

25 March 2024

Register of Delegations from CEO to Directors and staff

We acknowledge the Gadigal of the Eora Nation
as the Traditional Custodians of our local area.

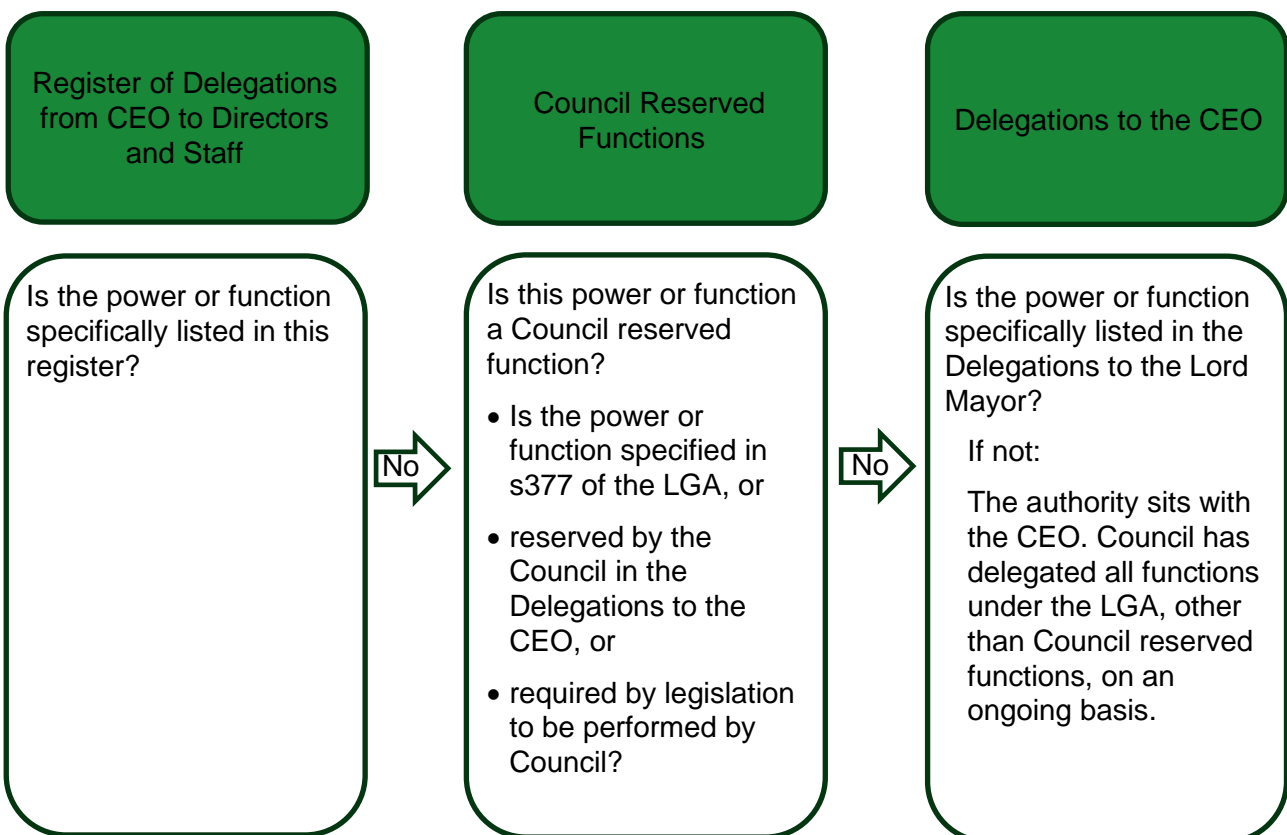
Introduction

This Register of Delegations from CEO to Directors and staff sets out the specific powers and functions that have been delegated from Council to the CEO, and then sub-delegated from the CEO to directors and staff under the Instrument of Delegation dated 25 March 2024, pursuant to [section 378](#) of the Local Government Act 1993 (LGA).

[Section 377\(1\)](#) of the LGA lists specific Council reserved functions which cannot be delegated and require Council resolution. [Section 379](#) lists additional reserved regulatory functions. The [Delegations to the CEO](#) also include several additional Council reserved functions that have been expressly excluded or limited from delegation. Under Section 377, all other functions are delegated to the CEO.

If a delegation is not expressly stated in this register, the function has not been delegated to a staff member. If this is the case, refer to the [Delegations to the CEO](#) and [Delegations to the Lord Mayor](#) to determine whether the function has been delegated to the CEO or Lord Mayor, or remains a Council reserved function.

Who has the authority to make a decision or take action on behalf of the City of Sydney?



Understanding and applying these delegations

1. Delegations may only be exercised within the area of operation and budget for which the delegate is responsible and in accordance with all Council policies and procedures and are subject to the direction of the delegate's manager or divisional director.
2. Every manager must ensure that all delegates within their team are advised of and understand their delegations on commencement in their roles. Managers also have an ongoing responsibility to review and monitor their team's delegations to ensure they are fit for purpose and being used correctly.
3. Because the City of Sydney has appointed a chief executive officer, references to "general manager" in the Local Government Act 1993 are to be read as references to the Chief Executive Officer.
4. All dollar figures referred to in these delegations are exclusive of GST unless otherwise stated.
5. These delegations apply to each position identified in the column headed "Delegate" and those positions that supervise or manage that position in the organisation structure.
6. These delegations cannot be exercised by agency contractors unless they have been granted specific delegation(s) in writing by the Director Legal & Governance and in accordance with the Delegations to Contractors Control Plan 2022 (2022/124970).
7. These delegations remain in force until Council and/or the CEO directs otherwise.
8. Named delegates cannot delegate their delegated functions to another role.
9. Where a City of Sydney employee is acting in a position that has powers delegated to it, the person acting in that position can exercise the powers of the delegate.
10. A manager may, with Director approval, advise a delegate in writing that they may not exercise their delegations (due to operational or performance issues) until further notice. The exercise of a delegation after notice of suspension is a breach that may result in disciplinary action.
11. A reference to "Director" in this register is a reference to the Director of a Division, the Chief Financial Officer (CFO) and the Chief Operating Officer (COO) of Council and not to any other position with the word "Director" in its title.
12. M3 and M4 positions identified in this register allocate authorities and responsibilities and do not indicate standing in the organisational structure.
13. Order splitting is not permitted. A delegation function or transaction value must not be split into separate parts or processes in order to avoid approval by a delegate, or to seek approval through a lower delegation. In exercising a delegation with respect to a value, it should be based on the estimated whole cost of the transaction over the full term of the transaction.

Index of Delegations

Introduction	2	<u>Legal</u>	<u>32</u>
Understanding and applying these delegations	3	29. Engage External Legal Services	32
Delegation from the CEO to each Director	6	30. Commence Legal Proceedings	32
Delegation of all functions for Director's area of responsibility	6	31. Legal Proceedings for Regulatory and Planning Matters	32
Delegations from CEO to Directors and staff	6	31A. Legal Proceedings for Industrial Relations and Employee Related Matters	33
<u>Procurement and Finance</u>	<u>6</u>	32. All Other Legal Proceedings	33
1. Commit and Authorise Expenditure	6	33. Settlement of Monetary Claims and Disputes	34
2. Procurement	11	34. Settlement of Non-Monetary Claims and Disputes	34
3. Variations for Expenditure of Approved Contingency Funds – Contract Approved by Council	11	34A. Electronic Conveyancing Transactions	34
3A. Variations for Expenditure of Approved Contingency Funds – Contract Recommended by the Tender Review Group (TRG) and CFO and Approved by CEO	13	<u>Property</u>	<u>36</u>
3B. Variations for Expenditure of approved contingency funds – Contract approved by the CEO other than those approved through the TRG process.	15	35. Leases, Licences, Assignments, Variations and Options	36
4. Variations for Expenditure – Contract Approved by Director, M3 or M4	16	35A. Leases, Licences and Other Agreements – Markets	36
5. Corporate Purchase Cards	17	36. Retail Lease Disclosure Statements	36
6. Bank Account	18	37. Lease and Licence Commitments as Tenant	37
7. Waive Bank Fees	18	38. Rent Abatements	37
8. Write off or Reduce Interest	18	39. Market Rent Reviews	37
9. Bank Guarantees and Security Deposits	18	40. Voting Rights	38
10. Disposal and Retirement of Assets	19	41. Council Property – Notices to Quit	38
11. Council Financing	19	42. Owner's Consent to Development – Significant Property or Land	38
12. Investment of Funds	19	43. Owner's Consent to Development – Non-Significant Property or Land	39
13. Electronic Funds Transfer Payments and Signing Cheques	20	43A. Owners Consent to Development (including complying development) – Minor Encroachments and Temporary Structures	39
14. Refunds	21	44. Authority to Occupy	40
15. Rates Exemption	23	45. Banner Poles	42
16. Rebate of Rates	23	46. Catering Stand Asides	42
17. Payment of Rent in Lieu of Rates	23	47. Hoardings	42
18. Bad Debts Write Off	24	<u>Workforce</u>	<u>44</u>
19. Plant and Assets, and Capital Works – Variations	24	48. Allowances and Reimbursements	44
20. Outgoing Grants	24	49. Disciplinary Action	44
21. Incoming Sponsorship	24	50. Fitness for Work	44
22. Waive and Reduce Fees and Charges	25	51. Higher Grade Payments	44
<u>Contracts</u>	<u>26</u>	52. Staff Training, Conferences and Meetings	45
23. Execution of Contracts – Standard Form	26	53. Paid Leave	46
24. Execution of Contracts – Non-Standard Form	27	54. Special Leave	46
25. Principal of Construction Contract	28	55. Leave Without Pay	46
26. Insurance Requirements	28	56. Leave for Nominated Union Delegate	46
26A. Insurance Adjustments During the Policy Year	28	57. Long Service Leave	46
27. Superintendent of Contract – Construction Contract	29	58. Absence after Contact with Infectious Disease	47
28. Superintendent's Representative of Contract – Construction Contract	30	59. Absence without Reasonable Cause	47
		60. Employment Hours of Duty	47
		61. Industrial Action	48
		62. Organisational Structure	48
		63. Recruitment	48

Index of Delegations

64. Investigations	49	100. Non-Residential Rolls – objections to, and claims for, inclusion on the non-residential rolls.	94
65. Access to Staff Records	49		
<u>Roads and Footways</u>	<u>50</u>	101. Busking	95
66. Footway Applications	50	102. Responsible Accounting Officer	95
67. Activities on Roads and Footways	50	103. Active Kids Program	95
68. Temporary Closure of a Parking Space or Loading Zone	51	104. Private Motor Vehicles	96
69. Public Roads and Footways	51	105. Donation of Garden Materials to Community Groups	96
70. Works, Structures and Activities in, on or over Public Roads	52	106. Security and Emergency Management	96
71. Shoring and Temporary Ground Anchors	52		
72. Parking and Traffic Control Measures	53		
73. Roads Act	53		
<u>Planning, Development, Health and Building, Enforcement</u>	<u>54</u>		
74. Penalty Notices	54		
75. Reviewable Conditions	55		
76. Unclear, Incomplete or Illegible Applications	55		
77. Post Consent Administration	56		
78. Certification	57		
79. Principal Certifier	59		
80. Orders, Notices, Directions and Enforcement Functions	60		
81. Exempt Development	71		
82. Applications for Development Consent and Modifications of Consent	72		
83. Part 5 of the Environmental Planning and Assessment Act 1979	73		
84. Conduct reviews under Pt 8 Div 8.2 of the Environmental Planning and Assessment Act 1979	73		
85. Applications under the Heritage Act 1977	74		
86. Voluntary Planning Agreements	74		
87. Subdivisions	74		
88. Stormwater Drainage Works	74		
89. Determination of Applications for Approvals and Modifications	75		
90. Power of Entry	76		
91. Disposal or Sale of Unattended Vehicles/Property	90		
92. Removal of Graffiti	90		
93. Installation of Signs	91		
94. Registration as a Building Certifier	91		
<u>Miscellaneous</u>	<u>92</u>		
95. Public Officer	92		
96. Government Information (Public Access) Act 2009 (GIPA Act)	92		
97. Destruction of Council Records	93		
98. Register of Delegations – M3 and M4	93		
99. Street Safety Camera Program	93		

Delegation from the CEO to each Director

Delegation of all functions for Director's area of responsibility		
Powers and Functions	Delegate	Division
<p>All functions delegated by the Council of the City of Sydney to the Chief Executive Officer and all functions conferred upon the General Manager by the Local Government Act 1993, and any other Act, for the Director's area of responsibility, except where specifically excluded or limited in this Register of Delegations from CEO to Directors and staff.</p> <p>Legislation: Local Government Act 1993 s378</p>	Director	All

Delegations from CEO to Directors and staff

Procurement and Finance

1. Commit and Authorise Expenditure		
Powers and Functions	Delegate	Division
To commit and authorise expenditure of any amount within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies.		
a) unlimited	Director	All
b) up to \$500,000	M3 Manager	Chief Operations Office
	Senior Delivery Manager	Chief Operations Office
	Delivery Manager	Chief Operations Office
	Chief Engineer	City Services
	Manager Parking, Fleet & Depot Services	City Services
	Manager City Cleansing & Resource Recovery	City Services

[Back to index](#)

	Manager City Greening & Leisure	City Services
c) up to \$250,000	M3 Manager	All
	Operations Manager Parking & Fleet Services	City Services
d) up to \$200,000	Producer – Major Events & Festivals	City Life
	Manager Libraries and Learning	City Life
	Infrastructure Delivery Manager	City Services
e) up to \$100,000	Manager Cultural Space and Sector Development	City Life
	Manager Cultural Programs and Services	City Life
f) up to \$50,000	M4 Manager	All
	Senior Project Manager	Chief Operations Office
	Specialist Project Manager	Chief Operations Office
	Fleet Services Coordinator	City Services
	Project Development Manager	Chief Operations Office
	Senior Project Development Manager	Chief Operations Office

[Back to index](#)

	Specialist Urban Designer	City Planning Development & Transport
	Business Coordinator	City Life
g) up to \$25,000	Project Manager	Chief Operations Office
	Senior Design Manager	Chief Operations Office
	Program Manager Parks Services	City Services
	Facility Manager	Chief Operations Office
	Contract Manager Parks Services	City Services
	Program Manager - Community Greening	City Services
	Project Manager Tree Management	City Services
	Contract Manager Street Furniture	City Services
	Leisure Contracts Relationship & Performance Manager	City Services
	Program Manager	City Services
	Asset Services Manager	City Services
h) up to \$10,000	Maintenance Coordinator	City Services
	Cleansing Manager	City Services

[Back to index](#)

	Area Manager	City Life
	Creative Centre Manager	City Life
	Programs Team Leader	City Life
	Manager Social Policy	City Life
	Manager Social Programs	City Life
	Early Childhood Services Coordinator	City Life
	Middle Childhood Services Coordinator	City Life
	Design Manager	Chief Operations Office
	Specialist Design Manager	Chief Operations Office
	Business Support Coordinator	Chief Operations Office
	Public Art Collections & Cultural Heritage Manager	Chief Operations Office
	Principal Engineer Infrastructure Design	City Services
	Principal Engineer Electrical & Lighting Assets	City Services
	Principal Engineer Roads & Structures Assets	City Services

[Back to index](#)

	Principal Engineer Environment & Water	City Services
	Principal Surveyor	City Services
	Traffic Manager	City Services
	Business Improvement Advisor	City Services
	Public Art Conservation Program Manager	Chief Operations Office
i) up to \$5,000	Executive Assistant	All
	Personal Assistant	All
	Contract Coordinator Parking Services	City Services
	Claims Officer	Legal & Governance
	Fleet Services Officer	City Services
	Projects Coordinator	City Services
	Business Support Coordinator	City Services
	Centre Manager Perry Park Recreation Centre	City Services
	Homelessness Manager	City Life
	Meals on Wheels Coordinator	City Life

[Back to index](#)

	Team Leader Collections	City Life
	Civic Function Coordinator	Chief Executive Office
	Centre Manager	City Life
	Child Care Centre Coordinator	City Life
	Children's Program Team Leader	City Life
	Document Services Manager	People Performance & Technology
	City Archivist	People Performance & Technology

2. Procurement		
Powers and Functions	Delegate	Division
Where the CEO is excluded from considering a procurement matter (on the basis of probity or otherwise) the Chief Operating Officer and/or the Director Legal & Governance will have the same delegation as the CEO for that matter only.	Chief Operating Officer	Chief Operations Office
	Director	Legal & Governance

3. Variations for Expenditure of Approved Contingency Funds – Contract Approved by Council		
Powers and Functions	Delegate	Division
To authorise variations to a contract: a) approved by Council; and b) within the area of operation and budget for which the delegate is responsible, but not so as to exceed the total amount approved by Council for that Contract (being the contract sum and any contingency).		

[Back to index](#)

<p>Note:</p> <ul style="list-style-type: none"> i. Officers should consult with the Chief Procurement Officer if they believe that the variation may significantly change the contract scope. ii. For schedule of rates contracts, the contract sum is the total estimated spend on the contract as set out in the report to Council. iii. if the variation would take the amount over the total amount approved by Council refer to Item 7 in the Delegation Register from Council to CEO 		
<p>a) for any amount that does not exceed the contract sum and any contingency approved by Council</p>	<p>Director</p>	<p>All</p>
<p>b) for a cumulative amount of up to 75% of any contingency approved by Council for that contract</p>	<p>M3 Manager</p>	<p>All</p>
<p>c) for a cumulative amount of up to 25% of any contingency approved by Council for that contract</p>	<p>Senior Delivery Manager</p>	<p>Chief Operations Office</p>
	<p>Delivery Manager</p>	<p>Chief Operations Office</p>
<p>d) for a cumulative amount of up to 15% of any contingency approved by Council for that contract</p>	<p>M4 Manager</p>	<p>Chief Operations Office</p>
	<p>Senior Project Manager</p>	<p>Chief Operations Office</p>
	<p>Specialist Project Manager</p>	<p>Chief Operations Office</p>
	<p>M4 Manager</p>	<p>City Services</p>
	<p>Producer – Major Events & Festivals</p>	<p>City Life</p>
	<p>Manager Libraries & Learning</p>	<p>City Life</p>
	<p>Manager Cultural Space & Sector Development</p>	<p>City Life</p>
	<p>Manager Cultural Programs & Services</p>	<p>City Life</p>
<p>e) for a cumulative amount of up to 10% of any contingency approved by Council for that contract</p>	<p>Project Manager</p>	<p>Chief Operations Office</p>

[Back to index](#)

	Program Manager Parks Services	City Services
	Contract Manager Parks Services	City Services
	Program Manager – Community Greening	City Services
	Project Manager Tree Management	City Services

3A. Variations for Expenditure of Approved Contingency Funds – Contract Recommended by the Tender Review Group (TRG) and CFO and Approved by CEO		
Powers and Functions	Delegate	Division
<p>To authorise variations to a contract:</p> <ul style="list-style-type: none"> a) recommended by the TRG & CFO and approved by the CEO, and b) within the area of operation and budget for which the delegate is responsible, <p>but not so as to exceed the total amount approved by the CEO for that contract (being the contract sum and any contingency) and not so as to take the total amount of the contract inclusive of GST above \$5 million.</p> <p>Note:</p> <ul style="list-style-type: none"> i. Officers should consult with the Chief Procurement Officer if they believe that the variation may significantly change the contract scope. ii. For schedule of rates contracts, the contract sum is the total estimated spend on the contract as set out in the report to the CEO. iii. Where the variation will exceed the total approved amount (being the contract sum and any contingency) reference should be made to the Terms of Reference of the TRG to identify the correct process 		
a) for any amount that does not exceed the contract sum and any contingency approved by the CEO	Director	All
b) for a cumulative amount of up to 75% of any contingency approved by the CEO for that contract	M3 Manager	All

[Back to index](#)

c) for a cumulative amount of up to 25% of any contingency approved by the CEO for that contract	Senior Delivery Manager	Chief Operations Office
	Delivery Manager	Chief Operations Office
d) for a cumulative amount of up to 15% of any contingency approved by the CEO for that contract	M4 Manager	Chief Operations Office
	Senior Project Manager	Chief Operations Office
	Specialist Project Manager	Chief Operations Office
	M4 Manager	City Services
	Producer – Major Events & Festivals	City Life
	Manager Libraries & Learning	City Life
	Manager Cultural Space & Sector Development	City Life
	Manager Cultural Programs & Services	City Life
e) for a cumulative amount of up to 10% of any contingency approved by the CEO for that contract	Project Manager	Chief Operations Office
	Program Manager Parks Services	City Services
	Contract Manager Parks Services	City Services

[Back to index](#)

3B. Variations for Expenditure of approved contingency funds – Contract approved by the CEO other than those approved through the TRG process.

Powers and Functions	Delegate	Division
<p>To authorise variations to a contract:</p> <p>a) approved by the CEO, and b) within the area of operation and budget for which the delegate is responsible</p> <p>but not so as to exceed the total amount approved by the CEO for that contract (being the contract sum and any contingency).</p> <p>Note:</p> <p>i. for contracts that have been approved by the CEO following recommendation by the TRG process, Delegation 3A above applies</p> <p>ii. Officers should consult with the Chief Procurement Officer if they believe that the variation may significantly change the contract scope</p> <p>iii. for schedule of rates contracts, the contract sum is the total estimated spend on the contract as set out in the report to the CEO</p>		
a) for any amount that does not exceed the contract sum and any contingency approved by the CEO	Director	All
b) for a cumulative amount of up to 75% of any contingency approved by the CEO for that contract	M3 Manager	All
c) for a cumulative amount of up to 25% of any contingency approved by the CEO for that contract	Senior Delivery Manager	Chief Operations Office
	Delivery Manager	Chief Operations Office
d) for a cumulative amount of up to 15% of any contingency approved by the CEO for that contract	M4 Manager	Chief Operations Office
	Senior Project Manager	Chief Operations Office
	Specialist Project Manager	Chief Operations Office
	M4 Manager	City Services
	Producer – Major Events & Festivals	City Life

[Back to index](#)

	Manager Libraries & Learning	City Life
	Manager Cultural Space & Sector Development	City Life
	Manager Cultural programs & Services	City Life
e) for a cumulative amount of up to 10% of any contingency approved by the CEO for that contract	Project Manager	Chief Operations Office
	Program Manager Parks Services	City Services
	Contract Manager Parks Services	City Services
	Program Manager – Community Greening	City Services

4. Variations for Expenditure – Contract Approved by Director, M3 or M4		
Powers and Functions	Delegate	Division
<p>To authorise variations to a contract:</p> <p>a) approved by a Director, M3 or M4; and</p> <p>b) within the area of operation and budget for which the delegate is responsible,</p> <p>but not so as to take the total amount of the contract inclusive of GST above \$250,000.</p> <p>Note:</p> <p>i. Officers should consult with the Chief Procurement Officer if they believe that the variation may significantly change the contract scope</p> <p>ii. if the variation would take the amount over \$250,000 then the proposed variation would need to be approved by Council</p> <p>iii. for schedule of rates contracts, the contract sum is the total estimated spend on the contract as set out in the report to the Director, M3 or M4 Manager</p>		

[Back to index](#)

a) up to 100% above the total amount approved for that contract (being the contract sum and any contingency) but not so as to take the total amount of the contract inclusive of GST above \$250,000	Director	All
b) up to 50% above the total amount approved for that contract (being the contract sum and any contingency) but not so as to take the total amount of the contract inclusive of GST above \$250,000	M3 Manager	All
c) up to 25% above the total amount approved for that contract (being the contract sum and any contingency) but not so as to take the total amount of the contract inclusive of GST above \$250,000	M4 Manager	All
	Senior Project Manager	Chief Operations Office
	Specialist Project Manager	Chief Operations Office
d) up to 10% above the total amount approved for that contract (being the contract sum and any contingency) but not so as to take the total amount of the contract inclusive of GST above \$250,000	Specialist Urban Designer	City Planning Development & Transport
	Project Manager	Chief Operations Office
	Senior Design Manager – Landscape Architect	Chief Operations Office
	Revenue Manager	Chief Finance Office
	Project Manager Tree Management	City Services

5. Corporate Purchase Cards		
Powers and Functions	Delegate	Division
a) To authorise the issue of City of Sydney Purchase Cards to employees in accordance with the <u>Purchase Card Policy</u>	Director	All
b) To undertake transactions on a City of Sydney Purchase Card in accordance with the credit limits, authorised use provisions and any other restrictions approved, and the <u>Purchase Card Policy</u>	Purchase Card User	All

[Back to index](#)

6. Bank Account		
Powers and Functions	Delegate	Division
To authorise the opening, closing and operation of bank accounts for the City of Sydney. Note: The same delegate may not recommend and authorise the opening, closing or operation of bank accounts for the City of Sydney.	Treasury Accountant	Chief Finance Office
	Business Planning & Performance Manager	Chief Finance Office

7. Waive Bank Fees		
Powers and Functions	Delegate	Division
To waive bank fees on dishonoured payments.	Treasury Accountant	Chief Finance Office
	Rates Team Leader	Chief Finance Office

8. Write off or Reduce Interest		
Powers and Functions	Delegate	Division
To write off or reduce interest accrued on rates or charges, where a repayment arrangement has been agreed. Legislation: Local Government Act 1993 s564, s567	Rates Team Leader	Chief Finance Office

9. Bank Guarantees and Security Deposits		
Powers and Functions	Delegate	Division
To authorise the release of bank guarantees, bonds and other security deposits when contract conditions have been met within the area of operation:		
a) unlimited	Director	All
b) up to \$500,000	M3 Manager	All
c) up to \$250,000	M4 Manager	All

[Back to index](#)

d) up to \$100,000	Area Manager Public Domain	City Services
	Civil Maintenance Coordinator	City Services
	Restorations Coordinator	City Services
	Senior Project Manager	Chief Operations Office
	Specialist Urban Designer	City Planning Development & Transport

10. Disposal and Retirement of Assets		
Powers and Functions	Delegate	Division
To authorise the disposal and retirement of assets with a value of:		
a) up to \$250,000	Director	All
b) up to \$10,000	M3 Manager	All

11. Council Financing		
Powers and Functions	Delegate	Division
a) to exercise the functions of Council under Chapter 15 of the Local Government Act 1993, other than those functions under section 377(1) of the Act which are non-delegable	Chief Financial Officer	Chief Finance Office
b) for functions relating to rates and charges	Rates Team Leader	Chief Finance Office

12. Investment of Funds		
Powers and Functions	Delegate	Division
To authorise:		
	Chief Operating Officer	Chief Operations Office

[Back to index](#)

<p>a) the investment of Council funds in accordance with the <u>Investment Policy</u>. The same delegate may not recommend and authorise the same investment.</p> <p>Note: This delegation must be exercised by two of the following delegates:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Chief Operating Officer • Chief Financial Officer • Business Planning & Performance Manager • Manager Financial Planning & Reporting <p>Legislation: Local Government Act 1993</p>	Chief Financial Officer	Chief Finance Office
	Business Planning & Performance Manager	Chief Finance Office
	Manager Financial Planning & Reporting	Chief Finance Office
<p>b) the investment of Council funds in accordance with the <u>Investment Policy</u> with a maturity term not exceeding 5 years, or a face value not exceeding \$5,000,000, or, in the case of Call Funds transfers, a face value not exceeding \$10,000,000. The same delegate may not recommend and authorise the same investment.</p> <p>Legislation: Local Government Act 1993</p>	Chief Operating Officer	Chief Operations Office
	Business Planning & Performance Manager	Chief Finance Office
	Treasury Accountant	Chief Finance Office

13. Electronic Funds Transfer Payments and Signing Cheques		
Powers and Functions	Delegate	Division
To authorise:		
<p>a) payment and release of City of Sydney funds by cheque and electronic funds transfer. The same person cannot certify the delivery of goods and services and authorise the payment of the City of Sydney funds.</p>	Treasury Accountant	Chief Finance Office
	Business Planning & Performance Manager	Chief Finance Office
<p>b) electronic bank transfer of salaries, approve superannuation payments to nominated funds and sign cheque requisitions in relation to payroll matters</p>	Manager Payroll & Remuneration	People Performance & Technology
<p>c) payment of City of Sydney funds by electronic funds transfer. The same person cannot certify the delivery of the goods and services and authorise the payment of the City of Sydney funds.</p>	Treasury Accountant	Chief Finance Office
	Business Planning & Performance Manager	Chief Finance Office

[Back to index](#)

	Management Accountant	Chief Finance Office
--	-----------------------	----------------------

14. Refunds		
Powers and Functions	Delegate	Division
<p>To authorise refunds:</p> <p>Note: this delegation is for refunds only. To authorise a credit note, refer to the <u>Accounts Receivable Policy</u>. For fee waivers refer to <u>Delegation 22</u>.</p>		
<p>a) in accordance with legislation and Council policy within area of operation and budget for which the delegate is responsible</p>	M3 Manager	All
	M4 Manager	All
<p>b) development contributions in accordance with the criteria contained in the relevant contributions plan in consultation with the Chief Financial Officer</p> <p>Legislation: City of Sydney Act 1988, Environmental Planning and Assessment Act 1979</p>	Director	City Planning Development & Transport
<p>c) completion of works secured against retained s7.11 (previously known as s94) contributions not exceeding \$150,000</p> <p>Legislation: Environmental Planning and Assessment Act 1979</p>	Director	City Planning Development & Transport
<p>d) parking meter fees up to the value of \$100 due to technical fault or equipment failure</p>	Operations Manager Parking & Fleet Services	City Services
<p>e) overpayments</p> <p>Legislation: Local Government Act 1993</p>	Rates Team Leader	Chief Finance Office
	Treasury Accountant	Chief Finance Office
<p>f) overpayments relating to the use or occupation of property</p>	Commercial Property Manager	Chief Operations Office

[Back to index](#)

Legislation: Local Government Act 1993	Manager Community Property	Chief Operations Office
g) overpayments of fees related to meals on wheels Legislation: Local Government Act 1993	Direct Services Coordinator	City Life
h) City of Sydney courses	Program Manager – Community Greening	City Services
	Youth Team Leader	City Life
	Cycling Manager	City Planning Development & Transport
	Creative Centre Manager	City Life
	Programs Team Leader	City Life
	Centre Manager	City Life
i) fees related to the use of City of Sydney facilities in accordance with the City Spaces Access and Inclusion (Fees and Charges) Procedure Legislation: Local Government Act 1993	Manager City Spaces	City Life
	Centre Manager	City Life
j) i. fees relating to the use or occupation of property for a single booking or event ii. fees related to sports programs for a single booking or event iii. kiosk and merchandise purchases Legislation: Local Government Act 1993	Operations Coordinator Perry Park Recreation Centre	City Services
k) i. fees relating to sports competitions following withdrawal, cancellation or non-provision of service, in accordance with the City Spaces Access and Inclusion (Fees and Charges) Procedure	Centre Manager	City Life

[Back to index](#)

ii. gym membership fees for withdrawal, cancellation or non-provision of service in accordance with the City Spaces Access and Inclusion (Fees and Charges) Procedure		
Legislation: Local Government Act 1993		

15. Rates Exemption

Powers and Functions	Delegate	Division
To authorise applications for exemption from rates:		
Legislation: Local Government Act 1993		
a) over \$50,000 per annum	Chief Financial Officer	Chief Finance Office
b) up to \$50,000 per annum	Revenue Manager	Chief Finance Office
c) up to 20,000 per annum	Rates Team Leader	Chief Finance Office

16. Rebate of Rates

Powers and Functions	Delegate	Division
To grant rebates of rates and concessions		
Legislation: Local Government Act 1993, Chapter 15 Part 8		
	Rates Team Leader	Chief Finance Office

17. Payment of Rent in Lieu of Rates

Powers and Functions	Delegate	Division
To issue notices for the recovery of outstanding rates by requiring the payment of rent in lieu of rates.		
Legislation: Local Government Act 1993, s569		
	Rates & Receivables Manager	Chief Finance Office

[Back to index](#)

18. Bad Debts Write Off		
Powers and Functions	Delegate	Division
To write off bad debts for amounts:		
a) up to \$100,000 inclusive of GST	Chief Financial Officer	Chief Finance Office
b) up to \$20,000	Manager Financial Planning & Reporting	Chief Finance Office

19. Plant and Assets, and Capital Works – Variations		
Powers and Functions	Delegate	Division
To authorise the adjustment of budget priorities within an approved Plant and Assets or Capital Works budget for an amount up to \$250,000.	Director	All

20. Outgoing Grants		
Powers and Functions	Delegate	Division
To authorise outgoing “value in kind” grants in accordance with the <u>Corporate Sponsorship Policy</u>	Director	City Life

21. Incoming Sponsorship		
Powers and Functions	Delegate	Division
To authorise incoming sponsorship in accordance with the <u>Corporate Sponsorship Policy</u> , whether a single year or multi-year sponsorship agreement, with a value:		
a) up to \$500,000 (including GST)	Director	City Life
b) up to \$150,000 (including GST)	Manager Venue Management	City Life

[Back to index](#)

22. Waive and Reduce Fees and Charges

Powers and Functions	Delegate	Division
To waive or reduce a fee or charge receivable by the area of operation for which the delegate is responsible, in accordance with the relevant categories as determined within the <u>Revenue Policy</u> of the Council's Operational Plan.	M3 Manager	All
	M4 Manager	All
a) for cases falling within the "Hardship, Charity or Not-for-profit" category for an amount up to \$100.00, in consultation with Director	Centre Manager	City Life
	Library Team Leader	City Life
b) for cases in accordance with the <u>Corporate Sponsorship Policy</u>	Director	City Life

[Back to index](#)

Contracts

23. Execution of Contracts – Standard Form		
Powers and Functions	Delegate	Division
<p>To execute any contract or agreement on behalf of Council provided that the contract or agreement is in a standard City of Sydney form (including any standard form contract or agreement with amendments approved by an internal solicitor), with a value:</p> <p>Legislation: Local Government Act 1993 s378</p>		
a) unlimited	Director	All
b) up to \$250,000	M3 Manager	All
c) up to \$200,000	Producer – Major Events & Festivals	City Life
	Manager Libraries & Learning	City Life
d) up to \$100,000	Manager Cultural Space & Sector Development	City Life
	Manager Cultural Programs & Services	City Life
e) up to \$50,000	M4 Manager	All
	Senior Project Manager	Chief Operations Office
	Specialist Urban Designer	City Planning Development & Transport
	Business Coordinator	City Life
	Grants Program Coordinator	City Life

[Back to index](#)

f) contracts for certification work – where the fee is up to \$10,000 Legislation: Building and Development Certifiers Act 2018	Building Surveyor	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	Manager Building Certification	City Planning Development & Transport

24. Execution of Contracts – Non-Standard Form		
Powers and Functions	Delegate	Division
To execute any contract or agreement except as otherwise authorised in these delegations on behalf of Council that is not in a standard form and which has been approved by an internal solicitor: Legislation: Local Government Act 1993 s378		
a) unlimited	Director	Legal & Governance
	Director	City Services
	Chief Operating Officer	Chief Operations Office
b) up to \$50,000	Director	All
c) up to \$10,000	M3 Manager	All
	Technical Services Manager	City Services
	Principal Engineer Electrical & Lighting Assets	City Services

[Back to index](#)

25. Principal of Construction Contract		
Powers and Functions	Delegate	Division
To be appointed to the role of Principal of a construction contract, where that term is used in the contract:		
a) for contracts with a total contract sum and contingency of \$5,000,000 and over	Director	City Services
	Chief Operating Officer	Chief Operations Office
	Executive Manager Infrastructure Delivery	Chief Operations Office
b) for contracts with a total contract sum and contingency of under \$5,000,000	Senior Delivery Manager	Chief Operations Office
	Delivery Manager	Chief Operations Office
	M3 Manager	Chief Operations Office
	M3 Manager	City Services

26. Insurance Requirements		
Powers and Functions	Delegate	Division
To waive or reduce the City of Sydney's insurance requirements in contracts or agreements with third parties, on a case by case basis having regard to risk and market conditions.	Insurance & Claims Coordinator	Legal & Governance

26A. Insurance Adjustments During the Policy Year		
Powers and Functions	Delegate	Division
To approve changes to the City of Sydney's insurance schedules during the policy year and to authorise any payments associated with related premium adjustments	Manager Risk & Governance	Legal & Governance

[Back to index](#)

27. Superintendent of Contract – Construction Contract

Powers and Functions	Delegate	Division
To be appointed to the role of Superintendent of a construction contract, where that term is used in the contract		
a) for contracts with a total contract sum and contingency of unlimited value	Senior Delivery Manager	Chief Operations Office
	Delivery Manager	Chief Operations Office
	M3 Manager	City Services
	M3 Manager	Chief Operations Office
b) for contracts with a total contract sum of under \$5,000,000	Senior Delivery Manager	Chief Operations Office
	Delivery Manager	Chief Operations Office
	Senior Project Manager	Chief Operations Office
	Specialist Project Manager	Chief Operations Office
	Project Manager	Chief Operations Office
	Public Art Collections & Cultural Heritage Manager	Chief Operations Office
	M4 Manager	City Services
	Program Manager	City Services
	Contract Manager	City Services
	Project Manager	City Services
	Project Coordinator	City Services

[Back to index](#)

	M4 Manager	Chief Operations Office
	Senior Project Manager City Transformation	Chief Operations Office
	Senior Project Manager Laneways	Chief Operations Office
	Senior Project Manager City Engagement	Chief Operations Office
	Project Manager Wayfinding	Chief Operations Office
	Project Development Engineer	Chief Operations Office
	Project Development Engineer Green Infrastructure	Chief Operations Office
	Senior Technical Advisor Light Rail	Chief Operations Office

28. Superintendent's Representative of Contract – Construction Contract		
Powers and Functions	Delegate	Division
<p>This delegation does not apply to dispute resolution activities.</p> <p>To be appointed to the role of Superintendent's Representative of a construction contract, where that term is used in the contract.</p>	Senior Project Manager	Chief Operations Office
	Senior Delivery Manager	Chief Operations Office
	Delivery Manager	Chief Operations Office
	Senior Project Manager	Chief Operations Office
	Specialist Project Manager	Chief Operations Office

[Back to index](#)

	Public Art Collections & Cultural Heritage Manager	Chief Operations Office
	Project Manager	Chief Operations Office
	M4 Manager	City Services
	Program Manager	City Services
	Contract Manager	City Services
	Project Coordinator	City Services
	M4 Manager	Chief Operations Office
	Senior Project Manager City Transformation	Chief Operations Office
	Senior Project Manager Laneways	Chief Operations Office
	Senior Project Manager City Engagement	Chief Operations Office
	Project Manager Wayfinding	Chief Operations Office
	Project Development Engineer	Chief Operations Office
	Project Development Engineer Green Infrastructure	Chief Operations Office
	Senior Technical Advisor Light Rail	Chief Operations Office
	Project Manager	City Services

[Back to index](#)

Legal

29. Engage External Legal Services		
Powers and Functions	Delegate	Division
To approve the engagement of external providers for legal services, consultants and expert witnesses associated with matters in area of responsibility.	M3 Manager	Legal & Governance
	Chief People & Culture	People Performance & Technology
	Work Health & Safety Manager	People Performance & Technology
	M3 Manager	Chief Finance Office

30. Commence Legal Proceedings		
Powers and Functions	Delegate	Division
a) to approve the commencement of legal proceedings except in the NSW Supreme Court and the Federal Court	Director	Legal & Governance
b) to recover unpaid rates, charges and debts	Rates & Receivables Manager	Chief Finance Office
	Executive Manager Property Services	Chief Operations Office
	Manager Health & Building	City Planning Development & Transport

31. Legal Proceedings for Regulatory and Planning Matters		
Powers and Functions	Delegate	Division
a) to exercise the powers, authorities, duties and functions of Council during the course of proceedings involving planning or regulatory	Manager Planning Assessments	City Planning Development & Transport

[Back to index](#)

matters including the authority to bind Council in any agreement as to the resolution of a planning or regulatory appeal, notwithstanding that the outcome is contrary to a resolution of Council	M4 Manager - Health & Building	City Planning Development & Transport
b) as above for a) but only in relation to matters where they have determined, or could have determined, the application under <u>Delegation 82</u>	Area Planning Manager	City Planning Development & Transport
c) to resolve matters relating to costs in regulatory and planning proceedings:		
i. up to \$250,000	Director	Legal & Governance
ii. up to \$100,000	Principal Lawyer	Legal & Governance

31A. Legal Proceedings for Industrial Relations and Employee Related Matters		
Powers and Functions	Delegate	Division
To exercise the powers, authorities, duties and functions of Council during the course of proceedings including the authority to bind Council in any agreement as to the resolution of a matter but not in a manner contrary to a resolution of Council and subject to the delegation to settle monetary claims and disputes.	Director	People Performance & Technology

32. All Other Legal Proceedings		
Powers and Functions	Delegate	Division
a) to exercise the powers, authorities, duties and functions of Council during the course of proceedings including the authority to bind Council in any agreement as to the resolution of a matter subject to consulting with the Director Legal & Governance but not in a manner contrary to a resolution of Council and subject to the delegation to settle monetary claims and disputes.	Director	All
b) to act as the authorised officer to obtain evidentiary certificates from Transport NSW in relation to parking and vehicle related court matters.	Business Support Coordinator, City Rangers	City Services

[Back to index](#)

33. Settlement of Monetary Claims and Disputes		
Powers and Functions	Delegate	Division
To authorise the settlement of monetary claims and disputes in which Council is a party where proceedings have not yet been filed in Court, for matters not captured by contract variation and leasing delegations:		
a) up to \$250,000	Director	All
b) for insurance matters		
i. up to \$100,000	Manager Risk & Governance	Legal & Governance
ii. up to \$50,000	Insurance & Claims Coordinator	Legal & Governance
iii. up to \$20,000	Claims Officer	Legal & Governance
c) for workers compensation matters up to \$100,000	Work Health & Safety Manager	People Performance & Technology
d) for industrial relations matters up to \$100,000	Chief People & Culture	People Performance & Technology

34. Settlement of Non-Monetary Claims and Disputes		
Powers and Functions	Delegate	Division
To authorise the settlement of non-monetary claims and disputes in which Council is a party.	Director	All

34A. Electronic Conveyancing Transactions		
Powers and Functions	Delegate	Division
To authorise, certify and sign electronic conveyancing transactions under land titles legislation on behalf of Council, subject to other delegations, and in accordance with Council policies. Notes: i. This is an administrative delegation and is specific to the electronic conveyancing of the	Senior Solicitor	Legal & Governance

[Back to index](#)

<p>transaction and can only be exercised following the approval of the transaction (e.g. lease, voluntary planning agreement)</p> <p>ii. This delegation can only be exercised where the Delegate has been issued a PEXA Digital Certificate for the City of Sydney's PEXA subscription.</p> <p>Legislation: Electronic Conveyancing National Law (NSW)</p>		
--	--	--

Property

35. Leases, Licences, Assignments, Variations and Options		
Powers and Functions	Delegate	Division
<p>To approve leases, licences and other tenancies for Councils properties and for land managed by Council and approve requests for variations to tenancies, assignment of tenancies, exercise of options and the surrender of tenancies (not involving claims and disputes).</p> <p>Note:</p> <ol style="list-style-type: none"> 1. All approvals to be reported to Council in the Quarterly Report 2. For variations, assignments or surrenders involving claims and disputes, refer to <u>Delegations 33 and 34</u>. 		
a) with a maximum rental or fee not exceeding \$500,000 per annum and a term not exceeding 5 years with any option not exceeding 5 years	Chief Operating Officer	Chief Operations Office
b) with a maximum rental or fee not exceeding \$250,000 per annum and a term not exceeding 5 years with any option not exceeding 5 years in line with market valuation for commercial leases and amount prior to grant discount for community leases	Portfolio Manager	Chief Operations Office

35A. Leases, Licences and Other Agreements – Markets		
Powers and Functions	Delegate	Division
To approve leases, licences and other agreements relating to markets.	Director	City Life

36. Retail Lease Disclosure Statements		
Powers and Functions	Delegate	Division
To sign disclosure statements in accordance with the Retail Leases Act 1994	Portfolio Manager	Chief Operations Office

[Back to index](#)

37. Lease and Licence Commitments as Tenant

Powers and Functions	Delegate	Division
To approve leases, licences and other tenancies of land not owned or managed by Council and approve requests for variations to tenancies, exercise of options and the surrender of tenancies (not involving claims and disputes): Note: For variations or surrenders involving claims and disputes refer to <u>Delegations 33</u> and <u>34</u> .		
a) with rental valued at less than \$500,000 per annum and a term not exceeding 5 years with any option not exceeding 5 years, together with any assignment, variation, release or exercise of option relating to that tenancy	Chief Operating Officer	Chief Operations Office
b) with rental valued at less than \$250,000 per annum and a term not exceeding 5 years with any option not exceeding 5 years, together with any assignment, variation, release or exercise of option relating to that tenancy.	Executive Manager Property Services	Chief Operations Office

38. Rent Abatements

Powers and Functions	Delegate	Division
To approve rent rebates for an amount per annum, in consultation with the Chief Financial Officer:		
a) up to \$300,000, but not exceeding 50% of rental value per annum	Chief Operating Officer	Chief Operations Office
b) up to \$20,000, but not exceeding 50% of the rental value per annum	Executive Manager Property Services	Chief Operations Office

39. Market Rent Reviews

Powers and Functions	Delegate	Division
To approve market rent reviews of leases for an amount:		
a) up to \$500,000 per annum, within budget and supported by market evidence	Chief Operating Officer	Chief Operations Office

[Back to index](#)

b) up to \$250,000 per annum, within budget and supported by market evidence	Portfolio Manager	Chief Operations Office
--	-------------------	-------------------------

40. Voting Rights

Powers and Functions	Delegate	Division
To determine Council's position and vote on behalf of Council:		
a) on the Owners Corporation for Council owned strata properties, in consultation with the Chief Operating Officer	M3 Manager	Chief Operations Office
	M4 Manager	Chief Operations Office
b) on the Community Association for Council owned community properties, in consultation with the Chief Operating Officer	M4 Manager	Chief Operations Office
	Manager Community Property	Chief Operations Office

41. Council Property – Notices to Quit

Powers and Functions	Delegate	Division
To authorise notices to quit or termination notices to tenants who have breached an essential term of a lease or licence agreement, which has been reviewed by an internal solicitor.	Executive Manager Property Services	Chief Operations Office

42. Owner's Consent to Development – Significant Property or Land

Powers and Functions	Delegate	Division
To grant owner's consent to the lodgement of an application to carry out development on significant property or land (including roads) owned or managed by Council only where such development involves:		
a) alterations or additions to the fit-out or internal fabric or appearance of the building, in consultation with the Chief Operating Officer	Executive Manager Property Services	Chief Operations Office
b) minor changes to the external fabric or appearance of the building	Chief Operating Officer	Chief Operations Office

[Back to index](#)

c) works by Council in accordance with an approved budget	Chief Operating Officer	Chief Operations Office
d) a use of public or crown land, such as tables and chairs on a footway, and that such consent, granted for a period of up to 3 years	Executive Manager Property Services	Chief Operations Office
	M3 Manager	City Services

43. Owner's Consent to Development – Non-Significant Property or Land

Powers and Functions	Delegate	Division
a) to grant owner's consent to the lodgement of an application to carry out development on non-significant property or land (including roads) owned or managed by Council	Chief Operating Officer	Chief Operations Office
b) alterations or additions to the fit-out or internal fabric or appearance of the building, in consultation with the Chief Operating Officer	Executive Manager Property Services	Chief Operations Office
c) to grant owner's consent to the lodgement of an application to carry out development on non-significant property or land (including roads) owned or managed by Council where such development is for the use only of public or crown land, such as tables and chairs on a footway, and that such consent, granted for a period of up to 3 years	Executive Manager Property Services	Chief Operations Office

43A. Owners Consent to Development (including complying development) – Minor Encroachments and Temporary Structures

Powers and Functions	Delegate	Division
To grant owner's consent in writing to the lodgement of an application to carry out development or to modify a development consent on land (including roads) where Council is, or is taken to be, the owner, where the proposed development is principally contained within private land but includes minor projections over or into land (including roads) where Council is, or is taken to be, the owner including, but not limited to: <ul style="list-style-type: none"> awnings signage 	Area Planning Coordinator	City Planning Development & Transport
	Standards & Policy Specialist registered under the Building and Development Certifiers Act 2018	City Planning Development & Transport

[Back to index](#)

<ul style="list-style-type: none"> • shading devices • minor balcony encroachments • bay windows • other architectural embellishments that do not extend more than 450mm over the road/footpath alignment • driveways • temporary structures and uses such as hoardings, scaffolding, site sheds and equipment associated with building-related works/activities that are erected on or above a road and which adjoin a land allotment on which works are to take place <p>Note: This delegation does not apply to development that includes the projection of floor space over the street alignment or incorporates the provision of commercial space (e.g. the provision of seating above an awning) within Council land.</p> <p>Legislation: Environmental Planning and Assessment Act 1979, State Environmental Planning Policy (Exempt and Complying Development) Codes 2008, Building and Development Certifiers Act 2018</p>	Manager Building Certification registered under the Builders and Development Certifiers Act 2018	City Planning Development & Transport
	Senior Building Surveyor registered under the Building and Development Certifiers Act 2018	City Planning Development & Transport
	Building Surveyor registered under the Building and Development Certifiers Act 2018	City Planning Development & Transport

44. Authority to Occupy		
Powers and Functions	Delegate	Division
To authorise the occupation of property and land owned or controlled by Council (including Crown Land) other than footway approvals under s125 of the Roads Act 1993, in accordance with Council policies, the CEO's delegation and subject to fees as determined by Council:		
a) to authorise the occupation of property and land (as qualified above) Note: All approvals to be reported to Council in the Quarterly Report Legislation: Roads Act 1993, Crown Land Management Act 2016, Sydney Local Environmental Plan	Executive Manager Property Services	Chief Operations Office
	Construction Liaison Coordinator	City Planning Development and Transport
	Manager Building Certification	City Planning Development and Transport
	Filming & Outdoor Events Manager	City Life

[Back to index](#)

<p>b) to terminate a licence or other agreement for the occupation of property and land (as qualified above) in consultation with an internal solicitor</p> <p>Note: All approvals to be reported to Council in the Quarterly Report</p> <p>Legislation: Roads Act 1993, Crown Land Management Act 2016</p>	Chief Operating Officer	Chief Operations Office
	Director	City Life
<p>c) temporary occupation (up to 40 days) of roads and footways</p> <p>Note: All approvals to be reported to Council in the Quarterly report</p> <p>Legislation: Roads Act 1993</p>	Filming & Outdoor Events Manager	City Life
<p>d) temporary occupation (up to 40 days) of parks and open spaces controlled by Council</p> <p>Note: All approvals to be reported to Council in the Quarterly report</p> <p>Legislation: Local Government Act 1993</p>	Manager Venue Management	City Life
	Filming & Outdoor Events Manager	City Life
	Manager City Greening & Leisure	City Services
	Executive Manager Property Services	Chief Operations Office
<p>e) for casual or regular use at Council owned or controlled properties (other than under <u>delegation 35</u>)</p>	Manager Venue Management	City Life
	Centre Manager Perry Park Recreation Centre	City Services
	Cultural Programs Manager	City Life
	Library Manager	City Life
	Manager Libraries Network	City Life

[Back to index](#)

	Library Operations Manager	City Life
	Library Venues Coordinator	City Life
	Area Manager	City Life
	Area Manager Community Venues	City Life
	Operations Coordinator	City Life
	Community Service Worker	City Life

45. Banner Poles		
Powers and Functions	Delegate	Division
To approve the use of Banner Poles subject to fees as determined by Council.	Partnerships Manager	City Life

46. Catering Stand Asides		
Powers and Functions	Delegate	Division
To approve catering stand asides at the Sydney Town Hall.	Manager Venue Management	City Life

47. Hoardings		
Powers and Functions	Delegate	Division
a) to approve or refuse applications for the erection of a hoarding which is for a period not exceeding 5 years	Manager Building Certification	City Planning Development & Transport
Legislation: Roads Act 1993, s138, s139	Standards & Policy Specialist	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport

[Back to index](#)

	Building Surveyor	City Planning Development & Transport
b) to revoke or modify an approval Legislation: Local Government Act 1993, s108	Manager Building Certification	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport

[Back to index](#)

Workforce

48. Allowances and Reimbursements		
Powers and Functions	Delegate	Division
To approve requests for allowances (including, but not limited to, licenses/fees, on call, tools, fares and meals) in accordance with the provisions of Council's Awards and policies.	M4 Manager	All

49. Disciplinary Action		
Powers and Functions	Delegate	Division
To authorise:		
a) suspension with or without pay after consultation with Director People, Performance & Technology	Director	All
	Chief People & Culture	People Performance & Technology
b) disciplinary action in the nature of verbal and written warnings, after consultation with Chief People and Culture	M3 Manager	All

50. Fitness for Work		
Powers and Functions	Delegate	Division
To direct an employee to submit for a medical examination to determine fitness to continue or return to work and assess the fitness for work of an employee who is claiming sick leave.	Chief People & Culture	People Performance & Technology
	Work Health & Safety Manager	People Performance & Technology

51. Higher Grade Payments		
Powers and Functions	Delegate	Division
To approve higher grade payments within their approved budget:		
a) for a period of up to three months for wages and salary employees below M4 level	M4 Manager	All

[Back to index](#)

b) for employees appointed to act in positions at M4 level	M3 Manager	All
c) for employees appointed to act in positions at M3 level	Director	All

52. Staff Training, Conferences and Meetings		
Powers and Functions	Delegate	Division
<p>To approve applications for:</p> <p>Note:</p> <ul style="list-style-type: none"> i. for international travel refer to delegation 6 of the Delegations from Council to the Lord Mayor ii. training, conferences and meetings (except higher education) over \$10,000 per applicant are to be approved by the CEO following the external training processes and Conference Procedure iii. applications for the City's Further Education Program are to be approved by the CEO following the Further Education Policy and Procedure 		
a) training, conferences and meetings (except higher education) including payment of travel and other expenses when the total cost per applicant is under \$10,000	Director	All
b) training, conferences and meetings (except higher education) including payment of travel and other expenses when the total cost per applicant is under \$5,000	M3 Manager	All
c) training, conferences and meetings (except higher education) including payment of travel and other expenses when the total cost per applicant is under \$2,000	M4 Manager	All
d) study and exam leave in accordance with the <u>Further Education Procedure</u>	Manager Learning & Development	People Performance & Technology
e) reimbursement of study related fees and expenses in accordance with the <u>Further Education Policy and Procedure</u>	Manager Learning & Development	People Performance & Technology

[Back to index](#)

53. Paid Leave		
Powers and Functions	Delegate	Division
To approve requests for paid leave in accordance with the provisions of Council's Awards and policies for:		
a) paid sick leave, carers leave and annual leave	M4 Manager	All
b) other paid leave such as long service, parental and jury leave	M3 Manager	All

54. Special Leave		
Powers and Functions	Delegate	Division
To approve all forms of special leave (such as court attendance and military service leave) in accordance with the provisions of Council's Awards and policies.	Chief People & Culture	People Performance & Technology

55. Leave Without Pay		
Powers and Functions	Delegate	Division
To approve leave without pay arrangements for sick leave, family or personal reasons:		
a) to a maximum of 1 week	M4 Manager	All
b) to a maximum of 12 months	Director	All

56. Leave for Nominated Union Delegate		
Powers and Functions	Delegate	Division
To approve paid or unpaid leave for nominated union delegates to attend union related training courses and meetings, in consultation with relevant manager	Chief People & Culture	People Performance & Technology

57. Long Service Leave		
Powers and Functions	Delegate	Division
To approve:		

[Back to index](#)

a) recognition of prior service for long service leave	Chief People & Culture	People Performance & Technology
b) payment of accrued long service leave to other organisations	Chief People & Culture	People Performance & Technology

58. Absence after Contact with Infectious Disease		
Powers and Functions	Delegate	Division
To direct employees to cease or resume duties after contact with an infectious disease and based on medical advice.	Chief People & Culture	People Performance & Technology
	Work Health & Safety Manager	People Performance & Technology

59. Absence without Reasonable Cause		
Powers and Functions	Delegate	Division
To approve deductions from salary due to absence without reasonable cause.	Chief People & Culture	People Performance & Technology

60. Employment Hours of Duty		
Powers and Functions	Delegate	Division
To determine, in accordance with the provisions of Council's Awards and policies.		
a) the following: <ul style="list-style-type: none"> hours of duty for part-time and casual employees roster days, roster patterns, variations to rostered day off patterns and rostered working times the requirement for an employee to work overtime 	M4 Manager	All
b) the transfer of a day worker to shifts on a temporary basis	M3 Manager	All

[Back to index](#)

61. Industrial Action		
Powers and Functions	Delegate	Division
To give instructions to external lawyers, commence negotiations and approve dispute settlement arrangements in an industrial dispute.	Chief People & Culture	People Performance & Technology

62. Organisational Structure		
Powers and Functions	Delegate	Division
<p>To approve changes to positions at M3 level and below including, in consultation with the Director People Performance & Technology:</p> <ul style="list-style-type: none"> • changes to functions to meet business needs • changes to position accountabilities • reprofiling a position to a lower band <p>The delegation excludes changes which will result in an increase to the band or an increase to salary to a business unit's salary and wages budget or increases in the band and salary of current employee, as these remain the CEO's delegation.</p> <p>Note:</p> <ol style="list-style-type: none"> New position requests are approved by the CEO. Changes to a band when indicated by a formal job evaluation process which have an annual financial impact of less than \$50,000 are approved by Director, PPT. Changes to a band which have an annual financial impact of greater than \$50,000 require consultation with Budget Priorities Panel. 	Director	All

63. Recruitment		
Powers and Functions	Delegate	Division
To:		
Note: Higher commencing salary requests are approved by the CEO.		
	Director	All

[Back to index](#)

a) advertise and appoint to a vacant established and funded position at M3 Manager level	Chief People & Culture	People Performance & Technology
b) advertise and appoint a vacant established and funded position at M4 Manager level or below	M3 Manager	All
c) approve execution of an employment contract at M3 Manager level and below	Chief People & Culture	People Performance & Technology
d) approve payment of expenses to applicants for applicants attending interviews	Chief People & Culture	People Performance & Technology
e) approve payment of expenses to relocate to take up employment position with Council	Chief People & Culture	People Performance & Technology

64. Investigations

Powers and Functions	Delegate	Division
To conduct or arrange for the conduct of an investigation of potential disciplinary or probity matters	Director	Legal & Governance
	Director	People Performance & Technology

65. Access to Staff Records

Powers and Functions	Delegate	Division
To approve the examination of staff records including telephone and electronic communication records, where an allegation of fraud, corruption, or other misconduct has been received or such behaviour is reasonably suspected.	Director	Legal & Governance
	Director	People Performance & Technology

[Back to index](#)

Roads and Footways

66. Footway Applications		
Powers and Functions	Delegate	Division
a) to grant or refuse approval for footway applications Legislation: Roads Act 1993 s125, Local Government Act 1993 s46, Crown Land Management Act 2016 Division 5.5 and 5.6	Area Planning Manager	City Planning Development & Transport
	Area Planning Coordinator	City Planning Development & Transport
b) to revoke or suspend footway approvals	Director	City Planning Development & Transport
	Executive Manager Property Services	Chief Operations Office
c) to revoke footway approvals due to the sale of business	Portfolio Manager	Chief Operations Office

67. Activities on Roads and Footways		
Powers and Functions	Delegate	Division
To grant consent for any activities under s138 of the Roads Act 1993, including erection of structures on roads (including the revocation of an approval). Legislation: Roads Act 1993 s138, s139, s140	Traffic Manager	City Services
	Filming & Outdoor Events Manager	City Life
	Public Domain Manager	City Services
	Operations Manager Parking & Fleet Services	City Services

[Back to index](#)

68. Temporary Closure of a Parking Space or Loading Zone

Powers and Functions	Delegate	Division
<p>To approve the temporary closure of metered parking spaces, ticketed parking spaces and/or ticket operated loading zones.</p> <p>Legislation: Road Transport (General) Regulation 2013</p>	Traffic Manager	City Services
	Operations Manager Parking & Fleet Services	City Services
	Contract Coordinator Parking Services	City Services
	Senior Traffic Engineer	City Services
	Traffic Works Coordinator	City Services
	Outdoor Events & Filming Coordinator	City Life

69. Public Roads and Footways

Powers and Functions	Delegate	Division
<p>To approve:</p> <ul style="list-style-type: none"> • temporary closure of a public road • temporary occupation of a public footway • road events, such as street parades and marches on public roads • filming on public roads <p>Legislation: Roads Act 1993 s115</p>	Traffic Manager	City Services
	Traffic Works Coordinator	City Services
	Outdoor Events & Filming Coordinator	City Life

[Back to index](#)

70. Works, Structures and Activities in, on or over Public Roads

Powers and Functions	Delegate	Division
<p>To consent or determine an application for works, structures and activities in, on or over a public road (including revocation of an approval).</p> <p>Legislation: Roads Act 1993 s138, s139, s140</p>	Area Planning Manager	City Planning Development & Transport
	Construction Liaison Officer	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	City Care Officer	City Planning Development & Transport
	Manager Building Certification	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	Traffic Manager	City Services
	Area Manager Public Domain	City Services

71. Shoring and Temporary Ground Anchors

Powers and Functions	Delegate	Division
<p>To approve the installation of shoring and temporary ground anchors.</p> <p>Legislation: Roads Act 1993</p>	Chief Engineer	City Services
	Public Domain Manager	City Services
	Senior Engineer – Public Domain	City Services

[Back to index](#)

72. Parking and Traffic Control Measures

Powers and Functions	Delegate	Division
<p>To approve and implement parking and traffic control measures including for events and filming.</p> <p>Legislation: Road Rules 2014, Road Transport (General) Regulation 2013, Roads Act 1993, Local Government Act 1993</p>	Senior Traffic Engineer	City Services
	Traffic Works Coordinator	City Services
	Outdoor Events & Filming Coordinator	City Life

73. Roads Act

Powers and Functions	Delegate	Division
<p>To exercise the powers and functions of Council</p> <p>Legislation: Roads Act 1993</p>	Chief Engineer	City Services

[Back to index](#)

Planning, Development, Health and Building, Enforcement

74. Penalty Notices		
Powers and Functions	Delegate	Division
a) to authorise withdrawal of a Penalty Notice where the notice is technically flawed	M4 Manager - Health & Building	City Planning Development & Transport
	Manager Building Certification	City Planning Development & Transport
	Construction Liaison Coordinator	City Planning Development & Transport
	M4 Manager – City Rangers	City Services
	Contract Coordinator Parking Services	City Services
	Customer Service Officer Parking Services	City Services
b) to authorise withdrawal of a Penalty Notice for reasons other than when the notice is technically flawed	Manager Health & Building	City Planning Development & Transport
	Manager Construction & Building Certification Services	City Planning Development & Transport
	M4 Manager – City Rangers	City Services
	Contract Coordinator Parking Services	City Services
	Customer Service Officer Parking	City Services
c) to authorise withdrawal from proceedings relating to Penalty Notices	Principal Lawyer	Legal & Governance

[Back to index](#)

d) to authorise withdrawal from proceedings relating to Penalty Notices for parking offences	M4 Manager – City Rangers	City Services
--	---------------------------	---------------

75. Reviewable Conditions

Powers and Functions	Delegate	Division
To conduct reviews of premises subject to a reviewable condition under s4.17 of the Environmental Planning and Assessment Act 1979 and to make a determination following such a review, including making a determination to modify the reviewable condition following the review.	Director	City Planning Development and Transport

76. Unclear, Incomplete or Illegible Applications

Powers and Functions	Delegate	Division
To reject unclear, incomplete, or illegible applications. Legislation: Environmental Planning and Assessment Regulation 2021 s39 and s114; Local Government Act 1993 s85	Manager Health & Building	City Planning Development & Transport
	Manager Planning Assessments	City Planning Development & Transport
	Area Planning Coordinator	City Planning Development & Transport
	Planning Support Coordinator	City Planning Development & Transport
	Manager Building Certification	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	Business Improvement Officer	City Planning Development & Transport

[Back to index](#)

	Construction Liaison Coordinator	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	Customer Service Centre Manager	People Performance & Technology
	Customer Service Officer	People Performance & Technology
	Outdoor Events & Filming Coordinator	City Life

77. Post Consent Administration		
Powers and Functions	Delegate	Division
To confirm the satisfaction of:		
a) all conditions of consent, approvals, permits and modifications and the activation of deferred commencement consents excluding: <ul style="list-style-type: none"> • conditions requiring the approval of the Director City Planning, Development & Transport or the exclusive approval of the Area Planning Manager City Planning, Development & Transport • matters required to be reported back to the consent authority, in accordance with the provisions of the Environmental Planning & Assessment Act 1979 and the Local Government Act 1993 	Area Coordinator Planning Assessments	City Planning Development & Transport
b) conditions of consents relating to urban design and heritage matters excluding conditions requiring the approval of the Director City Planning, Development & Transport Legislation: Environmental Planning and Assessment Act 1979	Urban Design & Heritage Manager	City Planning Development & Transport

[Back to index](#)

78. Certification

Powers and Functions	Delegate	Division
To determine, sign and issue certificates relating to:		
a) section 10.7 Planning Certificates Legislation: Environmental Planning and Assessment Act 1979	M4 Manager - Planning Assessments	City Planning Development & Transport
	Planning Administration Officer	City Planning Development & Transport
	Customer Service Officer	People Performance & Technology
b) division 6.7 Building Information Certificates Legislation: Environmental Planning and Assessment Act 1979	M4 Manager – Health & Building	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
c) the amount (if any) payable to Council following a failure to comply with a public positive covenant imposed on land under s88D or s88E of the Conveyancing Act 1919 Legislation: Conveyancing Act 1919 s88G	Planning Administration Officer	City Planning Development & Transport
d) section 22 exemptions Legislation: Swimming Pools Act 1992	M4 Manager - Health & Building	City Planning Development & Transport
e) section 22D certificates of compliance, section 23 directions and section 23A compliance	M4 Manager - Health & Building	City Planning Development & Transport

[Back to index](#)

Legislation: Swimming Pools Act 1992	Senior Building Surveyor	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport
	Building Compliance Specialist	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
f) section 735A certificates Legislation: Local Government Act 1993	Customer Service Officer	People Performance & Technology
g) complying Development Certificates, including accepting professional certification from a registered certifier Note: by delegates who hold registration under the Building and Development Certifiers Act 2018 EXCEPT where a request is made by Councillors for the complying development certificate application to be the subject of a report to Council, through the Transport, Heritage and Planning Committee. Legislation: Environmental Planning and Assessment Act 1979, Building and Development Certifiers Act 2018	M4 Manager - Health & Building	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
h) Compliance Certificates, Construction Certificates, Subdivision Works Certificates and Occupation Certificates	M4 Manager - Health & Building	City Planning Development & Transport

[Back to index](#)

<p>Note: by delegates who hold registration under the Building and Development Certifiers Act 2018</p> <p>Legislation: Environmental Planning and Assessment Act 1979, Building and Development Certifiers Act 2018</p>	Standards & Policy Specialist	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport

79. Principal Certifier		
Powers and Functions	Delegate	Division
To act as Principal Certifier for:		
<p>a) buildings and associated constructions</p> <p>Note: By delegates who hold registration under the Building and Development Certifiers Act 2018</p> <p>Legislation: Environmental Planning and Assessment Act 1979; Building and Development Certifiers Act 2018</p>	Manager Building Certification	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
<p>b) construction of civil infrastructure (including roads), public domain, stormwater drainage and landscape works on land owned by or to be dedicated to the City</p> <p>Note: Where civil infrastructure works are carried out through a subdivision works (approval) issued under the Environmental Planning and Assessment Act 1979, all required critical stage inspections, and any other inspections required by the Principal Certifier, must be undertaken by delegates who hold accreditation under the Building Professionals Act which is administered by the Building Professionals Board or by City officers appointed as the Principal Certifier.</p>	Public Domain Manager	City Services
	Technical Services Manager	City Services

[Back to index](#)

80. Orders, Notices, Directions and Enforcement Functions

Powers and Functions	Delegate	Division
To exercise Council's powers and to carry out enforcement functions including issuing Penalty Infringement Notices in accordance with the Acts below and the regulations made under them:		
<p>a) the powers and functions of Council</p> <p>Note: Excluding the appointment of 'Authorised Person' which remains with the CEO.</p> <p>Legislation: Local Government Act 1993</p>	City Ranger	City Services
	Tree Contract Coordinator	City Services
	Senior Tree Contract Coordinator	City Services
	M4 Manager - Health & Building	City Planning Development & Transport
	Construction Liaison Coordinator	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	Licensed Premises Coordinator	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	Compliance Signage Investigator	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport

[Back to index](#)

	Environmental Health Officer	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport
	Environmental Health Specialist	City Planning Development & Transport
	Licensed and Trial Specialist	City Planning Development & Transport
	Fire Safety and Essential Services Specialist	City Planning Development & Transport
	Building Compliance Specialist	City Planning Development & Transport
	Acoustic Specialist	City Planning Development & Transport
	Investigative Specialist	City Planning Development & Transport
	Compliance Officer - Shift	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	Intelligence Analyst	City Planning Development & Transport
	Investigator	City Planning Development & Transport
	Senior Investigator	City Planning Development & Transport

[Back to index](#)

	Program Manager – Environmental Health	City Planning Development & Transport
b) the powers and functions of Council Legislation: Companion Animals Act 1998	Director	City Services
c) the authority to issue the following declarations in consultation with the Manager, City Rangers: a nuisance cat or dog, a menacing dog, a dangerous dog, or a restricted dog Legislation: Companion Animals Act 1998	Operations Coordinator	City Services
d) the authority to revoke the following declarations in consultation with the Director, City Services: a menacing dog, a dangerous dog, or a restricted dog. Legislation: Companion Animals Act 1998	Manager City Rangers	City Services
e) the powers and functions of Council Excluding the appointment of 'Authorised Officers' which remains with the CEO. Legislation: Food Act 2003	M4 Manager – Health & Building	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Environmental Health Specialist	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport

[Back to index](#)

	Program Manager – Environmental Health	City Planning Development & Transport
f) closing food premises in consultation with the Executive Manager Development Legislation: Food Act 2003	Manager Health & Building	City Planning Development & Transport
g) the powers and functions of Council Excluding the appointment of ‘Authorised Officers’ and the appointment of ‘Enforcement Officers’ which remains with the CEO. Legislation: Protection of the Environment Operations Act 1997	City Ranger	City Services
	M4 Manager - Health & Building	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Licensed Premises Coordinator	City Planning Development & Transport
	Permits Supervisor	City Planning Development & Transport
	Construction Liaison Officer	City Planning Development & Transport
	City Care Officer	City Planning Development & Transport
	Environmental Health Specialist	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport

[Back to index](#)

	Acoustic Specialist	City Planning Development & Transport
	Investigative Specialist	City Planning Development & Transport
	Compliance Officer - Shift	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	Intelligence Analyst	City Planning Development & Transport
	Investigator	City Planning Development & Transport
	Senior Investigator	City Planning Development & Transport
	Program Manager - Environmental Health	City Planning Development & Transport
<p>h) the powers and functions of Council Excluding the appointment of 'Authorised Officers' which remains with the CEO.</p> <p>Legislation: Public Health Act 2010</p>	M4 Manager - Health & Building	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport

[Back to index](#)

	Environmental Health Specialist	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	Program Manager – Environmental Health	City Planning Development & Transport
i) closing premises in consultation with Executive Manager Development Legislation: Public Health Act 2010	Manager Health & Building	City Planning Development & Transport
j) the powers and functions of Council Note: Excluding the appointment of 'Authorised Officers' which remains with the CEO. Legislation: Roads Act 1993	M4 Manager - Health & Building	City Planning Development & Transport
	Manager Building Certification	City Planning Development & Transport
	Construction Liaison Coordinator	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	City Care Officer	City Planning Development & Transport
	Construction Liaison Officer	City Planning Development & Transport
	Permits Supervisor	City Planning Development & Transport

[Back to index](#)

	Licensed Premises Coordinator	City Planning Development & Transport
	City Ranger	City Planning Development & Transport
	Compliance Signage Investigator	City Planning Development & Transport
	Investigative Specialist	City Planning Development & Transport
	Compliance Officer – Shift	City Planning Development & Transport
	Acoustic Specialist	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
k) the powers and functions of Council Note: Excluding the appointment of 'Authorised Officers' which remains with the CEO Legislation: Environmental Planning and Assessment Act 1979; Building and Development Certifiers Regulation 2020 (in relation to directions issued by registered certifiers carrying out certification functions).	M4 Manager - Health & Building	City Planning Development & Transport
	Manager Building Certification	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport
	Environmental Health Specialist	City Planning Development & Transport
	Licensed & Trial Specialist	City Planning Development & Transport
	Fire Safety and Essential Services Specialist	City Planning Development & Transport

[Back to index](#)

	Building Compliance Specialist	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport
	Licensed Premises Coordinator	City Planning Development & Transport
	Compliance Signage Investigator	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Investigative Specialist	City Planning Development & Transport
	Compliance Officer - Shift	City Planning Development & Transport
	Acoustic Specialist	City Planning Development & Transport
	Essential Services Officer	City Planning Development & Transport
	Administration Officer Health & Building	City Planning Development & Transport

[Back to index](#)

	Area Coordinator Health & Building	City Planning Development & Transport
	Intelligence Analyst	City Planning Development & Transport
	Investigator	City Planning Development & Transport
	Senior Investigator	City Planning Development & Transport
	Program Manager – Environmental Health	City Planning Development & Transport
	City Ranger	City Services
	Senior Tree Coordinator	City Services
	Tree Management Officer	City Services
	Street Tree Contract Coordinator	City Services
<p>l) the powers and functions of Council Note: Excluding the appointment of 'Authorised Officers' which remains with the CEO.</p> <p>Legislation: Swimming Pools Act 1992</p>	M4 Manager - Health & Building	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	Building Compliance Specialist	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport

[Back to index](#)

	Environmental Health Officer	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
m) the powers and functions of Council Note: Excluding the appointment of 'Inspectors' which remains with the CEO. Legislation: Biosecurity Act 2015	M4 Manager – Health & Building	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Environmental Health Specialist	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	Program Manager – Environmental Health	City Planning Development & Transport
n) the powers and functions of Council Note: Excluding the appointment of 'Authorised Officers' which remains with the CEO. Legislation: Public Spaces (Unattended Property) Act 2021	City Ranger	City Services
o) the powers and functions of Council Note: Excluding the appointment of 'Authorised Officers' which remains with the CEO. Legislation: Road Transport Act 2013	City Ranger	City Services
p) the powers and functions of Council	City Ranger	City Services

[Back to index](#)

Legislation: Road Rules 2014		
q) the powers and functions of Council Legislation: Boarding Houses Act 2012	Building Surveyor	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	Area Manager Health & Building	City Planning Development & Transport
	Investigative Specialist	City Planning Development & Transport
	Senior Investigator	City Planning Development & Transport
	Building Compliance Specialist	City Planning Development & Transport
	Fire Safety and Essential Services Specialist	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport
	Intelligence Analyst	City Planning Development & Transport

[Back to index](#)

	Investigator	City Planning Development & Transport
	Program Manager Environmental Health	City Planning Development & Transport

81. Exempt Development		
Powers and Functions	Delegate	Division
a) to determine whether development is exempt development Legislation: Environmental Planning and Assessment Act 1979	Area Coordinator Planning Assessments	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	M3 Manager	Chief Operations Office
	Design Studio Manager Professional Services	Chief Operations Office
	Construction Services Manager Professional Services	Chief Operations Office
	Manager Design	Chief Operations Office
	M3 Manager	City Services
	Technical Services Manager	City Services

[Back to index](#)

	Construction Services Manager	City Services
b) to determine requests made under Clause 5.10 (3) of the Sydney Local Environmental Plan 2012 Legislation: Sydney Local Environmental Plan 2012, Environmental Planning and Assessment Act 1979	Area Coordinator Planning Assessments	City Planning Development & Transport
	Urban Design & Heritage Manager	City Planning Development & Transport

82. Applications for Development Consent and Modifications of Consent		
Powers and Functions	Delegate	Division
To determine applications: Legislation: Environmental Planning and Assessment Act 1979		
a) for development consent involving the: <ul style="list-style-type: none"> • erection of a building of three storeys or less • addition of three storeys or less to an existing building • use of land • alterations to an existing building including demolition but excluding demolition of a heritage item or an entire residential building unless it is replaced Except if they are the Assessing Officer	Area Planning Manager	City Planning Development & Transport
b) for modifications of development consent	Area Planning Manager	City Planning Development & Transport
c) for development consent involving: <ul style="list-style-type: none"> • signage • alterations and additions to a dwelling • change of use and fit out of commercial premises (but not pubs and bars) • minor alterations to a building (internal or external) that are not subject to a Clause 4.6 variation to a development standard 	Area Coordinator Planning Assessments	City Planning Development & Transport

[Back to index](#)

d) under section 4.55(1) and section 4.55(1A) to modify development consent	Area Planning Coordinator	City Planning Development & Transport
e) for development consent or permit involving the removal, pruning or transplanting of trees	Tree Management Officer	City Services

83. Part 5 of the Environmental Planning and Assessment Act 1979

Powers and Functions	Delegate	Division
<p>To assess and grant approval to Part 5 activities.</p> <p>Legislation: Environmental Planning and Assessment Act 1979 Part 5</p>	Manager Planning Assessments	City Planning Development & Transport
	Area Planning Manager	City Planning Development & Transport
	City Engineer	City Services
	Manager City Greening & Leisure	City Services
	Technical Services Manager	City Services
	Construction Services Manager	City Services

84. Conduct reviews under Pt 8 Div 8.2 of the Environmental Planning and Assessment Act 1979

Powers and Functions	Delegate	Division
<p>The delegate is not permitted to conduct a review of a determination they have made.</p> <p>This delegation is included in the delegation to the Div 8.2 Review Panel.</p> <p>Legislation: Environmental Planning and Assessment Act 1979</p>	Area Planning Manager	City Planning Development & Transport
	Urban Forest Manager	City Services

[Back to index](#)

85. Applications under the Heritage Act 1977		
Powers and Functions	Delegate	Division
a) applications for exemption under section 57(2) of the Heritage Act 1977	Urban Design and Heritage Manager	City Planning Development & Transport
	Senior Heritage Specialist	City Planning Development & Transport
b) applications for works under section 60 of the Heritage Act 1977 Legislation: Heritage Act 1977 s57(2) and s169(3)	Urban Design and Heritage Manager	City Planning Development & Transport

86. Voluntary Planning Agreements		
Powers and Functions	Delegate	Division
To negotiate cash contributions and works in kind to public benefit offers subject to final approval of the VPA by the CEO.	Director	City Planning Development & Transport
	Chief Operating Officer	Chief Operations Office
	Director	City Services

87. Subdivisions		
Powers and Functions	Delegate	Division
To determine land and strata subdivision applications including the issuing of Div 6.2 subdivision certificates. Legislation: Environmental Planning and Assessment Act 1979	Manager Planning Assessments	City Planning Development & Transport
	Area Planning Manager	City Planning Development & Transport

88. Stormwater Drainage Works		
Powers and Functions	Delegate	Division

[Back to index](#)

<p>To approve stormwater drainage works and connections from private property to Council's stormwater system where those works:</p> <ul style="list-style-type: none"> • are for the sole benefit of the development; and • do not revert to the care, control and management of Council. 	Area Manager Public Domain	City Services
	Technical Services Manager	City Services
	Senior Engineer – Public Domain	City Services
	Development Engineer	City Services

89. Determination of Applications for Approvals and Modifications		
Powers and Functions	Delegate	Division
<p>To determine applications for approval (including applications to review and amend) of a type within the Division's area of responsibility.</p> <p>Excluding:</p> <ul style="list-style-type: none"> • applications for review of approved applications previously determined by the CEO or Council • applications that involve an objection under section 82 of the Local Government Act 1993 <p>Legislation: Local Government Act 1993 Chapter 7 Part 1 s68</p>	M4 Manager - Health & Building	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	Filming & Outdoor Events Manager	City Life
	Building Surveyor	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	City Care Officer	City Planning Development & Transport
	Construction Liaison Officer	City Planning Development & Transport
	Permits Supervisor	City Planning Development & Transport
	Manager City Cleansing &	City Services

[Back to index](#)

	Resource Recovery	
--	-------------------	--

90. Power of Entry		
Powers and Functions	Delegate	Division
To enter any land and premises for the purpose of inspection, investigation, sampling, seizure and any other functions as authorised by the relevant provisions of the following Acts and regulations made under them:		
a) the powers and functions of Council Legislation: Local Government Act 1993	City Ranger	City Services
	Senior Tree Coordinator	City Services
	Tree Management Officer	City Services
	Street Tree Contract Coordinator	City Services
	M4 Manager - Health & Building	City Planning Development & Transport
	Manager Building Certification	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport
	Environmental Health Specialist	City Planning Development & Transport
	Licensed & Trial Specialist	City Planning Development & Transport

[Back to index](#)

	Fire Safety and Essential Services Specialist	City Planning Development & Transport
	Building Compliance Specialist	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Trainee Building Surveyor	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport
	Trainee Environmental Health Officer	City Planning Development & Transport
	Construction Liaison Officer	City Planning Development & Transport
	City Care Officer	City Planning Development & Transport
	Permits Supervisor	City Planning Development & Transport
	Licensed Premises Coordinator	City Planning Development & Transport

[Back to index](#)

	Compliance Signage Investigator	City Planning Development & Transport
	Investigative Specialist	City Planning Development & Transport
	Compliance Officer - Shift	City Planning Development & Transport
	Senior Investigator	City Planning Development & Transport
	Acoustic Specialist	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	Intelligence Analyst	City Planning Development & Transport
	Investigator	City Planning Development & Transport
	Program Manager – Environmental Health	City Planning Development & Transport
b) the powers and functions of Council Legislation: Companion Animals Act 1998	City Ranger	City Services
c) the powers and functions of Council Legislation: Food Act 2003	M4 Manager - Health & Building	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport

[Back to index](#)

	Specialist Environmental Health Officer	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport
	Environmental Health Specialist	City Planning Development & Transport
	Trainee Environmental Health Officer	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	Program Manager – Environmental Health	City Planning Development & Transport
d) the powers and functions of Council	City Ranger	City Services
Legislation: Protection of the Environment Operations Act 1997	M4 Manager - Health & Building	City Planning Development & Transport
	Environmental Health Specialist	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport

[Back to index](#)

	Public Health Specialist	City Planning Development & Transport
	Acoustic Specialist	City Planning Development & Transport
	Trainee Environmental Health Officer	City Planning Development & Transport
	Construction Liaison Officer	City Planning Development & Transport
	City Care Officer	City Planning Development & Transport
	Permits Supervisor	City Planning Development & Transport
	Investigative Specialist	City Planning Development & Transport
	Compliance Officer - Shift	City Planning Development & Transport
	Senior Investigator	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	Intelligence Analyst	City Planning Development & Transport
	Investigator	City Planning Development & Transport
	Program Manager – Environmental Health	City Planning Development & Transport

[Back to index](#)

<p>e) the powers and functions of Council</p> <p>Legislation: Protection of the Environment Operations (Noise Control) Relegation 2017</p>	City Ranger	City Services
	M4 Manager - Health & Building	City Planning Development & Transport
	Construction Liaison Coordinator	City Planning Development & Transport
	Environmental Health Specialist	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport
	Acoustic Specialist	City Planning Development & Transport
	Trainee Environmental Health Officer	City Planning Development & Transport
	Construction Liaison Officer	City Planning Development & Transport
	City Care Officer	City Planning Development & Transport
	Permits Supervisor	City Planning Development & Transport
	Licensed Premises Coordinator	City Planning Development & Transport

[Back to index](#)

	Investigative Specialist	City Planning Development & Transport
	Compliance Officer – Shift	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	Intelligence Analyst	City Planning Development & Transport
	Investigator	City Planning Development & Transport
	Senior Investigator	City Planning Development & Transport
	Program Manager – Environmental Health	City Planning Development & Transport
f) the powers and functions of Council Legislation: Public Health Act 2010	M4 Manager - Health & Building	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport
	Environmental Health Specialist	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport

[Back to index](#)

	Trainee Environmental Health Officer	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	Program Manager – Environmental Health	City Planning Development & Transport
g) the powers and functions of Council	City Ranger	City Services
Legislation: Roads Act 1993	M4 Manager - Health & Building	City Planning Development & Transport
	Manager Building Certification	City Planning Development & Transport
	Construction Liaison Coordinator	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	Building Compliance Specialist	City Planning Development & Transport
	Licensed & Trial Specialist	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Cadet Building Compliance Officer	City Planning Development & Transport

[Back to index](#)

	Construction Liaison Officer	City Planning Development & Transport
	City Care Officer	City Planning Development & Transport
	Permits Supervisor	City Planning Development & Transport
	Licensed Premises Coordinator	City Planning Development & Transport
	Investigative Specialist	City Planning Development & Transport
	Compliance Officer – Shift	City Planning Development & Transport
	Acoustic Specialist	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	Compliance Signage Investigator	City Planning Development & Transport
	Intelligence Analyst	City Planning Development & Transport
	Investigator	City Planning Development & Transport
	Senior Investigator	City Planning Development & Transport
h) the powers and functions of Council	City Ranger	City Services
	Senior Tree Coordinator	City Services

[Back to index](#)

Legislation: Environmental Planning and Assessment Act 1979	Tree Management Officer	City Services
	Street Tree Contract Coordinator	City Services
	M4 Manager - Health & Building	City Planning Development & Transport
	Manager Building Certification	City Planning Development & Transport
	Construction Liaison Coordinator	City Planning Development & Transport
	Standards & Policy Specialist	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport
	Environmental Health Specialist	City Planning Development & Transport
	Licensed & Trial Specialist	City Planning Development & Transport
	Fire Safety and Essential Services Specialist	City Planning Development & Transport
	Building Compliance Specialist	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport

[Back to index](#)

	Cadet Building Compliance Officer	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport
	Trainee Environmental Health Officer	City Planning Development & Transport
	Acoustic Specialist	City Planning Development & Transport
	Construction Liaison Officer	City Planning Development & Transport
	City Care Officer	City Planning Development & Transport
	Permits Supervisor	City Planning Development & Transport
	Licensed Premises Coordinator	City Planning Development & Transport
	Investigative Specialist	City Planning Development & Transport
	Compliance Officer - Shift	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport

[Back to index](#)

	Compliance Signage Investigator	City Planning Development & Transport
	Intelligence Analyst	City Planning Development & Transport
	Investigator	City Planning Development & Transport
	Senior Investigator	City Planning Development & Transport
	Program Manager – Environmental Health	City Planning Development & Transport
i) the powers and functions of Council Legislation: Swimming Pools Act 1992	M4 Manager - Health & Building	City Planning Development & Transport
	Building Compliance Specialist	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport
	Building Surveyor	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport
	Cadet Building Compliance Officer	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport

[Back to index](#)

	Trainee Environmental Health Officer	City Planning Development & Transport
j) the powers and functions of Council Legislation: Biosecurity Act 2015	M4 Manager - Health & Building	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Environmental Health Officer	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	Trainee Environmental Health Officer	City Planning Development & Transport
	Program Manager – Environmental Health	City Planning Development & Transport
k) the powers and functions of Council (as an authorised officer) Legislation: Public Spaces (Unattended Property) Act 2021	City Ranger	City Services
l) the powers and functions of Council Legislation: Boarding Houses Act 2012	Building Surveyor	City Planning Development & Transport
	Senior Building Surveyor	City Planning Development & Transport

[Back to index](#)

	Environmental Health Officer	City Planning Development & Transport
	Senior Environmental Health Officer	City Planning Development & Transport
	Specialist Environmental Health Officer	City Planning Development & Transport
	Area Coordinator Health & Building	City Planning Development & Transport
	M4 Manager - Health & Building	City Planning Development & Transport
	Building Compliance Specialist	City Planning Development & Transport
	Fire Safety and Essential Services Specialist	City Planning Development & Transport
	Public Health Specialist	City Planning Development & Transport
	Investigative Specialist	City Planning Development & Transport
	Trainee Environmental Health Officer	City Planning Development & Transport
	Cadet Building Compliance Officer	City Planning Development & Transport
	Intelligence Analyst	City Planning Development & Transport
	Investigator	City Planning Development & Transport

[Back to index](#)

	Senior Investigator	City Planning Development & Transport
	Program Manager Environmental Health	City Planning Development & Transport

91. Disposal or Sale of Unattended Vehicles/Property		
Powers and Functions	Delegate	Division
To authorise disposal and sale of unattended vehicles/property under Council's possession. Legislation: Public Spaces (Unattended Property) Act 2021	Contract Coordinator Parking Services	City Services
	Manager City Rangers	City Services

92. Removal of Graffiti		
Powers and Functions	Delegate	Division
To authorise graffiti removal work, with or without the agreement of the owner or occupier of the land. Legislation: Graffiti Control Act 2008 Part 4 s12	Resource Recovery Manager	City Services

[Back to index](#)

93. Installation of Signs

Powers and Functions	Delegate	Division
To approve the installation of signs. Legislation: Local Government Act s632	Chief Engineer	City Services
	Traffic Manager	City Services

94. Registration as a Building Certifier

Powers and Functions	Delegate	Division
To endorse applications for registration under the Building and Development Certifiers Act 2018. Legislation: Building and Development Certifiers Act 2018	Executive Manager Development	City Planning Development & Transport
	Manager Health & Building	City Planning Development & Transport
	Manager Planning Assessments	City Planning Development & Transport
	Manager Construction and Building Certification	City Planning Development & Transport

[Back to index](#)

Miscellaneous

95. Public Officer		
Powers and Functions	Delegate	Division
To carry out the functions of Public Officer Legislation: Local Government Act 1993 s342	Director	Legal & Governance

96. Government Information (Public Access) Act 2009 (GIPA Act)		
Powers and Functions	Delegate	Division
To determine applications under the GIPA Act for: Legislation: Government Information (Public Access) Act 2009		
a) internal review of a decision in respect of an access application	Manager	Office of the CEO
	Manager Risk & Governance	Legal & Governance
	Work Health & Safety Manager	People Performance & Technology
	Manager Information Services	People Performance & Technology
b) formal access application	Information Access Manager	People Performance & Technology
	City Archivist	People Performance & Technology
c) informal access application	All City staff	All

[Back to index](#)

97. Destruction of Council Records		
Powers and Functions	Delegate	Division
To dispose of Council records in accordance with relevant legislative requirements and Council policy.	City Archivist	People Performance & Technology

98. Register of Delegations – M3 and M4		
Powers and Functions	Delegate	Division
To identify a position as M3 or M4 for the purpose of the Register of Delegations, with the approval of the Director Legal & Governance.	Director	All

99. Street Safety Camera Program		
Powers and Functions	Delegate	Division
a) approve temporary use of the Street Safety Camera Program for the purpose of City of Sydney management during major events	Director	City Services
b) approve application to visit the Street Safety Camera Control Room	Security Operations Manager	City Services
	Systems Manager	City Services
c) approve applications for viewing and/or supply of recorded materials	Systems Manager	City Services
	Security Operations Coordinator	City Services
d) release of master recorded material	Systems Manager	City Services
	Security Operations Coordinator	City Services
e) destruction of recorded material	Systems Manager	City Services

[Back to index](#)

	Security Operations Coordinator	City Services
--	---------------------------------	---------------

100. Non-Residential Rolls – objections to, and claims for, inclusion on the non-residential rolls.		
Powers and Functions	Delegate	Division
To determine applications for, update the non-residential rolls and notify applicants of the decision for:		
a) a claim for inclusion on the non-residential rolls of a person's name or particular details Legislation: Local Government Act 1993 s303	Revenue Officer, Rates	Chief Finance Office
b) an objection to inclusion on the non-residential rolls of a person's name or particular details Legislation: Local Government Act 1993 s303	Rates Team Leader	Chief Finance Office
c) an internal review of decision made in respect of objection to, or claims for, inclusion on the non-residential rolls of a person's name or particular details Legislation: Administrative Decisions Review Act 1997 s53(3)	Manager	Office of the CEO
	Executive Manager Development	City Planning Development & Transport
	Manager Risk & Governance	Legal & Governance
	Work Health & Safety Manager	People Performance & Technology
	Manager Parking, Fleet & Depot Services	City Services
To determine competing claims where two or more persons apply to be enrolled as non-residents and those persons do not nominate one of their number to be so enrolled. Legislation: Local Government Act 1993 s272; Local Government (General) Regulation 2021 s282	Revenue Manager, Rates	Chief Finance Office

[Back to index](#)

101. Busking		
Powers and Functions	Delegate	Division
<p>a) to approve, modify or refuse applications for an approval to busk</p> <p>Legislation: Local Government Act 1993 Chapter 7 Part 1 s68</p>	Customer Service Officer	People Performance & Technology
<p>b) to revoke or modify an approval to busk</p> <p>Legislation: Local Government Act 1993 s108</p>	Outdoor Events, Markets & Busking Coordinator	City Life
<p>c) notice to be given of proposed revocation or modification</p> <p>To conduct a show cause meeting as representative of the City of Sydney with persons regarding the proposed revocation/modification of their approval and to determine the outcome.</p>	Filming & Outdoor Events Manager	City Life

102. Responsible Accounting Officer		
Powers and Functions	Delegate	Division
<p>To carry out the functions of a Responsible Accounting Officer.</p> <p>Legislation: Local Government (General) Regulation 2021 s202-228</p>	Chief Financial Officer	Chief Finance Office

103. Active Kids Program		
Powers and Functions	Delegate	Division
<p>NSW Service & Business Profile</p> <p>a) to create a NSW Service and Business Profile account on behalf of Council, and to register the City of Sydney Council as an Active Kids Provider.</p>	Manager City Greening & Leisure	City Services
<p>Redemption of Active Kids Vouchers</p> <p>b) to be 'authorised persons' of the business profile account on behalf of the City of Sydney, and to redeem Active Kids vouchers.</p>	Operations Coordinator Perry Park Recreation Centre	City Services

[Back to index](#)

	Area Manager City Spaces	City Life
	Youth Team Leader City Spaces	City Life

104. Private Motor Vehicles		
Powers and Functions	Delegate	Division
To approve the use of a private motor vehicle by an employee for business purposes in accordance with the <u>Motor Vehicle Policy</u> .	Director	All

105. Donation of Garden Materials to Community Groups		
Powers and Functions	Delegate	Division
To approve the annual donation of a limited supply of gardening materials to the value of \$30,000 to community garden and volunteer groups for use within the City of Sydney's community gardens, public open spaces and local schools. Note: All approvals to be reported to the CEO on a quarterly basis.	Manager, City Greening & Leisure	City Services

106. Security and Emergency Management		
Powers and Functions	Delegate	Division
a) to fulfil the roles and responsibilities of the Chief Emergency Officer under Council's Security and Emergency Management Policy (as amended from time to time), including but not limited to: <ul style="list-style-type: none"> managing the emergency response across the City of Sydney's workplaces allocating staff, plant and equipment and assets of the City of Sydney during an emergency occurring within or affecting the City's Local Government Area, up to \$150,000 waiving or reducing a fee or charge receivable by the City of Sydney in accordance with the approved categories of fee waiver in the Schedule of Fees and Charges 	Manager Security and Emergency Management	City Services

[Back to index](#)

b) to allocate staff, plant and equipment and assets of the City of Sydney during an emergency occurring within or affecting the City of Sydney's Local Government Area up to \$2,000,000	Director	City Services
---	----------	---------------

