the attributes appropriate to its present or intended use.

78.3.0 The power pursuant to Regulation 102(5) of the General Regulations if an application under Regulation 102 of the General Regulations is made in respect of an existing Class 2 to Class 9 building to require the applicant to satisfy the delegate that the provisions of any relevant Ministerial building standard relating to upgrading health and safety in existing buildings has been complied with (to the extent reasonably applicable to the building and its present or intended use).

78.4.0 The power pursuant to Regulation 102(6) of the General Regulations on assigning a classification to a building (or part of a building) to if relevant determine and specify in the notice to the owner under Section 151(3) of the PDI Act:

## SUB-DELEGATIONS

## POSITION

**78. Classification of Buildings**

- 78.4.1 the maximum number of persons who may occupy the building (or part of the building); and
- 78.4.2 if the building has more than 1 classification the part or parts of the building to which each classification relates and the classifications currently assigned to the other parts of the building.

## SUB-DELEGATIONS

## POSITION

**79. Certificates of Occupancy**

- 79.0.0 Certificates of Occupancy
- 79.1.0 The power pursuant to Regulation 103(2) of the General Regulations to require the following documentation:
- 79.1.1 if the development has been approved subject to conditions such evidence as the delegate may reasonably require to show that the conditions have been satisfied;
- 79.1.2 if the application relates to the construction or alteration of part of a building and further building work is envisaged in respect of the remainder of the building such evidence as the delegate may reasonably require to show:
- 79.1.2.1 in the case of a building more than 1 storey - that the requirements of any relevant Ministerial building standard have been complied with; or
- 79.1.2.2 in any other case - that the building is suitable for occupation.
- 79.2.0 The power pursuant to Regulation 103(3) of the General Regulations to other than in relation to a designated building on which building work involving the use of a designated building product is carried out after 12 March 2018 dispense with the requirement to provide a Statement of Compliance under Regulation 103(2)(a) of the General Regulations if:
- 79.2.1 the delegate is satisfied that a person required to complete 1 or both parts of the statement has refused or failed to complete that part and that the person seeking the issuing of the certificate of occupancy has taken reasonable steps to obtain the relevant certification or certifications; and
- 79.2.2 it appears to the delegate after undertaking an inspection that the relevant building is suitable for occupation.
- 79.3.0 The power pursuant to Regulation 103(4) of the General Regulations if:
- 79.3.1 a building is:
- 79.3.1.1 to be equipped with a booster assembly for use by a fire authority; or
- 79.3.1.2 to have installed a fire alarm that transmits a signal to a fire station or to a monitoring service approved by the relevant authority; and
- 79.3.2 facilities for fire detection fire fighting or the control of smoke must be installed in the building pursuant to an approval under the PDI Act to not grant a certificate of occupancy unless or until the delegate has sought a report from the fire authority as to whether those facilities have been installed and operate satisfactorily and to seek such a report from the fire authority.
- 79.4.0 The power pursuant to Regulation 103(5) of the General Regulations if a report is not received from the fire authority within 15 business days to presume that the fire authority does not desire to make a report.

## SUB-DELEGATIONS

## POSITION

**79. Certificates of Occupancy**

- 79.5.0 The power pursuant to Regulation 103(6) of the General Regulations to have regard to any report received from a fire authority under Regulation 103(4) of the General Regulations before the delegate issues a certificate of occupancy.
- 79.6.0 The power pursuant to Regulation 103(6a) of the General Regulations on receipt of a notification of intended completion of building work under Regulation 93(1)(f) of the General Regulations to determine that building work will be inspected by an authorised officer.
- 79.7.0 The power pursuant to Regulation 103(9) of the General Regulations to revoke a certificate of occupancy:
- 79.7.1 if:
- 79.7.1.1 there is a change in the use of the building; or
- 79.7.1.2 the classification of the building changes; or
- 79.7.1.3 building work involving an alteration or extension to the building that will increase the floor area of the building by more than 300m<sup>2</sup> is about to commence or is being or has been carried out; or
- 79.7.1.4 the building is about to undergo or is undergoing or has undergone major refurbishment and the delegate considers that in the circumstances the certificate should be revoked and a new certificate sought; or
- 79.7.2 if the delegate considers that the building is no longer suitable for occupation because of building work undertaken or being undertaken on the building or because of some other circumstance; or
- 79.7.3 if a schedule of essential safety provisions has been issued in relation to the building and the owner of the building has failed to comply with the requirements of Regulation 94(10) of the General Regulations; or
- 79.7.4 if the delegate considers:
- 79.7.4.1 that a condition attached to a relevant development authorisation has not been met or has been contravened and that in the circumstances the certificate should be revoked; or
- 79.7.4.2 that a condition attached to the certificate of occupancy has not been met or has been contravened or is no longer appropriate.

## SUB-DELEGATIONS

## POSITION

**80. Mining Production Tenements**

- 80.0.0 Mining Production Tenements
- 80.1.0 The power pursuant to Regulation 109(1)(b) of the General Regulations to make submissions to the appropriate Authority and object to the granting of the tenement.

## SUB-DELEGATIONS

## POSITION

**81. Register of Land Management Agreements (Section 193)**

- 81.0.0 81. Register of Land Management Agreements (Section 193)

**SUB-DELEGATIONS****POSITION****81. Register of Land Management Agreements (Section 193)**

- 81.1.0 The power pursuant to Regulation 111(2) of the General Regulations to establish a register of agreements entered into by the Council under Section 193 of the PDI Act.
- 81.2.0 The power pursuant to Regulation 111(3) of the General Regulations to include in a register or provide access to a copy of each agreement entered into by the Council under Section 193 of the PDI Act and such other information the delegate considers appropriate.

**SUB-DELEGATIONS****POSITION****82. Authorised Officers and Inspections**

- 82.0.0 Authorised Officers and Inspections
- 82.1.0 The power pursuant to Regulation 112(1) of the General Regulations to appoint at least 1 authorised officer under Section 210(1)(b) of the PDI Act:
- 82.1.1 who is an accredited professional who is:
- 82.1.1.1 an Accredited professional - building level 1; or
- 82.1.1.2 an Accredited professional - building level 2; or
- 82.1.1.3 an Accredited professional - building level 3; or
- 82.1.1.4 an Accredited professional - building level 4; or
- 82.1.2 who holds a current accreditation recognised by the Chief Executive for the purposes of this Regulation; or
- 82.1.3 who holds an approval from the Chief Executive.

**SUB-DELEGATIONS****POSITION****83. Calculation of Assessment of Fees**

- 83.0.0 Calculation of Assessment of Fees
- 83.1.0 The power pursuant to Regulation 5(1) of the Planning Development and Infrastructure (Fees Charges and Contributions) Regulations 2019 (the Fees Regulations) in relation to an application which is duly lodged under a related set of regulations (including via the SA planning portal):
- 83.1.1 to require the applicant to provide such information as the delegate may reasonably require to calculate any fee payable under the Fees Regulations or a related set of regulations; and
- 83.1.2 to make any other determination for the purposes of the Fees Regulations or a related set of regulations (even if the Council is not a relevant authority).

**SUB-DELEGATIONS****POSITION****83. Calculation of Assessment of Fees**

- 83.2.0 The power pursuant to Regulation 5(2) of the Fees Regulations if the delegate acting under Regulation 5(1) of the Fees Regulations believes that any information provided by an applicant is incomplete or inaccurate to calculate any fee on the basis of estimates made by the delegate.
- 83.3.0 The power pursuant to Regulation 5(3) of the Fees Regulations to at any time and despite an earlier calculation or acceptance of an amount in respect of the fee reassess a fee payable under the Fees Regulations or a related set of Regulations.

**SUB-DELEGATIONS****POSITION****84. Waiver or Refund of Fee**

- 84.0.0 Waiver or Refund of Fee
- 84.1.0 The power pursuant to Regulation 7 of the Fees Regulations to as the delegate considers appropriate to do so:
- 84.1.1 waive the payment of the fee or the payment of part of the fee; or
- 84.1.2 refund the whole or a part of the fee.

**SUB-DELEGATIONS****POSITION****85. Requirements in Relation to Preparing an Engagement Plan**

- 85.0.0 Requirements in Relation to Preparing an Engagement Plan
- 85.1.0 The power pursuant to clause 5(1) of the State Planning Commission Practice Direction – 2 Preparation and Amendment of Designated Instruments (PD2) to prepare a community engagement plan that:
- 85.1.1 meets the principles and performance outcomes of the Charter;
- 85.1.2 describes the persons or bodies to be consulted;
- 85.1.3 outlines any relevant previous engagement undertaken to inform the proposal;
- 85.1.4 describes the evaluation framework for the engagement.
- 85.2.0 The power pursuant to clause 5(2) of PD2 to submit the community engagement plan to the Commission for approval with the exception of an amendment to the Code and a Design Standard.

**SUB-DELEGATIONS****POSITION****86. Requirements in Relation to Preparing an Engagement Report Following Consultation**

- 86.0.0 Requirements in Relation to Preparing an Engagement Report Following Consultation

## SUB-DELEGATIONS

## POSITION

**86. Requirements in Relation to Preparing an Engagement Report Following Consultation**

- 86.1.0 The power pursuant to clause 6(1) of PD2 at the completion of engagement on a draft of a proposal to prepare or amend a designated instrument to provide an engagement report to the Minister.
- 86.2.0 The power pursuant to clause 6(2) of PD2 to set out in the report:
- 86.2.1 details of the engagement undertaken and how that engagement met the agreed community engagement plan and reasons for variations if any to that plan;
- 86.2.2 the outcome of the engagement including a summary of the feedback made;
- 86.2.3 the response to the details of and reasons for changes to the proposal to prepare or amend a designated instrument when compared to the proposal that was engaged on and to specifically indicate:
- 86.2.3.1 where changes are proposed to the designated instrument based on the engagement; and
- 86.2.3.2 any other changes proposed based on additional investigations or information not available when the proposal was released for engagement.
- 86.3.0 The power pursuant to clause 6(3) of PD2 to in the engagement report also include an evaluation of the effectiveness of the engagement that considers whether:
- 86.3.1 the principles of the Charter have been achieved; and
- 86.3.2 all mandatory requirements identified in the Charter have been met where the consultation category is applicable.

## SUB-DELEGATIONS

## POSITION

**87. Requirements in relation to Initiating a Code Amendment Pursuant to Section 73 of the Act**

- 87.0.0 Requirements in relation to Initiating a Code Amendment Pursuant to Section 73 of the Act
- 87.1.0 The power pursuant to clause 7(1) of PD 2 to provide a proposal to the Commission to initiate a code amendment that sets out:
- 87.1.1 Scope - an explanation of the reasons for the preparation of the amendment and a description of the changes in circumstance leading the need for the amendment and the range of issues to be addressed in the amendment;
- 87.1.2 Code Modules - an outline of any overlay general policy zone or subzones being considered for amendment and/or the intended spatial application of an overlay general policy zone or subzone over an identified area or draft instructions for the proposed amendments;
- 87.1.3 Area Affected - A map or description of the area affected by the proposed amendment;
- 87.1.4 State Planning Policies - an identification of the relevant key state planning policies and a statement of assessment of the amendment's consistency with those policies;
- 87.1.5 Regional Plans - An indication of how the matters or issues proposed to be addressed by the amendment will relate to the relevant regional plan and any relevant infrastructure planning;
- 87.1.6 Infrastructure Provision -
- 87.1.6.1 an explanation of any infrastructure provision that is required and how the infrastructure provision will be provided; and

## SUB-DELEGATIONS

## POSITION

**87. Requirements in relation to Initiating a Code Amendment Pursuant to Section 73 of the Act**

- 87.1.6.2 an indication whether it is likely that an infrastructure agreement or agreements will need to be entered into in connection with the code amendment process identifying the tools that will be used for this process;
- 87.1.7 Joint Planning Board Comments - that the Council has discussed the proposal with the relevant Regional Planning Board;
- 87.1.8 Consultation information regarding any other consultation that has occurred;
- 87.1.9 in relation to designating a place as a place of local heritage value or a heritage area - a heritage review prepared by a heritage architect or historian or similar occupation in accordance with the Commission's guidelines prepared under Section 67(2)(c) of the PDI Act;
- 87.1.10 in relation to designating a tree a significant tree - an assessment of the tree against the criteria under Section 68(1)(a) of the PDI Act;
- 87.1.11 in relation to designating a stand of trees to be significant trees – an assessment of the trees against the criteria under Section 68(1)(b) of the PDI Act.
- 87.2.0 The power pursuant to clause 7(2) of PD2 to in addition provide:
- 87.2.1 Timetable - an outline of the proposed timetable for each step of the process (ensuring that the process is completed within reasonable time limits) and a commitment on the part of the Council that it will take steps to update this timetable if it appears at any stage that the Council will require an extension;
- 87.2.2 Investigations - an outline of the investigations and justifications that will be undertaken (and those that may have already been undertaken) and the form that those investigations will take in order to address the strategic and social economic and environmental issues of the proposed amendment or an explanation and summary of the investigations undertaken and how these support the amendment.

## SUB-DELEGATIONS

## POSITION

**88. Requirements in Relation to Preparation of the Draft Proposal Prior to Consultation and Decision**

- 88.0.0 Requirements in Relation to Preparation of the Draft Proposal Prior to Consultation and Decision
- 88.1.0 The power pursuant to clause 8(1) of PD 2 to prior to consultation provide to the Department:
- 88.1.1 instructions that set out the intent of the proposed policy amendment for the purposes of the Department writing the draft Code Policy for the Council;
- 88.1.2 any maps in an industry standard GIS format to enable the production version of mapping to be prepared and returned to the Council;
- 88.1.3 in relation to heritage lists a local heritage data sheet and a significant trees data sheet.
- 88.2.0 The power pursuant to clause 8(2) of PD2 if amendments are proposed to the consultation versions to provide to the Department:
- 88.2.1 instruction to write the amendments to the Code Policy;
- 88.2.2 amendments to the maps in an industry standard GIS format to enable the production version of mapping to be prepared and returned to the Council.

SUB-DELEGATIONS

POSITION

**89. Requirements in relation to Preparation of the Draft Proposal for Consultation**

- 89.0.0 Requirements in relation to Preparation of the Draft Proposal for Consultation
- 89.1.0 The power pursuant to clause 9(1) of PD2 to for engagement purposes support a code amendment by the following information:
  - 89.1.1 an explanation about why and how the Code is proposed to be amended;
  - 89.1.2 an assessment of the amendment against the relevant provisions of State Planning Policies and the relevant regional plan;
  - 89.1.3 if any amendment is not fully consistent with the State Planning Policies or the region plan to so specifically identify that and include an explanation setting out the reason or reasons for the inconsistency;
  - 89.1.4 an explanation and summary of the investigations undertaken and how these support the amendment;
  - 89.1.5 an explanation of any infrastructure provision that is required and how the infrastructure will be provided.

SUB-DELEGATIONS

POSITION

**90. Requirements in Relation to Complying Changes Under Section 75**

- 90.0.0 Requirements in Relation to Complying Changes Under Section 75
- 90.1.0 The power pursuant to clause 11(1) of PD2 in relation to a proposal to agree to a complying change to provide the following information to the department:
  - 90.1.1 a reference to the documentation and recommendation in relation to the proposed amendment in the relevant regional plan;
  - 90.1.2 a summary of the consultation in accordance with the Charter that has occurred in relation to the proposal including reference to the Engagement Report prepared for the regional plan and any additional consultation that has occurred;
  - 90.1.3 instructions that set out the intent of the proposed policy amendment for the purposes of the department writing the draft Code Policy for the Council;
  - 90.1.4 any maps in an industry standard GIS format to enable the production version of mapping to be prepared and returned to the Council.

SUB-DELEGATIONS

POSITION

**91. Requirements in Relation to Early Commencement Under Section 78**

- 91.0.0 Requirements in Relation to Early Commencement Under Section 78
- 91.1.0 The power pursuant to clause 12(1) of PD2 in relation to a request for a code amendment to come into operation without delay to provide to the department:
  - 91.1.1 an explanation about how early commencement is required to counter applications for undesirable development (development that would detract from negate the object of the amendment) during consultation and consideration of the code amendment;



SUB-DELEGATIONS

POSITION

**91. Requirements in Relation to Early Commencement Under Section 78**

- 91.1.2 instructions that set out the intent of the proposed policy amendment for the purposes of the Department writing the draft Code Policy for the Council;
- 91.1.3 any maps in an industry standard GIS format to enable the production version of mapping to be prepared and returned to the Council.

SUB-DELEGATIONS

POSITION

**92. Responsibility to Undertake Notification**

- 92.0.0 Responsibility to Undertake Notification
- 92.1.0 The power pursuant to clause 6(3)(b) of the State Planning Commission Practice Direction – 3 (Notification of Performance Assessed Development Applications) 2019 (PD3) to determine the relevant fee as being appropriate to cover the relevant authority's reasonable costs in giving public notice of the application under Section 107(3)(a)(i) of the PDI Act.

SUB-DELEGATIONS

POSITION

**93. Mandatory Inspections**

- 93.0.0 Mandatory Inspections
- 93.1.0 The power pursuant to clause 2(2) of Part 2 of the State Planning Commission Practice Direction (Council Inspections) 2020 (PD9) to in carrying out an inspection under PD9 take all reasonable steps to ensure each inspection includes an inspection and assessment of the following elements (elements) as may be present at the time of inspection:
  - 93.1.1 primary structural elements;
  - 93.1.2 structural framing and roof trusses;
  - 93.1.3 wet areas and waterproofing;
  - 93.1.4 barriers to prevent falls;
  - 93.1.5 cladding;
  - 93.1.6 egress provisions;
  - 93.1.7 bushfire protection systems;
  - 93.1.8 passive and active fire safety elements;
  - 93.1.9 private bushfire shelters; and
  - 93.1.10 performance solutions.

**SUB-DELEGATIONS**

**POSITION**

**94. Additional Inspections**

94.0.0 Additional Inspections

94.1.0 The power pursuant to clause 3(2) of Part 2 of PD9 to consider carrying out an inspection in addition to any specified in clause 2 of Part 2 of PD9 (additional inspections) if the delegate has information to indicate that the circumstances warrant it having regard to the objects of PD9.

**SUB-DELEGATIONS**

**POSITION**

**95. Inspections Generally**

95.0.0 Inspections Generally

95.1.0 The power pursuant to clause 4(3) of Part 2 of PD9 in relation to building work listed in Schedule 7 of the General Regulations to consider if an additional inspection may be appropriate.

**SUB-DELEGATIONS**

**POSITION**

**96. General Requirements**

96.0.0 General Requirements

96.1.0 The power pursuant to clause 1(2) of Part 3 of PD9 to ensure that an inspection under PD9 and subsequent assessment of each of the applicable elements in clause 2(2) of Part 2 of PD9 is carried out by a person who has the appropriate qualifications skills knowledge and experience to carry out an inspection assigned to that officer under PD9.

**SUB-DELEGATIONS**

**POSITION**

**97. Conditions that Must be met for the Staged Occupation of a Partially Completed Building**

97.0.0 Conditions that Must be met for the Staged Occupation of a Partially Completed Building

97.1.0 The power pursuant to clause 5(2) of the State Planning Commission Practice Direction 10 (Staged Occupation of Multi-Storey Buildings 2020 (PD10) to agree to partial occupancy of a partially completed multistorey building.



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Fines Enforcement and Debt Recovery Act 2017 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

**Powers and Functions Delegated in this Instrument**  
**Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS  | POSITION   |
|--|--|
| <b>1. Amounts Due Under Expiation Notices may be Treated as Part of Pecuniary Sum</b>  |  |
| 1.0.0 Amounts Due Under Expiation Notices may be Treated as Part of Pecuniary Sum  | Community Safety Coordinator<br>Environmental Health Officer |
| 1.1.0 The power pursuant to Section 9(2) of the Fines Enforcement and Debt Recovery Act 2017 (the Act) 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. | Environmental Health Officer                                 |

| SUB-DELEGATIONS  | POSITION                     |
|--|------------------------------|
| <b>2. Arrangements as to Manner and Time of Payment</b>  |                              |
| 2.0.0 Arrangements as to Manner and Time of Payment  | Community Safety Coordinator |
| 2.1.0 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.   |                              |
| 2.2.0 The power pursuant to Section 20(18) of the Act 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 then outstanding (taking into account where the arrangement required the performance of community service the number of hours of community service to be performed). |                              |

| SUB-DELEGATIONS                     | POSITION   |
|-------------------------------------|--|
| <b>3. Enforcement Determination</b> |  |
| 3.0.0 Enforcement Determination     | Community Safety Coordinator<br>Environmental Health Officer |

**3. Enforcement Determination**

- |       |  |                              |
|-------|--|------------------------------|
| 3.1.0 | 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: (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. | Environmental Health Officer |
| 3.2.0 | The power pursuant to Section 22(2) of the Act to pay the prescribed fee.  | Environmental Health Officer |



(1) The objective of this policy (the waste management objective) is to achieve sustainable waste management by applying the waste management hierarchy consistently with the principles of ecologically sustainable development set out in section 10 of the Act. (2) In order to meet the waste management objective waste management in this State should also— (a) promote best practice and accountable waste management taking into account regional differences within the State; and (b) include effective recording monitoring and reporting systems with respect to the treatment transportation and disposal of waste and other matter; and (c) promote environmental responsibility and involvement in waste avoidance waste minimisation and waste management within the community.

**Powers and Functions Delegated in this Instrument**  
**Delegated To: Chief Executive Officer**

**SUB-DELEGATIONS** **POSITION**

**7. The duty pursuant to Clause 17(2) of the Policy to ensure that the following provisions are complied with in relation to any medical waste received by the Council:**

|        |  |                             |
|--------|--|-----------------------------|
| 7.1.0  | if any other waste is mixed with medical waste the other waste is to be dealt with under this clause in the same way as is required in relation to medical waste;  |                             |
| 7.2.0  | all medical waste must be stored in containers that are weatherproof shatterproof insect and vermin proof and leak proof or in the case of containers storing only medical sharps or any other sharp articles leak resistant;  |                             |
| 7.3.0  | all containers for medical waste that are kept for further use must be thoroughly cleaned and disinfected as soon as reasonably practicable after emptying;  |                             |
| 7.4.0  | all containers used for the storage or transport of medical waste must be clearly labelled as containing medical waste;  |                             |
| 7.5.0  | all containers of medical waste must be stored in a secure location;   |                             |
| 7.6.0  | all necessary equipment required to clean and disinfect the area in case of accidental spillage of medical waste must be readily available and accessible;   | General Manager Environment |
| 7.7.0  | discarded medical sharps or any other sharp articles must be contained for disposal in containers that comply with the requirements of the Standards as amended from time to time set out in Clause 17(2)(g)(i) of the Policy and the containers must not be subject to compaction by a compacting device nor placed for storage or transport in a portable or mobile compactor; | General Manager Environment |
| 7.8.0  | medical waste must be disposed of as soon as reasonably practicable;   | General Manager Environment |
| 7.9.0  | all medical waste must be:   | General Manager Environment |
| 7.10.0 | before the collection of medical waste for disposal the transporter must be advised of the nature of the waste hazards associated with the waste and any precautions that need to be taken during the collection transport or disposal of the medical waste;   | General Manager Environment |

**7. The duty pursuant to Clause 17(2) of the Policy to ensure that the following provisions are complied with in relation to any medical waste received by the Council:**

7.11.0 the transporter must be given such assistance as is required to ensure that loading operations are carried out in such a way as to prevent spillage of any medical waste.

General Manager Environment



In exercise of the power contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by the Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the State Records Act 1997 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate). Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

## **Powers and Functions Delegated in this Instrument**

### **Delegated To: Chief Executive Officer**

#### **SUB-DELEGATIONS**

#### **POSITION**

### **1. Surveys of Official Records and Record Management**

- 1.0.0 Surveys of Official Records and Record Management
- 1.1.0 The power pursuant to Section 15(2) of the State Records Act 1997 (the Act) to afford the Manager reasonable cooperation and assistance in the conduct of a survey under Section 15 of the Act.

#### **SUB-DELEGATIONS**

#### **POSITION**

### **2. Voluntary Transfer to State Records' Custody**

- 2.0.0 Voluntary Transfer to State Records' Custody
- 2.1.0 The power pursuant to Section 18(1) of the Act to subject to Section 18(2) of the Act deliver any of the Council's records into the custody of State Records.

#### **SUB-DELEGATIONS**

#### **POSITION**

### **3. Mandatory Transfer to State Records' Custody**

- 3.0.0 Mandatory Transfer to State Records' Custody
- 3.1.0 whichever first occurs.
  - 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
- 3.2.0 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:

**SUB-DELEGATIONS****POSITION****3. Mandatory Transfer to State Records' Custody**

- 3.2.1 in accordance with record management standards issued by the Manager; or
- 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.
- 3.3.0 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.
- 3.4.0 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.

**SUB-DELEGATIONS****POSITION****4. Keeping of Official Records in Premises Other than State Records' Premises**

- 4.0.0 Keeping of Official Records in Premises Other than State Records' Premises
- 4.1.0 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.

**SUB-DELEGATIONS****POSITION****5. Disposal of Official Records by Agency**

- 5.0.0 Disposal of Official Records by Agency
- 5.1.0 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.
- 5.2.0 The power pursuant to Section 23(2) of the Act to request the Manager make a determination as to the disposal of official records.
- 5.3.0 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.

**SUB-DELEGATIONS****POSITION****6. Disposal of Official Records by Manager**

- 6.0.0 Disposal of Official Records by Manager
- 6.1.0 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.



**SUB-DELEGATIONS**

**POSITION**

**7. Agency's Access to Records in Custody of State Records**

- 7.0.0 Agency's Access to Records in Custody of State Records
- 7.1.0 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.
- 7.2.0 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.

**SUB-DELEGATIONS**

**POSITION**

**8. Public Access to Records in Custody of State Records**

- 8.0.0 Public Access to Records in Custody of State Records
- 8.1.0 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:
- 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
- 8.1.2 determine conditions excluding or restricting access to the record.

# ELECTRICITY ACT 1996 AND ELECTRICITY (PRINCIPLES OF VEGETATION CLEARANCE) REGULATIONS 2010



In exercise of the power contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by the Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Electricity Act 1996 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate). Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

## Powers and Functions Delegated in this Instrument

### Delegated To: Chief Executive Officer

| SUB-DELEGATIONS                                  | POSITION |
|--|----------|
| <b>1. Power to Carry Out Work on Public Land</b> |          |

- | SUB-DELEGATIONS | POSITION   |
|-----------------|--|
| 1.0.0           | Power to Carry Out Work on Public Land   |
| 1.1.0           | 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.   |
| 1.2.0           | 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.   |
| 1.3.0           | 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. |
| 1.4.0           | 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.  |

| SUB-DELEGATIONS                                      | POSITION |
|--|----------|
| <b>2. Duties in Relation to Vegetation Clearance</b> |          |

- | SUB-DELEGATIONS | POSITION   |
|-----------------|--|
| 2.0.0           | Duties in Relation to Vegetation Clearance   |
| 2.1.0           | 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 duty 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. |

**SUB-DELEGATIONS****POSITION****3. Vegetation Clearance Schemes**

- 3.0.0 Vegetation Clearance Schemes
- 3.1.0 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 are and a prescribed area.
- 3.2.0 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:
- 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 duty 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 duty 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.
- 3.3.0 The power pursuant to Section 55A(4)(b) of the Act to modify a vegetation clearance scheme by written agreement.

**SUB-DELEGATIONS****POSITION****4. Vegetation Clearance Scheme Dispute**

- 4.0.0 Vegetation Clearance Scheme Dispute
- 4.1.0 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.
- 4.2.0 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.

**SUB-DELEGATIONS****POSITION****5. Determinations**

- 5.0.0 Determinations

SUB-DELEGATIONS

POSITION

**5. Determinations**

- 5.1.0 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 duty to keep vegetation clear of public powerlines.

SUB-DELEGATIONS

POSITION

**6. Role of Councils in Relation to Vegetation Clearance Not Within Prescribed Areas**

- 6.0.0 Role of Councils in Relation to Vegetation Clearance Not Within Prescribed Areas
- 6.1.0 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.
- 6.2.0 The power pursuant to Section 56(2) of the Act to include in an arrangement:
  - 6.2.1 a delegation by the electricity entity of a function or power under Part 5 of the Act; and
  - 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
  - 6.2.3 provision for the termination of the arrangement by the electricity entity or the Council; and
  - 6.2.4 provision for the variation of the arrangement by the electricity entity and the Council.

SUB-DELEGATIONS

POSITION

**7. Program for Undergrounding of Powerlines**

- 7.0.0 Program for Undergrounding of Powerlines
- 7.1.0 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.
- 7.2.0 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.
- 7.3.0 The power pursuant to Section 58A(8) of the Act to make submissions to the Minister in relation to varying a program.

SUB-DELEGATIONS

POSITION

**8. Duty of Electricity Entity or Council**

- 8.0.0 Duty of Electricity Entity or Council

**SUB-DELEGATIONS****POSITION****8. Duty of Electricity Entity or Council**

- 8.1.0 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.

**SUB-DELEGATIONS****POSITION****9. Technical Regulator May Grant Exemption from Principles of Vegetation Clearance**

- 9.0.0 Technical Regulator May Grant Exemption from Principles of Vegetation Clearance
- 9.1.0 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.

**SUB-DELEGATIONS****POSITION****10. Vegetation Clearance Scheme Outside Prescribed Areas Agreed Between Council and Electricity Entity**

- 10.0.0 Vegetation Clearance Scheme Outside Prescribed Areas Agreed Between Council and Electricity Entity
- 10.1.0 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 duty to clear vegetation in the area of the Council or part of that area.
- 10.2.0 The power pursuant to Regulation 8(5)(b) of the Regulations to vary or revoke a scheme by written agreement between the parties.

**SUB-DELEGATIONS****POSITION****11. Objections Relating to Vegetation Clearance**

- 11.0.0 Objections Relating to Vegetation Clearance
- 11.1.0 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.
- 11.2.0 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.
- 11.3.0 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.

# ENVIRONMENT PROTECTION ACT 1993 AND THE ENVIRONMENT PROTECTION (WASTE TO RESOURCES) POLICY 2020



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Environment Protection Act 1993 (the Act) and the Environment Protection (Waste to Resources) Policy 2010 are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

## Powers and Functions Delegated in this Instrument

### Delegated To: Chief Executive Officer

| SUB-DELEGATIONS   | POSITION                    |
|---|-----------------------------|
| <b>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.</b>  |                             |
| 1.0.0 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.  | General Manager Environment |
| <b>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.</b> |                             |
| 2.0.0 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.     | General Manager Environment |
| <b>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.</b>                                 |                             |
| 3.0.0 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.                                     | General Manager Environment |
| <b>4. Site Contamination Assessment Orders</b>  |                             |
| 4.0.0 Site Contamination Assessment Orders  | General Manager Environment |

**SUB-DELEGATIONS**

**POSITION**

**4. Site Contamination Assessment Orders**

4.1.0 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 Natural Resources Management Act 2004 be required under that Act and where the Council is the authority under the Natural Resources Management Act 2004 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.

**SUB-DELEGATIONS**

**POSITION**

**5. Site Remediation Orders**

5.0.0 Site Remediation Orders

General Manager Environment

5.1.0 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 Natural Resources Management Act 2004 be required under that Act and where the Council is the authority under the Natural Resources Management Act 2004 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.

**SUB-DELEGATIONS**

**POSITION**

**6. Deliberately left blank**

6.0.0 Deliberately left blank



In exercise of the power contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by the Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Electronic Conveyancing National Law (South Australia) Act 2013 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate). Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

**Powers and Functions Delegated in this Instrument**

**Delegated To: Chief Executive Officer**

**SUB-DELEGATIONS**

**POSITION**

**1. Client Authorisation**

- 1.1.0 The power pursuant to Section 10(1) of the Electronic Conveyancing National Law (South Australia) Act 2013 (the Act) to:
  - 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.





In exercise of the power contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by the Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Gas Act 1997 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate). Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

**Powers and Functions Delegated in this Instrument****Delegated To: Chief Executive Officer****SUB-DELEGATIONS****POSITION****1. Power to Carry Out Work on Public Land**

1.0.0 Power to Carry Out Work on Public Land

1.1.0 The power pursuant to Section 47(3)(b) of the Gas Act 1997 (the Act) to agree with a gas entity to the entity carrying out work on public land that the Council is responsible for the management of.

1.2.0 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.

1.3.0 The power pursuant to Section 47(7) of the Act if a dispute arises between a gas entity and the Council about whether work should be permitted under Section 47 of the Act on the land or about the condition on which work should be permitted on public land to refer the dispute to the Minister.

1.4.0 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.

**PLANNING DEVELOPMENT AND INFRASTRUCTURE ACT 2016 REGULATIONS PLANNING AND DESIGN  
CODE AND PRACTICE DIRECTIONS OF POWERS OF A COUNCIL AS A RELEVANT AUTHORITY (Instrument  
B)**



In 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 Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Planning Development and Infrastructure Act 2016 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate). Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

**Powers and Functions Delegated in this Instrument**

**Delegated To: Chief Executive Officer**

**SUB-DELEGATIONS**

**POSITION**

**1. Environment and Food Production Areas - Greater Adelaide**

- 1.0.0 Environment and Food Production Areas – Greater Adelaide
- 1.1.0 The power pursuant to Section 7(5)(a) and (d) of the Planning Development and Infrastructure Act 2016 (the PDI 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:
  - 1.1.1 to seek the concurrence of the Commission in the granting of the development authorisation to the development;
  - 1.1.2 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.

# LANDSCAPE SOUTH AUSTRALIA ACT 2019 and LANDSCAPE SOUTH AUSTRALIA (GENERAL) REGULATIONS 2020



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the 20th day of July 2020 the following powers and functions under the Landscape South Australia Act 2019 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

## Powers and Functions Delegated in this Instrument

### Delegated To: Chief Executive Officer

#### SUB-DELEGATIONS

#### POSITION

### 1. Special Vesting of Infrastructure

1.0.0 Special Vesting of Infrastructure

1.1.0 The power pursuant to Section 32(7) of the Landscape South Australia Act 2019 (the Act) 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.

#### SUB-DELEGATIONS

#### POSITION

### 2. Power of Delegation

2.0.0 Power of Delegation

2.1.0 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.

#### SUB-DELEGATIONS

#### POSITION

### 3. Use of Facilities

3.0.0 Use of Facilities

3.1.0 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.

**SUB-DELEGATIONS****POSITION****4. Key Features of Plan**

4.0.0 Key Features of Plan

4.1.0 The power pursuant to Section 47(7) of the Act to when performing functions or exercising powers under the Local Government Act 1999 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.

**SUB-DELEGATIONS****POSITION****5. Annual Business Plan**

5.0.0 Annual Business Plan

5.1.0 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.

**SUB-DELEGATIONS****POSITION****6. Payment of Contributions by Council**

6.0.0 Payment of Contributions by Council

6.1.0 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.

6.2.0 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.

**SUB-DELEGATIONS****POSITION****7. Imposition of Levy by Council**

7.0.0 Imposition of Levy by Council

7.1.0 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 Local Government Act 1999 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.

**SUB-DELEGATIONS****POSITION****8. Board May Declare a Levy**

8.0.0 Board May Declare a Levy

8.1.0 The power pursuant to Section 72(6) of the Act to arrange with a regional landscape board for service of a notice to be effected as part of any other notice served by the Council and arrange with a regional landscape board for collection of a levy to be effected by the Council.

**SUB-DELEGATIONS****POSITION****9. Declaration of Prescribed Water Resources**

9.0.0 Declaration of Prescribed Water Resources

9.1.0 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.

**SUB-DELEGATIONS****POSITION****10. Authorised Officers**

10.0.0 Authorised Officers

10.1.0 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.

**SUB-DELEGATIONS****POSITION****11. Management Agreements**

11.0.0 Management Agreements

11.1.0 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.

**SUB-DELEGATIONS****POSITION****12. Refunds to Councils in Relations to Unpaid Regional Landscape Levies (Section 69(10) of the Act)**

12.0.0 Refunds to Councils in Relation to Unpaid Regional Landscape Levies (Section 69(10) of the Act)

12.1.0 The power pursuant to Regulation 13(3) of the Landscape South Australia (General) Regulations 2020 (the General Regulations) if:

## SUB-DELEGATIONS

## POSITION

**12. Refunds to Councils in Relations to Unpaid Regional Landscape Levies (Section 69(10) of the Act)**

- 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 (the relevant amount) with respect to the unpaid levy as part of steps taken by the Council to recover rates in arrears under the Local Government Act 1999 to pay the relevant amount to the regional landscape board that made the refund under Section 69(10) of the Act.

## SUB-DELEGATIONS

## POSITION

**13. Cost of Councils (Section 70 of the Act)**

- 13.0.0 Cost of Councils (Section 70 of the Act)
- 13.1.0 The power pursuant to and subject to Regulation 14(4) of the General Regulations to recover establishment costs the amount being:
- 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
- 13.1.1.6 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 \$10848 (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.
- 13.1.15 setting up and assigning codes within the Council's rating system on account of the imposition of the regional landscape levy; and
- 13.2.0 The power pursuant to and subject to Regulation 14(7) of the General Regulations to recover as ongoing costs the amount being:
- 13.2.1 fair costs as described in Regulation 14(3)(b) of the General Regulations; or
- 13.2.2 \$2532 (indexed) plus 25 cents (indexed) for each assessment of levy against a piece of rateable land.
- 13.3.0 The power pursuant to Regulation 14(8) of the General Regulations if the Council is claiming transitional costs from two or more regional landscape boards with respect to a particular financial year to agree as between them the respective shares of those boards.

**13. Cost of Councils (Section 70 of the Act)**

13.4.0 The power pursuant to Regulation 14(9) and subject to Regulation 14(11) of the General Regulations 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 of the General Regulations.

# EXPIATION OF OFFENCES ACT 1996



In exercise of the power contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by the Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Expiation of Offences Act 1996 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate). Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

## Powers and Functions Delegated in this Instrument

### Delegated To: Chief Executive Officer

| SUB-DELEGATIONS  | POSITION   |
|--|--|
| <b>1. Certain Offences may be Expiated</b>   |  |
| 1.0.0 Certain Offences may be Expiated   | Building Officer<br>Building Surveyor<br>Community Safety Coordinator<br>Community Safety Officer<br>Community Safety Support Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 1.1.0 The power pursuant to Section 5(1) of the Expiation of Offences Act 1996 (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. | Building Officer<br>Building Surveyor<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor   |

| SUB-DELEGATIONS             | POSITION |
|-----------------------------|----------|
| <b>2. Expiation Notices</b> |          |



## SUB-DELEGATIONS

## POSITION

**2. Expiation Notices**

|       |   |  |
|-------|---|--|
| 2.0.0 | Expiation Notices   | Building Officer<br>Building Surveyor<br>Community Safety Coordinator<br>Community Safety Officer<br>Community Safety Support Officer<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 2.1.0 | 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. | Building Officer<br>Building Surveyor<br>Environmental Health Officer<br>Environmental Health Support Officer<br>Manager Development Assessment<br>Manager Strategic Development<br>Senior Building Surveyor   |

## SUB-DELEGATIONS

## POSITION

**3. Review of Notices on Ground that Offence is Trifling**

|       |  |   |
|-------|--|---|
| 3.0.0 | Review of Notices on Ground that Offence is Trifling   | Community Safety Coordinator<br>Manager Strategic Development<br>Team Leader Environmental Health |
| 3.1.0 | 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:  | Manager Strategic Development   |
| 3.1.1 | to provide further information; and  | Manager Strategic Development   |
| 3.1.2 | to provide a statutory declaration verifying the information contained in or supporting an application for review.   | Manager Strategic Development   |
| 3.2.0 | 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.   | Manager Strategic Development   |
| 3.3.0 | The duty 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.  | Manager Strategic Development   |
| 3.4.0 | The power pursuant to Section 8A(6a) of the Act if an enforcement determination made under section 22 of the Fines and Enforcement Debt Recovery Act 2017 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. | Manager Strategic Development   |

SUB-DELEGATIONS

POSITION

**4. Expiation Reminder Notices**

4.0.0 Expiation Reminder Notices

Building Officer  
Building Surveyor  
Community Safety Coordinator  
Community Safety Officer  
Environmental Health Officer  
Manager Development Assessment  
Manager Strategic Development  
Team Leader Environmental Health

4.1.0 The duty pursuant to Section 11(1) of the Act where an alleged offender has neither paid the expiation fee nor entered into an arrangement under Section 20 of the Fines Enforcement and Debt Recovery Act 2017 and the Council has not received 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 by the end of the expiation period and before the Delegate takes any action under this Act or the Fines Enforcement and Debt Recovery Act 2017 to enforce the expiation notice to give an expiation reminder notice in the prescribed form to the alleged offender.

Building Officer  
Building Surveyor  
Environmental Health Officer  
Manager Development Assessment  
Manager Strategic Development  
Senior Building Surveyor

SUB-DELEGATIONS

POSITION

**5. Expiation Enforcement Warning Notices**

5.0.0 Expiation Enforcement Warning Notices

Building Officer  
Building Surveyor  
Community Safety Coordinator  
Community Safety Officer  
Environmental Health Officer  
Manager Development Assessment  
Manager Strategic Development  
Senior Building Surveyor  
Team Leader Environmental Health

5.1.0 The duty pursuant to Section 11A(1) of the Act where the Council has received 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 and before the Delegate takes action under this Act or the Fines Enforcement and Debt Recovery Act 2017 to enforce the expiation notice to give an expiation enforcement warning notice in the prescribed form to the alleged offender.

Building Officer  
Building Surveyor  
Environmental Health Officer  
Manager Development Assessment  
Manager Strategic Development  
Senior Building Surveyor

SUB-DELEGATIONS

POSITION

**6. Late Payment**

**SUB-DELEGATIONS**

**POSITION**

**6. Late Payment**

6.0.0 Late Payment

Building Officer  
 Building Surveyor  
 Community Safety Coordinator  
 Community Safety Officer  
 Environmental Health Officer  
 Manager Development Assessment  
 Manager Strategic Development  
 Senior Building Surveyor  
 Team Leader Environmental Health

6.1.0 The power pursuant to Section 12 of the Act to accept late payment of the amount due under an expiation notice at any time before an enforcement determination is made under Section 22 of the Fines Enforcement and Debt Recovery Act 2017.

Building Officer  
 Building Surveyor  
 Environmental Health Officer  
 Manager Development Assessment  
 Manager Strategic Development  
 Senior Building Surveyor

**SUB-DELEGATIONS**

**POSITION**

**7. Deliberately left blank**

7.0.0 Deliberately left blank

**SUB-DELEGATIONS**

**POSITION**

**8. Withdrawal of Expiation Notices**

8.0.0 Withdrawal of Expiation Notices

Building Officer  
 Community Safety Coordinator  
 Manager Strategic Development  
 Senior Building Surveyor  
 Team Leader Environmental Health

8.1.0 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:

Building Officer  
 Manager Strategic Development

8.1.1 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;

Building Officer  
 Manager Strategic Development

8.1.2 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

Building Officer  
 Manager Strategic Development

8.1.3 the notice is defective; or

Building Officer  
 Manager Strategic Development

8.1.3A in the opinion of the Delegate the alleged offender is suffering from a cognitive impairment that excuses the alleged offending; or

Building Officer  
 Manager Strategic Development

## SUB-DELEGATIONS

## POSITION

**8. Withdrawal of Expiation Notices**

|       |  |   |
|-------|--|---|
| 8.1.4 | the Delegate decides that the alleged offender should be prosecuted for the offence or offences.   | Building Officer<br>Manager Strategic Development |
| 8.2.0 | 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.   | Building Officer<br>Manager Strategic Development |
| 8.3.0 | The duty 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.                                       | Building Officer<br>Manager Strategic Development |
| 8.4.0 | The duty pursuant to Section 16(11) of the Act where an expiation notice is withdrawn under 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 2014 to inform the Chief Recovery Officer of the withdrawal of the notice. | Building Officer<br>Manager Strategic Development |

## SUB-DELEGATIONS

## POSITION

**9. Provision of Information**

|       |  |  |
|-------|--|--|
| 9.0.0 | Provision of Information   | Building Officer<br>Building Surveyor<br>Community Safety Coordinator<br>Manager Strategic Development<br>Senior Building Surveyor<br>Team Leader Environmental Health |
| 9.1.0 | The power pursuant to Section 18 of the Act to enter into an agreement with the Chief Recovery Officer in relation to:   | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor   |
| 9.1.1 | the manner in which the Fines Enforcement and Recovery Officer is to provide information to the Council in relation to action taken by the Fines Enforcement and Recovery Officer under the Act in respect of an expiation notice issued by the Council; and   | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor   |
| 9.1.2 | the manner in which the Council is to provide information to the Fines Enforcement and 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. | Building Officer<br>Building Surveyor<br>Manager Strategic Development<br>Senior Building Surveyor   |



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Fences Act 1975 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

## **Powers and Functions Delegated in this Instrument**

### **Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS  | POSITION  |
|--|---|
| <b>1. Notice of Intention to Perform Fencing Work</b>  |   |
| 1.0.0 Notice of Intention to Perform Fencing Work  | General Manager Environment<br>Water Infrastructure Project Officer |
| 1.1.0 The power pursuant to Section 5(1) of the Fences Act 1975 (the Act) 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.                           |   |
| 1.2.0 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. |   |

| SUB-DELEGATIONS   | POSITION  |
|---|---|
| <b>2. Cross-notice</b>  |   |
| 2.0.0 Cross-notice  | General Manager Environment<br>Water Infrastructure Project Officer |
| 2.1.0 The power pursuant to Section 6(1) of the Act to serve in the prescribed form and to determine the 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. |   |
| 2.2.0 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.  |   |

| SUB-DELEGATIONS   | POSITION |
|---|----------|
| <b>3. Agreement upon Basis of Proposals and Counter-proposals</b> |          |

**SUB-DELEGATIONS****POSITION****3. Agreement upon Basis of Proposals and Counter-proposals**

- |       |   |   |
|-------|---|---|
| 3.0.0 | Agreement upon Basis of Proposals and Counter-proposals   | General Manager Environment<br>Water Infrastructure Project Officer |
| 3.1.0 | 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). |   |

**SUB-DELEGATIONS****POSITION****4. Performance of Fencing Work**

- |       |   |   |
|-------|---|---|
| 4.0.0 | Performance of Fencing Work   | General Manager Environment<br>Water Infrastructure Project Officer |
| 4.1.0 | 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. |   |

**SUB-DELEGATIONS****POSITION****5. Whereabouts of Adjoining Owner Unknown**

- |       |  |  |
|-------|--|--|
| 5.0.0 | Whereabouts of Adjoining Owner Unknown   |  |
| 5.1.0 | The power pursuant to Section 9(1) of the Act to undertake reasonable searches and inquiry into the identity or whereabouts of the adjoining owner to the Council's land.  |  |
| 5.2.0 | The power pursuant to Section 9(1) of the Act where the identity or whereabouts of the adjoining owner to Council's land cannot be ascertained to:   |  |
| 5.2.1 | affix a notice of the Council's intention to perform the fencing work in the Form No 1 of the Schedule to this Act on some prominent part of the land of the adjoining owner and if no cross-notice is served upon the adjoining owner in accordance with this Act proceed with the work as if the adjoining owner had agreed to the proposals contained in the notice; or           |  |
| 5.2.2 | apply to the court for a determination under Section 9(2) .  |  |
| 5.3.0 | The power pursuant to Section 9(3) of the Act where the identity and whereabouts of the adjoining owner or a successor in title to the adjoining owner are ascertained to authorise the institution of proceedings for the recovery of a contribution towards the cost of the fencing work undertaken or proceed to enforce an order under this section against the adjoining owner. |  |

**SUB-DELEGATIONS****POSITION****6. No Adjoining Owner**

- |       |                    |  |
|-------|--------------------|--|
| 6.0.0 | No Adjoining Owner |  |
|-------|--------------------|--|

**SUB-DELEGATIONS****POSITION****6. No Adjoining Owner**

- 6.1.0 The power pursuant to Section 10(1) of the Act to apply to the court (and lodge all required documentation) for a determination where the Council proposes to perform fencing work and there is no adjoining owner of the contiguous land from which Council's land is or is to be divided.
- 6.2.0 The power pursuant to Section 10(2) of the Act to attend at the court hearing on behalf of the Council in relation to the application made pursuant to Section 10(1) of the Act.

**SUB-DELEGATIONS****POSITION****7. Case Where Fence Divides Land from Public Road and Owner of Land Abutting Upon Road Derives Benefit from Fence**

- 7.0.0 Case Where Fence Divides Land from Public Road and Owner of Land Abutting Upon Road Derives Benefit from Fence
- 7.1.0 The power pursuant to Section 11(1) of the Act to institute proceedings in the court for recovery of a contribution from an owner of land abutting upon a public road where Council has erected (or taken further fencing work to) a fence dividing its land from the road and that person derives use of or benefit from the fence so erected by reason of the proximity of the fence to his own land.

**SUB-DELEGATIONS****POSITION****8. Powers of Court**

- 8.0.0 Powers of Court
- 8.1.0 The power pursuant to Section 12(1) of the Act where the Council is affected by any difference or dispute arising in relation to fencing work or any liability arising under this Act to make an application to the court to seek a determination of the matter.
- 8.2.0 The power pursuant to Section 12(4) of the Act where the Council claims to be entitled to the payment of an amount from an adjoining owner in respect of the performance of fencing work either in pursuance of the provisions of this Act or any agreement under this Act to apply to the court for an order for payment of that amount.

**SUB-DELEGATIONS****POSITION****9. Damage to or Destruction of Dividing Fence**

- 9.0.0 Damage to or Destruction of Dividing Fence
- 9.1.0 Subject to Section 16 of the Act the power pursuant to Section 16(1) of the Act there is an urgent need to repair or restore the fence Council may without notice to the adjoining owner carry out the requisite fencing work and recover from the other adjoining owner one-half of the cost of the fencing work or the amount that the adjoining owner would be liable to contribute if the dividing fence were to be replaced whichever is the lesser.

**SUB-DELEGATIONS**

**POSITION**

**9. Damage to or Destruction of Dividing Fence**

9.2.0 Subject to Section 16(3) of the Act the power pursuant to Section 16(2) of the Act where a dividing fence adjacent to Council's land is damaged or destroyed as a result of a wrongful act or default on the part of any person and Council has properly incurred any cost or expense in repairing or restoring the fence to recover from that person as a debt the cost or expense so incurred.

**SUB-DELEGATIONS**

**POSITION**

**10. Power of Entry**

10.0.0 Power of Entry

10.1.0 Subject to Sections 18(2) and (3) of the Act and any agreement order the power pursuant to Section 18(1) of the Act for the purpose of carrying out authorised fencing work enter at any reasonably time upon land with any vehicle or equipment reasonably required for the purposes of the fencing work and so anything that may be reasonably required for the purposes of the fencing work.



# FIRE AND EMERGENCY SERVICES ACT 2005 AND THE FIRE AND EMERGENCY SERVICES REGULATIONS 2005



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Fire and Emergency Services Act 2005 and The Fire and Emergency Services Regulations 2005 (the Act) are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. 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 below provided that any such sub-delegation shall be subject to the same conditions and limitations as are specified in this instrument.

## Powers and Functions Delegated in this Instrument

### Delegated To: Chief Executive Officer

| SUB-DELEGATIONS                        | POSITION |
|--|----------|
| <b>1. Areas of Urban Bushfire Risk</b> |          |

- |       |  |
|-------|--|
| 1.0.0 | Areas of Urban Bushfire Risk   |
| 1.1.0 | The power pursuant to Section 4A(3) of the Fire and Emergency Services Act 2005 ('the Act') to consult with and make submissions to the Commission before the Commission publishes a notice in the Gazette designating pursuant to Section 4A(1) of the Act an area within a fire district as an area of urban bushfire risk 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. (Note: only applies to Councils with areas within a 'fire district') |

| SUB-DELEGATIONS   | POSITION |
|---|----------|
| <b>2. Use of Facilities - State Bushfire Coordination Committee</b> |          |

- |       |   |
|-------|---|
| 2.0.0 | Use of Facilities - State Bushfire Coordination Committee   |
| 2.1.0 | The power pursuant to Section 71C of the Act to make arrangements with the State Bushfire Coordination Committee for the State Bushfire Coordination Committee to make use of the services of the staff equipment or facilities of the Council. |

| SUB-DELEGATIONS  | POSITION |
|--|----------|
| <b>3. Use of Facilities - Bushfire Management Committees</b> |          |

- |       |   |
|-------|---|
| 3.0.0 | Use of Facilities - Bushfire Management Committees  |
| 3.1.0 | 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. |

**SUB-DELEGATIONS****POSITION****4. Bushfire Management Area Plans**

- 4.0.0 Bushfire Management Area Plans
- 4.1.0 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. (Note: only relevant where Council's area is wholly or partly within a 'bushfire management area')

**SUB-DELEGATIONS****POSITION****5. Fire Control Officers**

- 5.0.0 Fire Control Officers
- 5.1.0 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).
- 5.2.0 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.

**SUB-DELEGATIONS****POSITION****6. Giving of Expiation Notices**

- 6.0.0 Giving of Expiation Notices
- 6.1.0 The duty pursuant to Section 104 of the Act to not authorise a person (under Section 6(3)(b) of the Expiation of Offences Act1996) to give expiation notices for alleged offences under Part 4 of the Act unless the person is a fire prevention officer.

**SUB-DELEGATIONS****POSITION****7. Appropriation of Penalties**

- 7.0.0 Appropriation of Penalties
- 7.1.0 The duty pursuant to Section 105 of the Act if a summary offence against Part 4 of the Act is committed in the area of the Council and the complaint is laid by the Council (or an officer of the Council) to pay any fine recovered from the defendant into the general revenue of the Council (rather than into the Consolidated Account).

**SUB-DELEGATIONS****POSITION****8. Interpretation**

- 8.0.0 Interpretation
- 8.1.0 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.

**SUB-DELEGATIONS****POSITION****9. Fire Prevention Officers**

- 9.0.0 Fire Prevention Officers
- 9.1.0 The power and duty 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.
- 9.2.0 The duty pursuant to Section 105B(3) of the Act to:
- 9.2.1 in determining the number of fire prevention officers to appoint under Section 105B(1) of the Act; and
- 9.2.2 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.
- 9.3.0 The power pursuant to Section 105B(3) 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. (Note: paragraphs 9.1 - 9.3 only relevant to 'rural councils' or councils that have a 'designated urban bushfire risk area' within their area)

**SUB-DELEGATIONS****POSITION****10. Reports**

- 10.0.0 Reports
- 10.1.0 The duty pursuant to Section 105E of the Act to where required by written notice from the Commission the State Bushfire Safety Coordination Committee or a bushfire management committee in whose bushfire management area the Council's area is wholly or partly located provide to the Commission the State Bushfire Coordination Committee or the bushfire management committee (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 Coordination Committee or the bushfire management committee (as the case may be) thinks fit.

**SUB-DELEGATIONS****POSITION****11. Private Land**

**11. Private Land**

|          |   |  |
|----------|---|--|
| 11.0.0   | Private Land  |  |
| 11.1.0   | The duty pursuant to Section 105F(2) of the Act in determining the standard required to comply with Section 105F(1) of the Act (but subject to Section 105F(4) of the Act) to take into account the following matters (insofar as may be relevant and without limiting any other relevant matter):                          | Community Safety Coordinator<br>Community Safety Officer |
| 11.1.1   | the nature of the land;   |  |
| 11.1.2   | whether the land is in a country metropolitan township or other setting;  |  |
| 11.1.3   | the activities carried out on the land (including whether flammable or combustible materials or substances are used or stored on the land);   |  |
| 11.1.4   | other statutory standards or requirements that apply to or in relation to the land.   |  |
| 11.2.0   | The power pursuant to Section 105F(5) of the Act if the Delegate believes on reasonable grounds:  |  |
| 11.2.1   | that an owner of private land has failed to comply with Section 105F(1) of the Act; or  |  |
| 11.2.2   | that measures should be taken in respect of particular private land for the purpose of -  |  |
| 11.2.2.1 | preventing or inhibiting the outbreak of fire on the land; or   |  |
| 11.2.2.2 | preventing or inhibiting the spread of fire through the land; or  |  |
| 11.2.2.3 | protecting property on the land from fire<br>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. |  |
| 11.3.0   | 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:   |  |
| 11.3.1   | to trim or remove vegetation on the land; or  |  |
| 11.3.2   | to remove flammable or combustible materials or substances or to store flammable or combustible materials or substances in a specified manner; or   |  |
| 11.3.3   | to eliminate a potential ignition source; or  |  |
| 11.3.4   | to create establish or maintain fire breaks or fuel breaks.   |  |
| 11.4.0   | The duty pursuant to Section 105F(7) of the Act in acting under Section 105F(5) of the Act to apply any guidelines prepared or adopted by the Minister for the purposes of Section 105F(5) of the Act and published by the Minister in the Gazette.   |  |
| 11.5.0   | The power pursuant to Section 105F(9) of the Act to give a notice under Section 105(5) of the Act:  |  |
| 11.5.1   | personally; or  |  |
| 11.5.2   | by post; or   |  |

**SUB-DELEGATIONS****POSITION****11. Private Land**

- 11.5.3 if the delegate cannot after making reasonable inquiries ascertain the name and address of the person to whom the notice is to be given -
- 11.5.3.1 by publishing the notice:  
 (A) on a website determined by the Minister; or (B) in a newspaper circulating in the locality of the land; and
- 11.5.3.2 by leaving a copy of the notice in a conspicuous place on the land.
- 11.6.0 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.
- 11.7.0 The duty pursuant to Section 105F(11) of the Act if a notice under Section 105F(5) of the Act is directed to an occupier of land to take reasonable steps to serve (personally or by post) a copy of the notice on the owner.

**SUB-DELEGATIONS****POSITION****12. Council Land**

- 12.0.0 Council Land
- 12.1.0 The power pursuant to Section 105G(5) of the Act to consult with and make submissions to the Minister on the referral of a matter under Section 105G(4) of the Act.
- 12.2.0 The duty pursuant to Section 105G(7) of the Act to comply with a notice under Section 105G(6) of the Act.

**SUB-DELEGATIONS****POSITION****13. Additional Provision in Relation to Powers of Authorised Officers**

- 13.0.0 Additional Provision in Relation to Powers of Authorised Officers
- 13.1.0 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:
- 13.1.1 at any reasonable time after giving reasonable notice to the occupier of the land enter the land; or
- 13.1.2 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.
- 13.2.0 The power and duty pursuant to Section 105J(3) of the Act to apply for a warrant:
- 13.2.1 either personally or by telephone; and
- 13.2.2 in accordance with any procedures prescribed by the regulations.

**SUB-DELEGATIONS****POSITION****13. Additional Provision in Relation to Powers of Authorised Officers**

- 13.3.0 The power pursuant to Section 105J(4) of the Act in exercising a power under Part 4A of the Act to:
- 13.3.1 give directions with respect to the stopping securing or movement of a vehicle plant equipment or other thing;
  - 13.3.2 take photographs films audio video or other recordings;
  - 13.3.3 give any other directions reasonably required in connection with the exercise of the power.
- 13.4.0 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.
- 13.5.0 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.
- 13.6.0 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.
- 13.7.0 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.
- 13.8.0 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.

**SUB-DELEGATIONS****POSITION****14. Power to Provide Sirens**

- 14.0.0 Power to Provide Sirens
- 14.1.0 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.

**SUB-DELEGATIONS****POSITION****15. SACFS Group Committee**

- 15.0.0 SACFS Group Committee
- 15.1.0 The power pursuant to Regulation 19(2)(e)(i) of the Fire and Emergency Services Regulations 2005 ('the Regulations') to nominate a representative from the Council to be a member of a SACFS group committee where the Council's area lies wholly or partially within the area of the group.

## SUB-DELEGATIONS

## POSITION

**16. Fires Permitted under Section 79(2) of Act**

- 16.0.0 Fires Permitted under Section 79(2) of Act
- 16.1.0 The power pursuant to Regulation 32A(4) of 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.

## SUB-DELEGATIONS

## POSITION

**17. Special Provision Relating to Gas and Electric Cooking Appliances**

- 17.0.0 Special Provision Relating to Gas and Electric Cooking Appliances
- 17.1.0 The power pursuant to Regulation 34(3) of the Regulations in addition to Regulation 34(1) and Regulation 34(2) of the Regulations 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 34(4) of the Regulations and such notice:
- 17.1.1 shall be in the form set out in Schedule 11; and
- 17.1.2 may be limited in its operation to particular times of the day and to particular days of the year; and
- 17.1.3 will operate subject to the following conditions:
- 17.1.3.1 that the space immediately around and above the gas fire or electric element must be clear of all flammable material to a distance of at least 4 metres;
- 17.1.3.2 that a person who is able to control the gas fire or electric element must be present at all times while it is lighted or charged; and
- 17.1.3.3 that an appropriate agent adequate to extinguish a fire must be at hand;
- 17.1.4 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
- 17.1.5 may be varied or revoked by further notice in the Gazette.
- 17.2.0 The duty pursuant to Regulation 34(5) of the Regulations if a notice is published in accordance with Regulation 34 of the Regulations to immediately send a copy of the notice to the Chief Officer of the SACFS.

## SUB-DELEGATIONS

## POSITION

**18. Identity Cards**

- 18.0.0 Identity Cards
- 18.1.0 The duty pursuant to Regulation 52(2) of the Regulations issue to each fire prevention officer or assistant fire prevention officer appointed by the Council a certificate of identity in a form approved by the Chief Officer of the SACFS.

**SUB-DELEGATIONS****POSITION****19. Roadside Fire Protection**

- 19.0.0 Roadside Fire Protection
- 19.1.0 The power pursuant to Regulation 54(2) 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 -
- 19.1.1 light a fire on the road or on the verge of the road; and
- 19.1.2 while the fire is burning prohibit direct or regulate the movement of persons vehicles or animals along the road; subject to Regulation 54(3) of the Regulations.
- 19.2.0 The duty pursuant to Regulation 54(3) of the Regulations to obtain a permit to light and maintain a fire under Regulation 54 of the Regulations during the fire danger season. (Note: only relevant to Councils with roads in the 'country').

**SUB-DELEGATIONS****POSITION****20. Special Fire Areas**

- 20.0.0 Special Fire Areas
- 20.1.0 The duty pursuant to Regulation 56(2) of the Regulations to consult with and make submissions to the Chief Officer of the SACFS regarding the inclusion of the area or part of the area of the Council within a special fire area.
- 20.2.0 The power pursuant to Regulation 56(4)(a) of the Regulations to nominate one or more representatives of the Council to a committee of management established under Regulation 56(3) of the Regulations.

**SUB-DELEGATIONS****POSITION****21. Coronial Inquests**

- 21.0.0 Coronial Inquests
- 21.1.0 The power pursuant to Regulation 65(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.





In exercise of the powers contained in Section 91 of the Food Act 2001 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Food Act 2001 contained are hereby delegated to the person occupying the office of Chief Executive Officer (the head of the enforcement agency for the purposes of the Food Act 2001) subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Food Act 2001. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated in the proposed Instrument of Delegation under the Food Act 2001.

**Powers and Functions Delegated in this Instrument**

**Delegated To: Chief Executive Officer**

| SUB-DELEGATIONS  | POSITION   |
|--|--|
| <b>1. Seizure</b>  |  |
| 1.0.0 Seizure  | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 1.1.0 The power pursuant to Section 42(2) of the Food Act 2001 (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.   | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 1.2.0 The power pursuant to Section 42(3)(a) of the Act to authorise:  | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 1.2.1 upon application the release of anything seized under Part 4 of the Act to the person from whom 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 as to the giving of security for satisfaction of an order under Section 42(3)(b)(i)(B) of the Act; or | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 1.2.2 in the case of food or any other perishable thing order that it be forfeited to the Council.   | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 1.3.0 The duty 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:  | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 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  | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 1.3.2 not make payment of any compensation in respect of the food or other perishable thing.   | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 1.4.0 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.  | Environmental Health Officer<br>Environmental Health Support Officer                                     |

## SUB-DELEGATIONS

## POSITION

**2. Review of Decision to Refuse Certificate of Clearance**

- 2.0.0 Review of Decision to Refuse Certificate of Clearance
- 2.1.0 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.

## SUB-DELEGATIONS

## POSITION

**3. Review of Order**

- 3.0.0 Review of Order
- 3.1.0 The duty pursuant to Section 52(2) of the Act where there were no grounds for the making of a prohibition order to pay such compensation to the applicant for compensation as is just and reasonable.
- 3.2.0 The duty pursuant to Section 52(3) of the Act to send written notification of the determination as to the payment of compensation under Section 52 of the Act to each applicant for the payment of such compensation.
- 3.3.0 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 South Australian Civil and Administrative Tribunal Act 2013 for a review of the determination to respond to that review body on behalf of the Council.

## SUB-DELEGATIONS

## POSITION

**4. Auditing and Reporting**

- |       |  |  |
|-------|--|--|
| 4.0.0 | Auditing and Reporting   | Environmental Health Officer<br>Team Leader Environmental Health |
| 4.1.0 | The duty pursuant to Section 79(1) of the Act to determine:  | Environmental Health Officer                                     |
| 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     | Environmental Health Officer                                     |
| 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. | Environmental Health Officer                                     |
| 4.2.0 | The duty pursuant to Section 79(3) of the Act to provide written notification to the proprietor of a food business of:   | Environmental Health Officer                                     |
| 4.2.1 | the priority classification it has determined for the food business; and   | Environmental Health Officer                                     |
| 4.2.2 | the frequency of auditing of any food safety programs required to be prepared by the Regulations in relation to the food business; and   | Environmental Health Officer                                     |

**SUB-DELEGATIONS**

**POSITION**

**4. Auditing and Reporting**

|       |   |                              |
|-------|---|------------------------------|
| 4.2.3 | the date by which the food business must have implemented any food safety program required to be prepared by the Regulations in relation to the food business.  | Environmental Health Officer |
| 4.3.0 | 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. | Environmental Health Officer |
| 4.4.0 | The duty pursuant to Section 79(5) of the Act to provide written notification to the proprietor of food business of any change in priority classification of the food business under Section 79(4) of the Act.  | Environmental Health Officer |

**SUB-DELEGATIONS**

**POSITION**

**5. Reporting Requirements**

|       |   |  |
|-------|---|--|
| 5.0.0 | Reporting Requirements  | Environmental Health Officer<br>Team Leader Environmental Health |
| 5.1.0 | The duty pursuant to Section 81(1) of the Act to receive a report from a food safety auditor in relation to an order or assessment carried out by the food safety auditor for the purposes of this Act. | Environmental Health Officer                                     |
| 5.2.0 | The duty pursuant to Section 81(7) of the Act to provide a copy of a report in relation to an audit or assessment to the proprietor of the food business concerned.                                     | Environmental Health Officer                                     |

**SUB-DELEGATIONS**

**POSITION**

**6. Notification of Food Businesses**

|       |  |  |
|-------|--|--|
| 6.0.0 | Notification of Food Businesses  | Environmental Health Officer<br>Environmental Health Support Officer<br>Team Leader Environmental Health |
| 6.1.0 | The duty pursuant to Section 86(1) of the Act to receive written notice in the approved form from the proprietor of a food business of the information specified in the Food Safety Standards that the proprietor is required to notify to the Council before the business is conducted.   | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 6.2.0 | The duty pursuant to Section 86(2) of the Act to receive written notice in the approved form from the proprietor of a food business that is being conducted when the notification requirements of the Food Safety Standards commence of the information specified in the Food Safety Standard that is to be notified to the Council.   | Environmental Health Officer<br>Environmental Health Support Officer                                     |
| 6.3.0 | The duty pursuant to Section 86(3) of the Act where a food business is transferred to another person or where there is a change in the name or address of a food business to receive written notice in the approved form from the proprietor of the food business (being in the case where a food business is transferred to another person the new proprietor) of the transfer or change (as the case may be) that would be required to be given to the Council if the notification were an initial notification under Section 86(1) or (2) of the Act. | Environmental Health Officer<br>Environmental Health Support Officer                                     |

## SUB-DELEGATIONS

## POSITION

**7. Appointment of Authorised Officers**

- 7.0.0 Appointment of Authorised Officers
- 7.1.0 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 duty upon the Delegate to be satisfied that the person has appropriate qualifications or experience to exercise the functions of an authorised officer.
- 7.2.0 The duty pursuant to Section 94(2) of the Act to prepare and maintain a list of authorised officers appointed for the purposes of Section 94(1) of the Act.
- 7.3.0 The duty pursuant to Section 95(1) of the Act to provide each authorised officer with a certificate of authority as an authorised officer.
- 7.4.0 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.

## SUB-DELEGATIONS

## POSITION

**8. Offences**

- 8.0.0 Offences  
Environmental Health Officer  
Environmental Health Support Officer  
Team Leader Environmental Health
- 8.1.0 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:  
Environmental Health Officer  
Environmental Health Support Officer
- 8.1.1 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.  
Environmental Health Officer  
Environmental Health Support Officer
- 8.1.2 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.  
Environmental Health Officer  
Environmental Health Support Officer
- 8.1.3 Section 14(1) Selling food that the person knows is unsafe.  
Environmental Health Officer  
Environmental Health Support Officer
- 8.1.4 Section 14(2) Selling food that the person ought reasonably to know is unsafe  
Environmental Health Officer  
Environmental Health Support Officer
- 8.1.5 Section 16(1) Handling food intended for sale in a manner that will render or is likely to render the food unsafe.  
Environmental Health Officer  
Environmental Health Support Officer
- 8.1.6 Section 16(2) Selling food that is unsafe.  
Environmental Health Officer  
Environmental Health Support Officer
- 8.1.7 Section 17(1) Handling food intended for sale in a manner that will render or is likely to render the food unsuitable.  
Environmental Health Officer  
Environmental Health Support Officer
- 8.1.8 Section 17(2) Selling food that is unsuitable.  
Environmental Health Officer  
Environmental Health Support Officer

## SUB-DELEGATIONS

## POSITION

**8. Offences**

|        |   |  |
|--------|---|--|
| 8.1.9  | 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.  | Environmental Health Officer<br>Environmental Health Support Officer |
| 8.1.10 | Section 21(2) Selling food that does not comply with any requirement of the Food Standards Code that relates to the food.   | Environmental Health Officer<br>Environmental Health Support Officer |
| 8.1.11 | Section 39 Failure without reasonable excuse to comply with a requirement of an authorised officer.   | Environmental Health Officer<br>Environmental Health Support Officer |
| 8.1.12 | Section 40 Providing information or producing any document that the person knows is false or misleading in a material particular.   | Environmental Health Officer<br>Environmental Health Support Officer |
| 8.1.13 | 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.   | Environmental Health Officer<br>Environmental Health Support Officer |
| 8.1.14 | Section 41(2) Impersonating an authorised officer.  | Environmental Health Officer<br>Environmental Health Support Officer |
| 8.1.15 | Section 42(2) Removing or interfering with a thing seized under Part 4 of the Food Act 2001 without the approval of the Council.  | Environmental Health Officer<br>Environmental Health Support Officer |
| 8.1.16 | Section 50 Contravening or failing without reasonable excuse to comply with an improvement notice or a prohibition order.   | Environmental Health Officer<br>Environmental Health Support Officer |
| 8.1.17 | Section 86(1) Failure to notify of a food business before the business is conducted.  | Environmental Health Officer<br>Environmental Health Support Officer |
| 8.1.18 | Section 86(2) Failure to notify of a food business that is being conducted.   | Environmental Health Officer<br>Environmental Health Support Officer |
| 8.1.19 | Section 86(3) Failure to notify of a food business that is transferred or which has changed its name or address.  | Environmental Health Officer<br>Environmental Health Support Officer |
| 8.2.0  | The power 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.  | Environmental Health Officer   |
| 8.3.0  | The duty 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. | Environmental Health Officer   |

# FREEDOM OF INFORMATION ACT 1991 AND THE FREEDOM OF INFORMATION (FEES AND CHARGES) REGULATIONS 2003



In exercise of the powers contained in Section 44 of the Local Government Act 1999 and in accordance with the resolution made by Alexandrina Council (the Council) on the twentieth day of January 2020 the following powers and functions under the Freedom of Information Act 1991 (the Act) and the Freedom of Information (Fees and Charges) Regulations 2003 are delegated by the Council to the person occupying the office of the Chief Executive Officer of the Council (the Delegate) subject to the conditions or limitations (if any) specified in this instrument. Such powers and functions may be further delegated to the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit unless otherwise indicated herein or in the Schedule of Conditions contained in the Instrument of Delegation.

## Powers and Functions Delegated in this Instrument

### Delegated To:

| SUB-DELEGATIONS  | POSITION  |
|--|---|
| <b>1. Publication of Information Concerning Councils</b>   |   |
| 1.0.0 Publication of Information Concerning Councils   | Information Management Officer<br>Information Management Support Officer<br>Manager Strategic Development |
| 1.1.0 The duty pursuant to Section 9(1a) of the Freedom of Information Act 1991 (the Act) and in accordance with Section 9(2) (3) and (4) to cause at intervals of not more than 12 months an up to date information statement to be published in the manner prescribed by regulation. |   |

| SUB-DELEGATIONS   | POSITION  |
|---|---|
| <b>2. Availability of Certain Documents</b>   |   |
| 2.0.0 Availability of Certain Documents   | Coordinator Information Management<br>Information Management Officer<br>Information Management Support Officer<br>Manager Strategic Development |
| 2.1.0 The duty pursuant to Section 10(1) of the Act to cause copies of the Council's most recent information statement and each of its policy documents to be made available for inspection and purchase by members of the public.                          |   |
| 2.2.0 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. |   |
| 2.3.0 The duty pursuant to Section 10(3) of the Act not to enforce a particular policy to the detriment of a person:  |   |
| 2.3.1 if the relevant policy document should have been but was not made available for inspection and purchase in accordance with Section 10 at the time the person became liable to the detriment; and  |   |
| 2.3.2 the person could by knowledge of the policy have avoided liability to the detriment.  |   |

## SUB-DELEGATIONS

## POSITION

**3. Persons by Whom Applications to be Dealt With and Time Within Which Applications Must be Dealt With**

- |       |   |  |
|-------|---|--|
| 3.0.0 | Persons by Whom Applications to be Dealt With and Time Within Which Applications Must be Dealt With   | Information Management Officer<br>Information Management Support Officer |
| 3.1.0 | The duty pursuant to Section 14(1) of the Act to ensure that an accredited FOI officer deals with an application for access to Council's documents.   |  |
| 3.2.0 | The duty pursuant to Section 14(2) of the Act to deal with an application for access to the Council's documents as soon as practicable (and in any case within 30 days) after it is received. |  |

## SUB-DELEGATIONS

## POSITION

**4. Incomplete and Wrongly Directed Applications**

- |       |  |  |
|-------|--|--|
| 4.0.0 | Incomplete and Wrongly Directed Applications   | Coordinator Information Management<br>Information Management Officer<br>Information Management Support Officer |
| 4.1.0 | The duty pursuant to Section 15 of the Act not to refuse to accept an application merely because it does not contain sufficient information to enable the document to which it relates to be identified without first taking such steps as are reasonably practicable to assist the applicant to provide such information. |  |

## SUB-DELEGATIONS

## POSITION

**5. Transfer of Application**

- |       |  |  |
|-------|--|--|
| 5.0.0 | Transfer of Application  | Coordinator Information Management<br>Information Management Officer<br>Information Management Support Officer |
| 5.1.0 | 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:   |  |
| 5.1.1 | is not held by the Council but is to the knowledge of the Council held by the other agency; or   |  |
| 5.1.2 | is held by the Council but is more closely related to the functions of the other agency.   |  |
| 5.2.0 | The duty pursuant to Section 16(2) of the Act where an application is transferred to another agency and the Council holds a copy of the document to which the application relates to forward a copy of the document to the other agency together with the application. |  |
| 5.3.0 | The duty pursuant to Section 16(3) of the Act to cause notice of the transfer to be given to the applicant where the application has been transferred to another agency.   |  |
| 5.4.0 | The duty pursuant to Section 16(4) of the Act to specify in a notice under Section 16(3) the day on which and the agency to which the application was transferred.   |  |

## SUB-DELEGATIONS

## POSITION

**5. Transfer of Application**

- 5.5.0 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.

## SUB-DELEGATIONS

## POSITION

**6. Council May Require Advance Deposits**

- 6.0.0 Council May Require Advance Deposits  
Coordinator Information Management  
Information Management Officer  
Information Management Support Officer
- 6.1.0 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.
- 6.2.0 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.
- 6.3.0 The duty pursuant to Section 17(3) of the Act to ensure that the aggregate of the application fee and the advance deposit(s) do not exceed the Delegate's estimate of the cost of dealing with the application.
- 6.4.0 The duty pursuant to Section 17(4) of the Act where a request for an advance deposit is made to ensure that the request is accompanied by a notice that sets out the basis upon which the amount of the deposit has been calculated.

## SUB-DELEGATIONS

## POSITION

**7. Council May Refuse to Deal with Certain Applications**

- 7.0.0 Council May Refuse to Deal with Certain Applications  
Coordinator Information Management  
Information Management Officer  
Information Management Support Officer
- 7.1.0 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.
- 7.2.0 The duty pursuant to Section 18(2) of the Act not to refuse to deal with such an application without first endeavouring to assist the applicant to amend the application so that the work involved in dealing with it would if carried out no longer substantially and unreasonably divert the Council's resources from their use by the Council in the exercise of its functions.
- 7.3.0 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.



## SUB-DELEGATIONS

## POSITION

**7. Council May Refuse to Deal with Certain Applications**

- 7.4.0 The power pursuant to Section 18(3) of the Act to refuse to continue dealing with an application if:
- 7.4.1 the delegate has requested payment of an advance deposit in relation to the application; and
- 7.4.2 payment of the deposit has not been made within the period specified in the request.
- 7.5 The duty pursuant to Section 18(4) of the Act where the Delegate refuses in accordance with Section 18(3) of the Act to continue to deal with an application to refund to the applicant such part of the advance deposits paid in respect of the application as exceeds the costs incurred by the Council in dealing with the application and the power to retain the remainder of those deposits.
- 7.6 The duty pursuant to Section 18(5) of the Act to cause written notice of a refusal to deal with an application in accordance with Section 18(3) of the Act to be given to the applicant.
- 7.7 The duty pursuant to Section 18(6) of the Act to include in a notice under Section 18(5) of the Act the reasons for the refusal and the findings on any material questions of fact underlying those reasons together with a reference to the sources of information on which those findings are based.
- 7.8 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.

## SUB-DELEGATIONS

## POSITION

**8. Determination of Applications**

- 8.0.0 Determination of Applications
- Coordinator Information Management  
Information Management Officer  
Information Management Support Officer
- 8.1 The duty pursuant to Section 19(1) of the Act after considering an application for access to the Council's documents to determine:
- 8.1.1 whether access to the document is to be given (either immediately or subject to deferral) or refused; and
- 8.1.2 if access to the document is to be given any charge payable in respect of the giving of access; and
- 8.1.3 any charge payable for dealing with the application.
- 8.2 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.

## SUB-DELEGATIONS

## POSITION

**9. Refusal of Access**

**SUB-DELEGATIONS****POSITION****9. Refusal of Access**

- |         |  |  |
|---------|--|--|
| 9.0.0   | Refusal of Access  | Coordinator Information Management<br>Information Management Officer<br>Information Management Support Officer |
| 9.1     | The power pursuant to Section 20(1) of the Act to refuse access to a document:   |  |
| 9.1.1   | if it is an exempt document;   |  |
| 9.1.2   | 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; |  |
| 9.1.3   | if it is a document that is usually and currently available for purchase;  |  |
| 9.1.4   | if it is a document that:  |  |
| 9.1.4.1 | was not created or collated by the Council itself; and   |  |
| 9.1.4.2 | genuinely forms part of library material held by the Council; or   |  |
| 9.1.5   | 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.   |  |
| 9.2     | The duty pursuant to Section 20(4) not to refuse access to a document if:  |  |
| 9.2.1   | it is practicable to give access to a copy of a document from which the exempt matter has been deleted; and to that limited extent.  |  |
| 9.2.2   | it appears to the Delegate (either from the terms of the application or after consultation with the applicant) that the applicant would wish to be given access to such a copy to that limited extent.   |  |

**SUB-DELEGATIONS****POSITION****10. Deferral of Access**

- |        |   |  |
|--------|---|--|
| 10.0.0 | Deferral of Access  | Coordinator Information Management<br>Information Management Officer<br>Information Management Support Officer |
| 10.1.0 | The power pursuant to Section 21(1) of the Act to defer access to a document:   |  |
| 10.1.1 | if it is a document that is required by law to be published but is yet to be published;   |  |
| 10.1.2 | if it is a document that has been prepared for presentation to Parliament but is yet to be presented; or  |  |
| 10.1.3 | if it is a document that has been prepared for submission to a particular person or body but is yet to be submitted.  |  |
| 10.2.0 | The duty pursuant to Section 21(2) of the Act not to defer access to a document to which Section 21(1)(a) of the Act applies beyond the time the document is required by law to be published. |  |

SUB-DELEGATIONS

POSITION

**10. Deferral of Access**

10.3.0 The duty pursuant to Section 21(3) of the Act not to defer access to a document to which Section 21(1)(b) or (c) of the Act applies for more than a reasonable time after the date of its preparation.

SUB-DELEGATIONS

POSITION

**11. Forms of Access**

11.0.0 Forms of Access

Coordinator Information Management  
Information Management Officer  
Information Management Support Officer

11.1.0 The power pursuant to Section 22(1) of the Act to give a person access to a document by:

11.1.1 giving the person a reasonable opportunity to inspect the document; or

11.1.2 giving the person a copy of the document; or

11.1.3 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

11.1.4 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

11.1.5 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

11.1.6 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.

11.2.0 The duty pursuant to Section 22(2) of the Act to give an applicant access to a document in a particular way requested by the applicant in which case access may be given in some other way unless giving access as requested:

11.2.1 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

11.2.2 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

11.2.3 would involve an infringement of copyright in matter contained in a document.

11.3.0 The duty pursuant to Section 22(2a) of the Act where a document is in the custody of State Records to determine that the way in which access is given to the document will be made by or jointly with the Manager of State Records.

11.4.0 The duty 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.

11.5.0 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.

## SUB-DELEGATIONS

## POSITION

**11. Forms of Access**

- 11.6.0 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.

## SUB-DELEGATIONS

## POSITION

**12. Notices of Determination**

- 12.0.0 Notices of Determination  
Coordinator Information Management  
Information Management Officer  
Information Management Support Officer
- 12.1.0 The duty pursuant to Section 23(1) of the Act to give written notice to an applicant of the determination of his/her application or if the application relates to a document that is not held by the Council of the fact that the Council does not hold such a document.
- 12.2.0 The duty pursuant to Section 23(2) of the Act to specify in a notice given under Section 23(1) of the Act those matters set out at Section 23(2)(a) - (g) of the Act.
- 12.3.0 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 duty to ensure that notice is given in that form.
- 12.4.0 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.

## SUB-DELEGATIONS

## POSITION

**13. Documents Affecting Inter-Governmental or Local Governmental Relations**

- 13.0.0 Documents Affecting Inter-Governmental or Local Governmental Relations  
Coordinator Information Management  
Information Management Officer  
Information Management Support Officer
- 13.1.0 The duty 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.
- 13.2.0 The duty pursuant to Section 25(3) of the Act if:
- 13.2.1 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
- 13.2.2 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:

SUB-DELEGATIONS

POSITION

**13. Documents Affecting Inter-Governmental or Local Governmental Relations**

- 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 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.

SUB-DELEGATIONS

POSITION

**14. Documents Affecting Personal Affairs**

- 14.0.0 Documents Affecting Personal Affairs Coordinator Information Management  
Information Management Officer  
Information Management Support Officer
- 14.1.0 The duty 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.
- 14.2.0 The duty pursuant to Section 26(3) of the Act if:
  - 14.2.1 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
  - 14.2.2 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
  - 14.2.3 after having taking 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:
  - 14.2.4 that the Delegate has determined that access to the document is to be given; and
  - 14.2.5 of the rights of review conferred by the Act in relation to the determination; and
  - 14.2.6 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.
- 14.3.0 The power pursuant to Section 26(4) of the Act where:
  - 14.3.1 an application is made to the Council for access to a document to which Section 26 of the Act applies; and
  - 14.3.2 the document contains information of a medical or psychiatric nature concerning the applicant; and
  - 14.3.3 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

## SUB-DELEGATIONS

## POSITION

**14. Documents Affecting Personal Affairs**

- 14.3.4 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.

## SUB-DELEGATIONS

## POSITION

**15. Documents Affecting Business Affairs**

- 15.0.0 Documents Affecting Business Affairs  
Coordinator Information Management  
Information Management Officer  
Information Management Support Officer
- 15.1.0 The duty pursuant to Section 27(2) of the Act not to give access under the Act to a document which contains:
- 15.1.1 information concerning the trade secrets of any person; or
- 15.1.2 information (other than trade secrets) that has a commercial value to any person; or
- 15.1.3 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.
- 15.2.0 The duty pursuant to Section 27(3) of the Act if:
- 15.2.1 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
- 15.2.2 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:
- 15.2.3 that the Council has determined that access to the document is to be given; and
- 15.2.4 of the rights of review conferred by the Act in relation to the determination; and
- 15.2.5 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.

## SUB-DELEGATIONS

## POSITION

**16. Documents Affecting the Conduct of Research**

- 16.0.0 Documents Affecting the Conduct of Research  
Coordinator Information Management  
Information Management Officer  
Information Management Support Officer

## SUB-DELEGATIONS

## POSITION

**16. Documents Affecting the Conduct of Research**

- 16.1.0 The duty 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.
- 16.2.0 The duty pursuant to Section 28(3) of the Act if:
- 16.2.1 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
- 16.2.2 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:
- 16.2.3 that the Council has determined that access to the document is to be given; and
- 16.2.4 of the rights of review conferred by the Act in relation to the determination; and
- 16.2.5 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.

## SUB-DELEGATIONS

## POSITION

**17. Internal Review**

- 17.0.0 Internal Review
- Coordinator Information Management  
Information Management Officer  
Information Management Support Officer
- 17.1.0 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.
- 17.2.0 The duty pursuant to Section 29(4) of the Act to refund any application fee paid in respect of the review where the delegate varies or reverses a determination so that access to a document is to be given either immediately or subject to deferral.

## SUB-DELEGATIONS

## POSITION

**18. Persons by Whom Applications for Amendment of Records May be Dealt With and Time Within Which Applications Must be Dealt With**

- 18.0.0 Persons by Whom Applications for Amendment of Records May be Dealt With and Time Within Which Applications Must be Dealt With
- Coordinator Information Management  
Information Management Officer  
Information Management Support Officer
- 18.1.0 The duty pursuant to Section 32(1) of the Act to ensure that an accredited FOI officer deals with an application for amendment of the Council's records.

**SUB-DELEGATIONS****POSITION****18. Persons by Whom Applications for Amendment of Records May be Dealt With and Time Within Which Applications Must be Dealt With**

18.2.0 The duty pursuant to Section 32(2) of the Act to deal with an application for amendment of the Council's records as soon as practicable (and in any case within 30 days) after it is received.

**SUB-DELEGATIONS****POSITION****19. Incomplete Applications for Amendment of Records**

19.0.0 Incomplete Applications for Amendment of Records

Coordinator Information Management  
Information Management Officer  
Information Management Support Officer

19.1.0 The duty pursuant to Section 33 of the Act not to refuse to accept an application merely because the application does not contain sufficient information to enable the Council's document to which the applicant has been given access to be identified without first taking such steps as are reasonably practicable to assist the applicant to provide such information.

**SUB-DELEGATIONS****POSITION****20. Determination of Applications**

20.0.0 Determination of Applications

Coordinator Information Management  
Information Management Officer  
Information Management Support Officer

20.1.0 The duty 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.

**SUB-DELEGATIONS****POSITION****21. Refusal to Amend Records**

21.0.0 Refusal to Amend Records

Coordinator Information Management  
Information Management Officer  
Information Management Support Officer

21.1.0 The power pursuant to Section 35 of the Act to refuse to amend the Council's records in accordance with an application: (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.

**SUB-DELEGATIONS****POSITION****22. Notices of Determination**



**SUB-DELEGATIONS**

**POSITION**

**22. Notices of Determination**

- |        |   |  |
|--------|---|--|
| 22.0.0 | Notices of Determination  | Coordinator Information Management<br>Information Management Officer<br>Information Management Support Officer |
| 22.1.0 | The duty pursuant to Section 36(1) of the Act to give written notice to an applicant of the Council's determination of his/her application or if the application relates to records that are not held by the Council of the fact that the Council does not hold such records.   |  |
| 22.2.0 | The duty pursuant to Section 36(2) of the Act when giving a written notice in accordance with Section 36(1) to specify:   |  |
| 22.2.1 | the day on which the determination was made; and  |  |
| 22.2.2 | if the determination is to the effect that amendment of the Council's records is refused - (i) the name and designation of the officer by whom the determination was made; and (ii) the reasons for that refusal; and (iii) the findings on any material questions of fact underlying those reasons together with a reference to the sources of information on which those findings are based; and (iv) the rights of review conferred by the Act in relation to the determination; and (v) the procedures to be followed for the purpose of exercising those rights. |  |
| 22.3.0 | 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.   |  |

**SUB-DELEGATIONS**

**POSITION**

**23. Notations to be Added to Records**

- |          |   |  |
|----------|---|--|
| 23.0.0   | Notations to be Added to Records  | Coordinator Information Management<br>Information Management Officer<br>Information Management Support Officer |
| 23.1.0   | The duty pursuant to Section 37(2) of the Act where the Delegate has refused to amend the Council's records and the applicant has by notice in writing lodged at the Council offices requiring the Council to add to those records a notation:                                |  |
| 23.1.1   | specifying the respects in which the applicants claims the records to be incomplete incorrect out of date or misleading; and  |  |
| 23.1.2   | if the applicant claims the records to be incomplete or out of date setting out such information as the applicant claims is necessary to complete the records or to bring them up to date to cause written notice of the nature of the notation to be given to the applicant. |  |
| 23.2.0   | The duty pursuant to Section 37(3) of the Act if the Council discloses to any person (including any other agency) any information contained in the part of its records to which a notice under Section 37 relates to:   |  |
| 23.2.1   | ensure that when the information is disclosed a statement is given to that person:  |  |
| 23.2.1.1 | stating that the person to whom the information relates claims that the information is incomplete incorrect out of date or misleading; and  |  |
| 23.2.1.2 | setting out particulars of the notation added to its records under Section 37; and 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.                   |  |

**SUB-DELEGATIONS**

**POSITION**

**24. Internal Review**

## SUB-DELEGATIONS

## POSITION

**24. Internal Review**

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|--------|--|------------------------------------|
| 24.0.0 | Internal Review  | Coordinator Information Management |
| 24.1.0 | 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. |                                    |

## SUB-DELEGATIONS

## POSITION

**25. Review by Ombudsman or Police Ombudsman**

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|--------|---|--|
| 25.0.0 | Review by Ombudsman or Police Ombudsman   | Coordinator Information Management<br>Information Management Officer<br>Information Management Support Officer |
| 25.1.0 | The duty and 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.   |  |
| 25.2.0 | The duty and 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.   |  |
| 25.3.0 | The power:  |  |
| 25.3.1 | to participate in and effect a settlement conducted under Section 39(5)(c)(i) of the Act; and   |  |
| 25.3.2 | to request a suspension of proceedings under Section 39 at any time to allow an opportunity for a settlement to be negotiated.  |  |
| 25.4.0 | The duty and 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. |  |

## SUB-DELEGATIONS

## POSITION

**26. Reviews by SACAT**

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|--------|---|--|
| 26.0.0 | Reviews by SACAT  |  |
| 26.1.0 | 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 South Australian Civil and Administrative Tribunal Act 2013 of the determination by SACAT on a question of law. |  |

## SUB-DELEGATIONS

## POSITION

**27. Consideration of Restricted Documents**

**SUB-DELEGATIONS****POSITION****27. Consideration of Restricted Documents**

- 27.0.0 Consideration of Restricted Documents
- 27.1.0 The power pursuant to Section 41(1) of the Act to make application to SACAT to have SACAT receive evidence and hear argument in the absence of the public the other party to the review and the other party's representative.

**SUB-DELEGATIONS****POSITION****28. Deliberately left blank**

- 28.0.0 Deliberately left blank
- 28.1.0 Deliberately left blank

**SUB-DELEGATIONS****POSITION****29. Fees & Charges**

- 29.0.0 Fees & Charges
- 29.1.0 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.
- 29.2.0 The duty 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.
- 29.3.0 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.

**SUB-DELEGATIONS****POSITION****30. Provision of Information to Minister**

- 30.0.0 Provision of Information to Minister
- 30.1.0 The duty pursuant to Section 54AA of the Act:
- 30.1.1 to furnish to the Minister administering the Act such information as the Minister requires by notice in the Gazette:
- 30.1.1.1 for the purpose of monitoring compliance with the Act; and
- 30.1.1.2 for the purpose of preparing a report under Section 54 of the Act; and
- Coordinator Information Management  
Information Management Officer  
Information Management Support Officer

## SUB-DELEGATIONS

## POSITION

**30. Provision of Information to Minister**

- 30.1.2 to comply with any requirements notified by the Minister in the Gazette concerning the furnishing of that information and the keeping of records for the purposes of Section 54AA of the Act.

## SUB-DELEGATIONS

## POSITION

**31. Documents Containing Confidential Material**

- 31.0.0 Documents Containing Confidential Material

- 31.1.0 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.

- 31.2.0 The duty pursuant to clause 13(6) of Schedule 1 of the Act to notify the Minister administering the Act in writing and as soon as practicable if the Delegate approves a term of a contract in accordance with clause 13(2)(b)(iii) of Schedule 1 of the Act.

## SUB-DELEGATIONS

## POSITION

**32. Fees & Charges (under the Freedom of Information [Fees and Charges] Regulations 2003)**

- 32.0.0 Fees & Charges (under the Freedom of Information [Fees and Charges] Regulations 2003)

Coordinator Information Management  
Information Management Officer  
Information Management Support Officer

- 32.1.0 The duty pursuant to Regulation 5 of the Freedom of Information (Fees and Charges) Regulations 2003 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: (a) he or she is a concession cardholder; or (b) payment of the fee would cause financial hardship to the person.

- 32.2.0 The duty pursuant to Regulation 6 of the Freedom of Information (Fees and Charges) Regulations 2003 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 \$1000.