

NARROMINE SHIRE COUNCIL

REGISTER OF DELEGATIONS

ADOPTED BY COUNCIL 13 AUGUST 2025

RESOLUTION NO 2025/434

POWER OF DELEGATION

Section 377 of the Local Government Act 1993 (the Act) provides that Council is able to delegate to the General Manager any functions of Council other than the following: -

- a) the appointment of a general manager,
- (b) the making of a rate,
- (c) a determination under section 549 as to the levying of a rate,
- (d) the making of a charge,
- (e) the fixing of a fee,
- (f) the borrowing of money,
- (g) the voting of money for expenditure on its works, services or operations,
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
- (i) the acceptance of tenders to provide services currently provided by members of staff of the council,
- (j) the adoption of an operational plan under section 405,
- (k) the adoption of a financial statement included in an annual financial report,
- (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
- (m) the fixing of an amount or rate for the carrying out by the council of work on private land,
- (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
- (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the [Environmental Planning and Assessment Act 1979](#),
- (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
- (r) a decision under section 234 to grant leave of absence to the holder of a civic office,
- (s) the making of an application, or the giving of a notice, to the Governor or Minister,
- (t) this power of delegation,
- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.

[Section 378 of the Act](#) provides

- (1) The general manager may delegate any of the functions of the general manager, other than this power of delegation.
- (2) The general manager may sub-delegate a function delegated to the general manager by the council to any person or body (including another employee of the council).
- (3) Subsection (2) extends to a function sub-delegated to the general manager by the council under section 377(2).

[Section 226 of the Act](#) defines the role of the Mayor as

- (a) to be the leader of the council and a leader in the local community,
- (b) to advance community cohesion and promote civic awareness,
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- (e) to preside at meetings of the council,
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council,
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,
- (i) to promote partnerships between the council and key stakeholders,
- (j) to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,
- (k) in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- (l) to carry out the civic and ceremonial functions of the mayoral office,
- (m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- (n) in consultation with the councillors, to lead performance appraisals of the general manager,
- (o) to exercise any other functions of the council that the council determines.

DELEGATION REGISTER

Delegate	Category	Delegation
Mayor	Governance	<p>Attendance Elected Members In consultation with the General Manager to authorise attendance by elected members at conferences, seminars, forums, workshops, meetings, information sessions etc (in between Council Meetings), provided such can be achieved within budget provisions and with such approval being reported to the next Council Meeting</p>
Mayor	Governance	<p>Common Seal To sign and execute documents under the Common Seal of Council in conjunction with the General Manager or another Councillor to which Council has resolved to affix the seal.</p>
Mayor	Governance	<p>Correspondence To sign correspondence on behalf of Council pursuant to a resolution of Council</p>
Mayor	Governance	<p>Credit Card Usage – General Manager To authorise the General Manager's credit card usage</p>
Mayor	Governance	<p>Expulsion from Council Meeting To exercise the power of expulsion from a meeting of Council in accordance with section 10(2)(b) of the Act and clause 233 of the Local Government (General) Regulation 2021</p>
Mayor	Governance	<p>Leave Applications – General Manager To approve or authorise leave applications of the General Manager</p>
Mayor	Governance	<p>Media Statements To make media statements or releases on behalf of Council on strategic matters in accordance with Council's Code of Conduct and Media Relations Policy</p>
Mayor	Governance	<p>Performance Review Panel As part of Council's Performance Review Panel (together with elected panel members) and in accordance with OLG guidelines, conduct performance reviews of the General Manager, report findings and recommendations of those reviews to Council and develop the performance agreement</p>
Mayor	Governance	<p>Public Meetings To call public meetings (in consultation with the General Manager) on any matter that is considered to be of such extent that a large number of residents/ratepayers may be affected</p>
Mayor	Governance	<p>References To issue references under Council letterhead after consultation with the General Manager.</p>

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Mayor	Governance	<p>Urgent Works In consultation with the General Manager, and in between Council Meetings, authorise urgent works for which there is no budget provision up to an amount of \$15,000</p>
Mayor	Governance	<p>Written Complaints – General Manager To investigate written complaints against the General Manager in accordance with Council's Code of Conduct and Procedures and Council's Internal Reporting Policy</p>
Mayor	Governance	<p>Acting General Manager Finalise the appointment of an Acting General Manager from any of the holders of a position of Director for the duration of each absence of the General Manager in excess of 5 days, following consultation with the General Manager</p>
General Manager	Approvals	<p>Approvals Sign and issue local activity approvals as set out in Chapter 7, Part 1 of the Local Government Act 1993 including authority to amend, extend, renew or revoke any approval granted</p>
General Manager	Approvals	<p>Objections Consider and determine objections to approvals made in accordance with section 82 of the Local Government Act 1993</p>
General Manager	Authorisations	<p>Authorised Officer Exercise the powers and functions of an authorised officer, enforcement officer, impounding officer, inspector, environmental health officer and determining authority under any legislation where Council has such functions, including but not limited to the following acts and any amending legislation: - Biosecurity Act 2015 Building and Development Certifiers Act 2018 Community Land Development Act 2021 Companion Animals Act 1988 Contaminated Land Management Act 1997 Crown Land Management Act 2016 Dividing Fences Act 1991 Environmental Planning and Assessment Act 1979 Environmentally Hazardous Chemicals Act 1985 Firearms Act 1996 Food Act 2003 Government Information (Public Access) Act 2009</p>

Delegate	Category	Delegation
		Heritage Act 1977 Public Spaces (unattended Property) Act 2021 Liquor Act 2009 Local Government Act 1993 National Heavy Vehicle Law 2014 National Parks and Wildlife Act 1974 Pesticides Act 1999 Poisonous and Therapeutic Goods Act 1996 Privacy and Personal Information Protection Act 1998 Protection of the Environment Operations Act 1997 Public Health Act 2010 Public Interest Disclosures Act 2022 Public Water Supplies Act 1957 Recreation Vehicles Act 1983 Road Transport Act 2013 Roads Act 1993 Rural Fires Act 1997 Smoke-free Environment Act 2000 Swimming Pools Act 1992 Waste Avoidance and Resource Recovery Act 2001 Work Health and Safety Act 2011
General Manager	Community Services	Aerodrome Exercise Council's functions under the Civil Aviation Act 1998 and associated legislation
General Manager	Community Services	Alcohol Free Zones Suspend alcohol free zones for community events.
General Manager	Community Services	Cemeteries Grant, transfer, bequest or revoke right of interment (perpetual and renewable); issue Order for Interment
General Manager	Community Services	Libraries Exercise the powers and duties conferred under the Library Act 1939

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General Manager	Community Services	<p>Use of Public Land Determine applications for functions, activities or sports on Council's community land or other grounds or venues under Council's care and control.</p>
General Manager	Enforcement	<p>Judgements Authorise appropriate judgements, orders, improvement notices and rectification works served on Council</p>
General Manager	Enforcement	<p>Orders and Power of Entry Exercise Council's regulatory functions, including the service of any notice, direction or order and authority to enter premises, under any legislation where Council has such functions including but not limited to: - Biosecurity Act 2015, Boarding Houses Act 2012 Boarding Houses Act 2012; Companion Animals Act 1998, Contaminated Land Management Act 1997, Environmental Planning and Assessment Act 1979 Fines Act 1996; Food Act 2003, Public Spaces (Unattended Property) Act 2021 Local Government Act 1993; Protection of the Environment Operations Act 1997, Public Health Act 2010, Road Transport Act 2013; Roads Act 1993; Rural Fires Act 1997, Swimming Pools Act 1992;</p>
General Manager	Emergency Services	<p>Chair Local Emergency Management Committee Act as the Local Emergency Management Committee Chairperson in accordance with the State Emergency and Rescue Management Act 1989</p>
General Manager	Emergency Services	<p>Emergency Incident Response Authorise the use of any Council plant, equipment or employees in response to emergency incidents</p>
General Manager	Emergency Services	<p>Emergency Service Functions Exercise Council's functions under the State Emergency and Rescue Management Act 1989, NSW State Emergency Service Act 1989 and NSW Rural Fires Act 1997</p>

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General Manager	Emergency Services	Local Emergency Management Officer Act as the Local Emergency Management Officer under the State Emergency and Rescue Management Act 1989
General Manager	Engineering and Infrastructure	Effecting Work Order Authorise carrying out of work to give effect to the terms of an order, pursuant to Section 678 of the Local Government Act 1993
General Manager	Engineering and Infrastructure	Facility Operating Hours Determine operating hours of all Council facilities
General Manager	Engineering and Infrastructure	Private Works Authorise private works requested by individuals or organisations as far as possible in conjunction with Council's Works Program
General Manager	Engineering and Infrastructure	Tree Removal Authorise removal of trees considered to be dangerous, or which could have a detrimental effect on Council utilities
General Manager	Engineering and Infrastructure	Use and Closure of Roads Exercise or perform on behalf of Council, such powers, duties and responsibilities as are delegated to the Council by Transport for NSW, including but not limited to the closure of roads or parts thereof, temporarily, for events, flooding, repairs or construction; and determination of the use of public roads for walkathons, charitable collections, bicycle races or other like events
General Manager	Engineering and Infrastructure	Water Certificates Issue Certificates of Compliance for development pursuant to Section 307 of the Water Management Act 2000
General Manager	Engineering and Infrastructure	Water Disconnections Order restriction or disconnection of water supply to premises if overdue water accounts are not paid
General Manager	Engineering and Infrastructure	Water Supplies Declare public water supplies unfit for consumption if testing proves it necessary
General Manager	Engineering and Infrastructure	Water Supply Restrictions Impose water supply restrictions as appropriate where available capacity of supply is not sufficient for the time being
General Manager	Financial	Bank account signatory Authorised signatory to Council's bank accounts including electronic funds transfers and to obtain statements of accounts and any information concerning the accounts generally

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General Manager	Financial	Cash bond and bank guarantees Accept suitable cash bonds and/or bank guarantees in respect of Council approvals and to release such cash bonds and/or bank guarantees upon completion of the work or compliance with all requirements subject to appropriate certification
General Manager	Financial	Financial Returns Sign and lodge financial returns required by various organisations.
General Manager	Financial	Fringe Benefit Tax and GST Business Activity Statements Sign Fringe Benefit Tax declarations and GST Business Activity Statements on behalf of Council
General Manager	Financial	Grants Prepare and lodge applications to Government Departments for grants and/or funding provided such action is consistent with Council's Strategic Planning documents. To accept and acquit such grants and funding on behalf of Council.
General Manager	Financial	Investments Invest Council's money pursuant to Section 625 of the Local Government Act 1993 and in accordance with the Order of the Minister and Council's Investment Policy.
General Manager	Financial	Refund of Overpayments and Fees Authorise the refund of over-payments Authorise the refund of fees, in total or in part, in respect of applications either refused by Council or withdrawn by the applicant.
General Manager	Financial	Refund of trust fund deposits Authorise the refund of all Trust Fund deposits including contract deposits
General Manager	Financial	Responsible Accounting Officer Designate a member of the staff of Council to be Council's Responsible Accounting Officer in accordance with Clause 196 of the Local Government (General) Regulation 2021
General Manager	Financial	Write Offs Determine and write off any individual rate, charge, interest or debt owed to Council not exceeding \$10,000, where appropriate circumstances exist.

Delegate	Category	Delegation
General Manager	Governance	Agreements - authorisation Authorise short term (5 years or less) or casual agreements for the use and occupation of Council land and facilities (owned or under Council's control) - exemption the setting of fees for the use of the land or facilities
General Manager	Governance	Agreements - termination Authorise termination of any lease or rental agreement on any Council owned or controlled property where the terms of the agreement have been breached or account falls into arrears
General Manager	Governance	Agreements Authorise pipeline access agreements, gravel royalty agreements, interface agreements, trade waste agreements and agreements for the construction of rural fire service sheds
General Manager	Governance	Applications Submit applications for permits and/or approvals to relevant Government Agencies provided such action is consistent with Council's strategic planning documents
General Manager	Governance	Business Paper Determine matters which are to be included in Council's business papers and all Council Committees in accordance with relevant legislation and regulations
General Manager	Governance	Code of Conduct Coordinator and Public Interest Disclosures Coordinator Designate an appropriate employee of Council to be Council's Code of Conduct Coordinator and Public Interest Disclosures Coordinator
General Manager	Governance	Common Seal Affix, witness and sign any document in conjunction with the Mayor or another Councillor in the absence of the Mayor or Deputy Mayor to which Council has resolved to affix the Common Seal
General Manager	Governance	Complaints Authorise action to be taken in relation to any complaints received
General Manager	Governance	Consultants Approve the appointment of consultants for special purposes where expert professional advice is required in the proper discharge of Council's functions and within Council's adopted budget
General Manager	Governance	Government Information Be the Principal Officer for the purposes of the Government Information (Public Access) Act 2009 and Regulations and determine applications for internal review in accordance with said Act

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General Manager	Governance	<p>Insurance claims Authorise payment of third-party insurance claims against Council where the claim has been accepted by Council's insurers Settle third party insurance claims against Council where the claim is below Council's excess</p>
General Manager	Governance	<p>Insurance Review Council's risk exposure and effect appropriate levels of insurance required to protect Council's interests</p>
General Manager	Governance	<p>Laying of Information Laying any information in respect of proceedings for an offence pursuant to Section 684 of the Local Government Act 1993</p>
General Manager	Governance	<p>Legal advice and counsel Obtain legal advice and counsel where necessary and to agree to terms of settlement in a matter based on legal advice</p>
General Manager	Governance	<p>Legal proceedings Authorise the institution of proceedings for any proper purpose of Council</p>
General Manager	Governance	<p>Media Statements and Releases Make media statements and issue media releases on Council operations in accordance with Council policy</p>
General Manager	Governance	<p>Meeting Dates Vary scheduled meeting dates and times for Ordinary Council Meetings and Committee Meetings, when it is not practical or desirable to hold meetings on a designated date</p>
General Manager	Governance	<p>Privacy Officer Act as the Privacy Contact Officer for the purposes of the Privacy Act 1988</p>
General Manager	Governance	<p>Records Exercise Council's functions under the State Records Act 1998</p>
General Manager	Governance	<p>Signature of correspondence Reply to all correspondence on behalf of Council not involving a monetary vote by Council, or not in the opinion of the General Manager specifically requiring consideration of Council</p>
General Manager	Planning and Building	<p>Building Complaints Lodge complaints in accordance with the Home Building Act 1989</p>

Delegate	Category	Delegation
General Manager	Planning and Building	<p>Building Complaints Make a complaint to the relevant accreditation body against an accredited certifier under the provision of Section 21 of the Building Professionals Act 2005</p>
General Manager	Planning and Building	<p>Certificates – LG Act To sign and issue certificates under the Local Government Act 1993</p>
General Manager	Planning and Building	<p>Certification of Development Sign and issue subdivision certificates, construction certificates, compliance certificates, and occupation certificates in accordance with Part 4A of the Environmental Planning and Assessment Act 1979</p>
General Manager	Planning and Building	<p>Council Development Applications Sign applications on behalf of Council as the applicant and/or owner for development previously approved by Council to be undertaken by Council or on Council's land</p>
General Manager	Planning and Building	<p>Development Applications Determine development applications in accordance with Council's planning instruments, Development Control Plan and State and Regional Environmental Planning policies and instruments: - To the capital investment value of \$2 million Applications for modification to a DA previously determined by Council, where not considered a significant modification Development that meets the performance outcomes of Clause 4.6 of the LEP and results in less than 10% variation to the Development Standard being varied Where an application is recommended for refusal by Council staff on the grounds that the application remains incomplete following the request for the supply of additional information Excluding where Council is the beneficiary Excluding applications with a 'significant public interest'</p>
General Manager	Planning and Building	<p>Development Consent Extension Grant consent to the extension of the lapsing of a development consent in accordance with the Environmental Planning and Assessment Act 1979</p>
General Manager	Planning and Building	<p>Instruments Execute instruments creating caveats, covenants, easements or restrictions affecting land (including any release, variation or modification of same)</p>

Delegate	Category	Delegation
General Manager	Planning and Building	<p>Land and Environment Court Authorise where appropriate judgements and orders of Land and Environment Court matters</p>
General Manager	Planning and Building	<p>Liquor Complaints/objections Lodge complaints/objections on behalf of Council pursuant to Section 79C of the Liquor Act 2007</p>
General Manager	Planning and Building	<p>Local Environmental Plan Carry out functions pursuant to section s. 3.36 of the Environmental Planning and Assessment Act 1979</p>
General Manager	Planning and Building	<p>Planning Certificates Sign and issue planning certificates pursuant to Section 10.7 of the Environmental Planning and Assessment Act 1979 including determining the content of certificates pursuant to Section 10.7(5) of the Act</p>
General Manager	Planning and Building	<p>Swimming Pools Issue and sign Certificates of Compliance pursuant to Section 22D of the Swimming Pools Act 1992</p>
General Manager	Procurement/Disposal of Assets	<p>Asset Disposal Dispose of Council assets in accordance with Council's Procurement Policy</p>
General Manager	Procurement/Disposal of Assets	<p>Procurement contracts Enter into contracts for the provision or performance of works, services or equipment in accordance with Council's adopted budget</p>
General Manager	Procurement/Disposal of Assets	<p>Procurement Order all supplies, materials, plant, equipment and vehicles in accordance with Council's adopted budget</p>
General Manager	Procurement/Disposal of Assets	<p>Purchase or sale of land negotiations Negotiate acceptance of and execute contracts for the purchase or sale of land within a maximum range adopted by Council</p>
General Manager	Procurement/Disposal of Assets	<p>Tender variations Approve variations to all tenders except where those services are currently provided for by Council staff in accordance with Section 377(1)(i) of the Local Government Act 1993</p>
General Manager	Procurement/Disposal of Assets	<p>Tenders Accept all tenders except tenders to provide services currently provided by Council staff in accordance with Section 377 (1)(i) of the Local Government Act 1993</p>
General Manager	Rates	<p>Categorisation Categorise all rateable land in Narromine Shire in accordance with the Local Government Act 1993</p>

Delegate	Category	Delegation
General Manager	Rates	Certificates Authorise and issue certificates as to rates and charges pursuant to Section 603 of the Local Government Act 1993
General Manager	Rates	Payment Arrangements Authorise payment arrangements with any ratepayer or debtor for payment to be made by reasonable and satisfactory instalment
General Manager	Rates	Recovery Action Initiate debt recovery procedures for the recovery of any outstanding rates and other debts due to Council
General Manager	Rates	Valuation Applications/Objections Exercise Council's functions under the Valuation of Land Act 1916, including the making of applications for valuations and lodging objections