



ATTACHMENTS

Ordinary Council Meeting

Tuesday, 20 October 2026

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MINUTES

**Ordinary Council Meeting
Tuesday, 15 September 2026**

ORDINARY COUNCIL MEETING MINUTES

15 SEPTEMBER 2026

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**MINUTES OF BALRANALD SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, MARKET STREET BALRANALD
ON TUESDAY, 15 SEPTEMBER 2026 AT 4PM**

1 OPENING OF MEETING

The Mayor opened the meeting at 4pm.

2 PRAYER & ACKNOWLEDGMENT OF COUNTRY**Prayer**

Almighty and eternal God, give us the grace to faithfully fulfil the duties of our office.

Shed the light of your wisdom and counsel upon us so that, strengthened by these gifts, we will, in the administration of the affairs of the council, always do what is right and just.

We ask that our deliberations will be both fruitful and wise.

Amen

Acknowledgement of Country

We pay our respect to the Traditional Custodians of the Lands where we hold this meeting to Elders past, present and emerging.

PRESENT:

Mayor Louie Zaffina, Deputy Mayor Dwaine Scott, Cr Leigh Byron, Cr Iain Lindsay-Field, Cr Alison Linnett, Cr Tracy O'Halloran, Cr Phillip Pippin and Cr German Ugarte

IN ATTENDANCE:

Terry Dodds (CEO), Edna Mendes (Chief Financial Officer), Carol Holmes (Senior Executive Assistant), Raju Ranjit (Manager of Infrastructure & Project Services), and Laurie Knight

3 APOLOGIES

Nil

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ORDINARY COUNCIL MEETING MINUTES**15 SEPTEMBER 2026**

4 CONFIRMATION OF MINUTES**4.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON TUESDAY, 18 AUGUST 2026**

RESOLUTION 2026/200

Moved: Cr Iain Lindsay-Field

Seconded: Cr Leigh Byron

That Council confirms the Minutes of the Ordinary Council Meeting held on Tuesday 18 August 2026 as a true and accurate recording of that meeting.

CARRIED**5 DISCLOSURE OF INTEREST**

There were no Disclosure of Interests submitted to this meeting.

6 MAYORAL/COUNCILLOR REPORT**6.1 MAYORAL REPORT - FAR WEST NEEDS ACTION, ACCOUNTABILITY AND INVESTMENT**

RESOLUTION 2026/201

Moved: Mayor Louie Zaffina

Seconded: Cr Leigh Byron

That the Mayoral Report be received and noted.

CARRIED**6.2 COUNCILLOR REPORT - MURRAY DARLING ASSOCIATION - NATIONAL CONFERENCE 2026**

RESOLUTION 2026/202

Moved: Cr Iain Lindsay-Field

Seconded: Deputy Mayor Dwaine Scott

That the Report from Cr Iain Lindsay-Field be received and noted.

CARRIED

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6.3 COUNCILLOR REPORT - ATTENDANCE REPORT - ALGWA 75TH ANNIVERSARY NATIONAL CONFERENCE, 20-22 SEPTEMBER 2026.**RESOLUTION 2026/203**

Moved: Cr Tracy O'Halloran

Seconded: Cr Iain Lindsay-Field

That Council:

- **Receive and note** the report regarding attendance at the ALGWA 75th Anniversary National Conference.
- **Direct the Executive Team** to review the latest state and national advocacy guidelines from ALGWA to ensure Balranald Shire Council remains aligned with best practices for workplace diversity and civic inclusion.
- **Endorse the development of a localized Place Naming Register** managed by staff, initiating a Phase 1 baseline audit of Balranald's current asset names followed by a cumulative framework to honor historically significant local women in future developments.
- **Direct the CEO** to prepare a report exploring the development of a Balranald Shire E-Bike and Micro-Mobility Policy, focusing on community safety codes, local youth-led engagement frameworks, and alignment with emerging NSW State Government definitions.

CARRIED**6.4 COUNCILLOR REPORT - ATTENDANCE AT 75TH NATIONAL ALGWA CONFERENCE, MANLY AUGUST 2026****RESOLUTION 2026/204**

Moved: Cr Alison Linnett

Seconded: Cr Tracy O'Halloran

That the Councillor Report Attendance at the 75th National ALGWA Conference, held in Manly in August submitted by Cr Alison Linnett be received and noted.

CARRIED**7 COMMITTEE REPORTS****7.1 AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 22 JULY 2026****RESOLUTION 2026/205**

Moved: Cr Alison Linnett

Seconded: Cr Iain Lindsay-Field

That Council receive and note the Minutes of the Audit Risk and Improvement Committee meeting held on Wednesday 22 July 2026.

CARRIED

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7.2 EUSTON PROGRESSIVE ADVISORY COMMITTEE HELD ON MONDAY 29 JUNE & WEDNESDAY 29 JULY 2026

RESOLUTION 2026/206

Moved: Cr Leigh Byron
Seconded: Cr Alison Linnett

That the Minutes of the Euston Progressive Advisory Committee meeting held on Monday 29 June & Wednesday 29 July 2026 be received and noted.

CARRIED**8 NOTICE OF MOTION****8.1 NOTICE OF MOTION - KYALITE WATER**

I, Councillor Louie Zaffina give notice that at the next Ordinary Meeting of Council to be held on 15 September 2026, I intend to move the following motion:

RESOLUTION 2026/207

Moved: Mayor Louie Zaffina
Seconded: Cr Iain Lindsay-Field

That Council request a report from the CEO outlining the practical options available to progress a domestic water supply system for Kyalite, including potential funding, partnerships and delivery options, and recognise the project as an important long-term investment in the Kyalite community.

CARRIED**8.2 NOTICE OF MOTION - E-BIKE AND MICRO-MOBILITY POLICY**

I, Councillor Tracy O'Halloran, give notice that at the next Ordinary Meeting of Council to be held on 15 September 2026, I intend to move the following motion:

RESOLUTION 2026/208

Moved: Cr Tracy O'Halloran
Seconded: Cr Alison Linnett

That Balranald Shire Council:

1. Direct the CEO to prepare a report exploring the development and implementation of a formal Balranald Shire E-Bike and Micro-Mobility Policy to protect pedestrian zones and regulate high-speed personal mobility devices on Council-managed pathways.
2. Direct staff to engage directly with local schools, youth groups, and community stakeholders to co-design a localised safety campaign, moving away from a strict compliance framework and instead positioning young riders as active partners in the solution.
3. Formally adopt and promote the micro-mobility safety code pioneered by the Northern Beaches Council taskforce: 'Slow down, ring the bell, and be ready for sudden change.'

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4. Write to the NSW Minister for Roads and Transport requesting immediate legislative clarity regarding standardised legal definitions of e-bikes, enforceable minimum age limits, and the provision of localised regulatory powers to regional councils currently managing these emerging transport risks in a state-level policy vacuum.

CARRIED

8.3 NOTICE OF MOTION - PLACE NAMING REGISTER

I, Councillor Tracy O'Halloran, give notice that at the next Ordinary Meeting of Council to be held on 15 September 2026, I intend to move the following motion:

MOTION

Moved: Cr Tracy O'Halloran

Seconded: Cr Alison Linnett

That Balranald Shire Council:

1. Establish a Phased Historical Asset and Place Naming Register to serve as the definitive repository for the names and cultural histories of all current and future streets, parks, and public infrastructure within the Shire.
 2. Direct the CEO to allocate existing staff resources to execute Phase 1 of this project, consisting of a comprehensive audit to document the origin stories and baseline gender representation of our current named assets.
 3. Direct staff to initiate Phase 2, which mandates the proactive collection, research, and inclusion of histories of notable Balranald women and pioneers to build a dedicated database with a long-term 70% targeting framework for future civic naming opportunities.
 4. Require staff to update the register annually by identifying and fully documenting at least one historically significant local woman to ensure the repository remains current and expanding.
-

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AMENDMENT

Moved: Cr German Ugarte

That we remove anything relating to gender, should be on merit based not gender;

That Balranald Shire Council:

1. Establish a Phased Historical Asset and Place Naming Register to serve as the definitive repository for the names and cultural histories of all current and future streets, parks, and public infrastructure within the Shire.
2. Direct the CEO to allocate existing staff resources to execute Phase 1 of this project, consisting of a comprehensive audit to document the origin stories and baseline gender representation of our current named assets.
3. Direct staff to initiate Phase 2, which mandates the proactive collection, research, and inclusion of histories of notable Balranald Shire women and pioneers to build a dedicated database with a long-term 70% targeting framework for future civic naming opportunities.
4. a. Require staff to update the register annually by identifying and fully documenting at least one historically significant local woman to ensure the repository remains current and expanding.

The **AMENDMENT** was **PUT** and **LOST**

AMENDMENT

Moved: Cr Tracy O'Halloran

Seconded: Cr Alison Linnett

That Balranald Shire Council:

1. Establish a Phased Historical Asset and Place Naming Register to serve as the definitive repository for the names and cultural histories of all current and future streets, parks, and public infrastructure within the Shire.
2. Direct the CEO to allocate existing staff resources to execute Phase 1 of this project, consisting of a comprehensive audit to document the origin stories and baseline gender representation of our current named assets.
3. Direct staff to initiate Phase 2, which mandates the proactive collection, research, and inclusion of histories of notable Balranald Shire women and pioneers to build a dedicated database with a long-term 70% targeting framework for future civic naming opportunities.
4. a. Require staff to update the register annually by identifying and fully documenting at least one historically significant local person to ensure the repository remains current and expanding.
b. staff to report back to Council with women and pioneers that may have been overlooked and not recognised such, an exhaustive list to be provided to Council for future consideration.

This **AMENDMENT** was **PUT** and **CARRIED** which became the **MOTION**

RESOLUTION 2026/209

Moved: Cr Tracy O'Halloran

Seconded: Cr Alison Linnett

That Balranald Shire Council:

1. Establish a Phased Historical Asset and Place Naming Register to serve as the definitive repository for the names and cultural histories of all current and future streets, parks, and public infrastructure within the Shire.
2. Direct the CEO to allocate existing staff resources to execute Phase 1 of this project, consisting of a comprehensive audit to document the origin stories and baseline gender representation of our

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current named assets.

3. Direct staff to initiate Phase 2, which mandates the proactive collection, research, and inclusion of histories of notable Balranald Shire women and pioneers to build a dedicated database with a long-term 70% targeting framework for future civic naming opportunities.

4. a. Require staff to update the register annually by identifying and fully documenting at least one historically significant local person to ensure the repository remains current and expanding.
- b. staff to report back to Council with women and pioneers that may have been overlooked and not recognised such, an exhaustive list to be provided to Council for future consideration.

CARRIED

9 NOTICE OF RESCISSION

CHIEF EXECUTIVE OFFICERS REPORTS (INCORPORATING ALL STAFF REPORTS)

PART A – ITEMS REQUIRING DECISION

10 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1 ELECTION OF MAYOR AND DEPUTY MAYOR

RESOLUTION 2026/210

Moved: Cr Alison Linnett

Seconded: Cr Iain Lindsay-Field

That Council:

1. Note that section 290 of the *Local Government Act 1993* requires Balranald Shire Council to conduct its mid-term Mayoral election during September 2026.
2. Note that, for the purposes of Schedule 7 of the *Local Government (General) Regulation 2021*, the Chief Executive Officer, being Council's statutory General Manager, or a person appointed by the Chief Executive Officer, is the Returning Officer.
3. Receive nominations for the office of Mayor and note the Returning Officer's announcement of the valid nominees in accordance with Schedule 7 of the *Local Government (General) Regulation 2021*.
4. Determine, if more than one valid nomination is received for Mayor, that the election be conducted by Ordinary Ballot, noting that:
 - a. An Ordinary Ballot is a secret ballot; and
 - b. Only Councillors physically present at the meeting may vote in an Ordinary Ballot.
5. Conduct the election of the Mayor in accordance with Schedule 7 of the *Local Government (General) Regulation 2021*.

An election took place for the position of Mayor as the CEO received 2 nominations; Cr Louie Zaffina and Cr Tracy O'Halloran after ballots were collected Cr Louie Zaffina receiving the majority of the votes was declared as being Balranald Shire Council Mayor for the ensuing 2 years.

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6. Resolve to elect a Deputy Mayor and that the Deputy Mayor hold office for the same term as the Mayor elected at this meeting.
7. Receive nominations for the office of Deputy Mayor and, if more than one valid nomination is received, determine that the election be conducted by Ordinary Ballot, noting that:
 - a. An Ordinary Ballot is a secret ballot; and
 - b. Only Councillors physically present at the meeting may vote in an Ordinary Ballot.

8. Conduct the election of the Deputy Mayor in accordance with Schedule 7 of the *Local Government (General) Regulation 2021*.

An election took place for the position of Deputy Mayor as the CEO received 2 nominations; Cr Dwaine Scott and Cr Tracy O'Halloran after ballots were collected Cr Dwaine Scott receiving the majority of the votes, was declared as being Balranald Shire Council Deputy Mayor for the ensuing 2 years.

9. Note that Council's current Councillor appointments to the Australia Day Committee, Euston Progressive Advisory Committee, Strengthening Community Access, Inclusion and Wellbeing Advisory Committee and Tourism and Economic Development Advisory Committee were made in July 2025 and remain current under the adopted two-year terms of membership, unless otherwise determined by Council.

SUSPENSION OF STANDING ORDERS

Moved: Cr Leigh Byron

Seconded: Cr Alison Linnett

A motion was moved that Council suspend standing orders.

10. Confirm, subject to any changes determined at this meeting, the following existing Councillor appointments:
 - Australia Day Committee; Cr Alison Linnett (Chair), Cr Dwaine Scott and Cr Phillip Pippin;
 - Euston Progressive Advisory Committee; Cr Leigh Byron and Cr Dwaine Scott;
 - Strengthening Community Access, Inclusion and Wellbeing Advisory Committee; Cr Tracy O'Halloran and Cr Alison Linnett;
 - Tourism and Economic Development Advisory Committee; Cr Iain Lindsay-Field and Cr German Ugarte; and
 - Audit, Risk and Improvement Committee; Cr Iain Lindsay-Field as the non-voting Councillor member.
11. Appoint or confirm Councillor delegates and representatives to the external organisations identified in Attachment 2 for the period from the September 2026 Ordinary Council Meeting until the September 2028 Ordinary Council Meeting, or for such other term as applies to the relevant organisation.

RESUMPTION OF STANDING ORDERS

Moved: Cr Alison Linnett

Seconded: Cr Phillip Pippin

A motion was moved that Council resume standing orders.

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12. Authorise the Chief Executive Officer to:
- Advise the Secretary, Office of Local Government and the Chief Executive of Local Government NSW of the results of the Mayor and Deputy Mayor elections;
 - Notify relevant external organisations of Council's appointed representatives;
 - Update Council's website, registers, correspondence templates and other governance records; and
 - Make minor administrative amendments to the representative schedule where the title or structure of an external organisation has changed, provided there is no change to the Councillor appointed by Council.
13. Request the CEO do a report to the October Council meeting reviewing the membership and adjusting the terms of reference for Advisory Committees.

CARRIED**PURPOSE OF REPORT**

To conduct the statutory mid-term election of the Mayor at the Ordinary Council Meeting on 15 September 2026, determine the term and election of the Deputy Mayor, and review Council's councillor representation on advisory committees, Council committees and external organisations.

10.2 DATE AND TIME FOR ORDINARY COUNCIL MEETINGS**RESOLUTION 2026/211**

Moved: Cr Leigh Byron

Seconded: Cr Iain Lindsay-Field

That Council:

1. Pursuant to section 365 of the Local Government Act 1993 and Council's Code of Meeting Practice, determine that Ordinary Meetings of Council for the period October 2026 to September 2027 be held at 4.00pm in the Balranald Council Chambers on the following dates:

Date	Time	Location
Tuesday, 20 October 2026	4pm	Balranald Council Chambers
Tuesday, 17 November 2026	4pm	Balranald Council Chambers
Tuesday, 15 December 2026	4pm	Balranald Council Chambers
Tuesday, 16 February 2027	4pm	Balranald Council Chambers
Tuesday, 16 March 2027	4pm	Balranald Council Chambers
Tuesday, 20 April 2027	4pm	Balranald Council Chambers
Tuesday, 18 May 2027	4pm	Balranald Council Chambers
Tuesday 22 June 2027	4pm	Balranald Council Chambers
Tuesday, 20 July 2027	4pm	Balranald Council Chambers
Tuesday, 17 August 2027	4pm	Balranald Council Chambers
Tuesday, 21 September 2027	4pm	Balranald Council Chambers

2. Pursuant to section 9 of the Local Government Act 1993 and Council's Code of Meeting Practice, give public notice of the adopted schedule of Ordinary Meetings.

CARRIED

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PURPOSE OF REPORT

To determine the dates, times and location of Council's Ordinary Meetings for the period October 2026 to September 2027.

Section 365 of the *Local Government Act 1993* requires Council to meet at least 10 times each year, each time in a different month. Council's Code of Meeting Practice provides that Council is to determine, by resolution, the frequency, time, date and place of its Ordinary Meetings.

10.3 ORDER OF BUSINESS AND CODE OF MEETING PRACTICE AMENDMENT**RESOLUTION 2026/212**

Moved: Cr Iain Lindsay-Field

Seconded: Deputy Mayor Dwaine Scott

That Council:

1. Notes that the 2021 Model Code of Meeting Practice for Local Councils in NSW is presently the prescribed Model Code of Meeting Practice and is supplemented by the *Local Government (General) Regulation 2021*, including the amendments made by the *Local Government (General) Amendment (Meetings) Regulation 2026*;
2. Endorses the proposed amendment to Part 8: Order of Business for Ordinary Council Meetings, as detailed in this report, for the purposes of public exhibition;
3. Places the draft amended Code of Meeting Practice on public exhibition for a period of not less than 28 days and invites public submissions for a period of not less than 42 days from the date the draft Code is placed on public exhibition, in accordance with section 361 of the *Local Government Act 1993*;
4. Receives a further report following the conclusion of the public submission period to consider any submissions received and determine whether to adopt the amended Code of Meeting Practice in accordance with section 362 of the *Local Government Act 1993*;
5. Notes that until the amended Code is formally adopted, Council's existing Code of Meeting Practice remains in force and any alteration of the order of business for a particular meeting is to be made in accordance with clause 8.3 of that Code; and
6. Authorises the Chief Executive Officer to make minor administrative, formatting and cross-referencing amendments to the draft Code before exhibition, provided those amendments do not alter the substance of the proposed Code or any mandatory statutory provision.

CARRIED**PURPOSE OF REPORT**

To clarify Council's General Order of Business and seek Council endorsement of an amendment to Part 8 of Council's Code of Meeting Practice to ensure the Code reflects the order of business used by Balranald Shire Council.

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10.4 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER**RESOLUTION 2026/213**

Moved: Cr Alison Linnett

Seconded: Cr Phillip Pippin

That Council:

1. Revoke any previous delegation to the position of Chief Executive Officer (General Manager)
2. Delegate to the Chief Executive Officer (General Manager), the delegation as provided at Attachment 1

CARRIED

PURPOSE OF REPORT

For Council to determine the delegation to be made to the Chief Executive Officer (General Manager) in accordance with the *Local Government Act 1993*. This delegation will provide the framework for the day to day operational management of the organisation.

10.5 RATING FOR MINING LANDS**RESOLUTION 2026/214**

Moved: Cr Alison Linnett

Seconded: Cr Iain Lindsay-Field

That Council not proceed with this report.

CARRIED

PURPOSE OF REPORT

This report presents the details of an earlier Council resolution dated 19 October 2021, in relation to consideration of a possible Special Rate Variation (SRV) in respect to land used for the purpose of specified mining activities.

5.50PM Council have a short break**5.57PM** Council returned to the meeting

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10.6 REFERRAL OF DRAFT FINANCIAL STATEMENTS TO AUDIT - YEAR ENDING 30 JUNE 2026**RESOLUTION 2026/215**

Moved: Cr Alison Linnett

Seconded: Cr Iain Lindsay-Field

That Council:

1. Notes the completion of the Draft Financial Statements for the year ended 30 June 2026;
2. Refers the Draft Financial Statements, incorporating the General Purpose and Special Purpose Financial Statements and Special Schedules, to Audit in accordance with section 413 of the Local Government Act 1993; and
3. Authorise the Mayor and Deputy Mayor to sign the Management Certificate.

CARRIED

PURPOSE OF REPORT

The Purpose of this report is to advise Council of the completion of the Draft Financial Statements for the year ended 30 June 2026, and for referral of the Draft Statements to Audit, in accordance with section 413 of the Local Government Act 1993.

10.7 RESTRICTED FUNDS 2026**RESOLUTION 2026/216**

Moved: Cr Tracy O'Halloran

Seconded: Cr Leigh Byron

That Council:

1. Receives the report and notes the balances for Restricted Funds (Reserves).
2. Endorses the Internal Restrictions (Funds) balances as at 30 June 2026.

CARRIED

PURPOSE OF REPORT

To endorse the level of Restricted Funds (Reserves) as at 30 June 2026.

10.8 SECURING REGIONAL NSW WATER AND SEWERAGE SERVICES**RESOLUTION 2026/217**

Moved: Cr Tracy O'Halloran

Seconded: Cr Alison Linnett

That Council:

1. Note the release of the LGNSW and NSW Water Directorate action plan, Securing Our Water Supply: Delivering safe, reliable and affordable water and sewerage services for regional communities at risk.
2. Endorse the Action Plan's six asks of the NSW Government, including a \$5 billion capital grant

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ORDINARY COUNCIL MEETING MINUTES**15 SEPTEMBER 2026**

program for at least 10 years, drinking-water quality support, regulatory reform, a complementary Community Service Obligation model, Local Water Utilities Alliance funding and a long-term regional water workforce program.

3. Endorse Balranald Shire Council's submission, Securing Regional NSW Water and Sewerage Services, as Council's formal advocacy position.
4. Note that Council's 30-year Integrated Water Cycle Management Strategy prepared with NSW Public Works identifies more than \$24 million in future water and sewerage capital works for Balranald Shire, with financial modelling assuming approximately \$17.22 million in government capital assistance.
5. Call on the NSW Government to establish an immediate bridging capital program while the current Local Water Utility reform process is completed, so that councils with completed strategic planning and genuine priority projects are not left without a funding pathway.
6. Write to the NSW Premier, with a copy to the Minister for Water and Local Government NSW, setting out Balranald Shire's position and attaching Council's submission.
7. Authorise the Mayor and Chief Executive Officer to continue advocacy on this matter with the NSW Government, LGNSW, the NSW Water Directorate and other regional councils.

CARRIED**PURPOSE OF REPORT**

To seek Council endorsement of the Local Government NSW (LGNSW) and NSW Water Directorate Securing Our Water Supply Action Plan, endorse Balranald Shire Council's supporting submission, and authorise direct advocacy to the NSW Premier and Minister for Water for a funded, long-term capital pathway for regional Local Water Utilities.

10.9 FINANCIAL POSITION AND FORWARD FINANCIAL RISKS**RESOLUTION 2026/218**

Moved: Cr Tracy O'Halloran

Seconded: Cr Iain Lindsay-Field

That Council:

1. Note Council's improved financial position at 30 June 2026.
2. Note that the reported surplus is materially influenced by grant timing, particularly the advance payment of Financial Assistance Grants.
3. Note the financial risks and emerging issues outlined in this report.
4. Support continued monitoring of unrestricted cash, employee costs, asset renewal, grant dependence, debt and the Long-Term Financial Plan.

CARRIED**PURPOSE OF REPORT**

To provide Council with a high-level assessment of Council's 2025–26 financial position and the financial matters that should remain under observation over the next 12–24 months.

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ORDINARY COUNCIL MEETING MINUTES

15 SEPTEMBER 2026

10.10 NSW LOCAL GOVERNMENT GRANTS COMMISSION PROPOSED FINANCIAL ASSISTANCE GRANT METHODOLOGY**RESOLUTION 2026/219**

Moved: Cr Tracy O'Halloran

Seconded: Cr Iain Lindsay-Field

That Council:

1. Note the NSW Local Government Grants Commission's letter dated 4 September 2026 and the further detail provided on the proposed 2027–28 Financial Assistance Grant methodology.
2. Note that, using the Commission's indicative modelling and assuming the NSW funding pool remains unchanged, Balranald Shire Council's total Financial Assistance Grant would increase from \$6,457,119 to \$7,530,884, an indicative increase of \$1,073,765 or approximately 16.6%.
3. Note that the indicative movement comprises:
 - i) A **reduction** in the General-Purpose Component from **\$4,627,495 to \$4,540,107**;
 - ii) An **increase** in the Local Roads Component from **\$1,829,624 to \$2,990,777**.
 - iii) Total is an increase of **+\$1,073,765**

CARRIED**PURPOSE OF REPORT**

To advise Council of the NSW Local Government Grants Commission's further advice dated 4 September 2026 on the proposed 2027–28 Financial Assistance Grant methodology, and to consider the indicative financial impact for Balranald Shire Council.

10.11 SPONSORSHIP - 2027 KYALITE FISHING CLASSIC**MOTION**

Moved: Cr Iain Lindsay-Field

Seconded: Cr Alison Linnett

That Council Donate \$3000 to The Kyalite Fishing Classic 2027 As Per Policy.

RESOLUTION 2026/220

Moved: Cr Tracy O'Halloran

Seconded: Cr German Ugarte

That council donate \$500 to the Kyalite Fishing Classic 2027 as per policy.

CARRIEDIn Favour: Crs Louie Zaffina, Leigh Byron, Tracy O'Halloran, Phillip Pippin and German UgarteAgainst: Crs Dwaine Scott, Iain Lindsay-Field and Alison Linnett**CARRIED 5/3****PURPOSE OF REPORT**

To advise Council of a request to consider a sponsorship proposal for the 2027 Kyalite Fishing Classic being held from 19-21 February 2027.

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ORDINARY COUNCIL MEETING MINUTES**15 SEPTEMBER 2026**

10.12 DONATION REQUESTS - SPORTING PARTICIPANTS**RESOLUTION 2026/221**

Moved: Cr Alison Linnett

Seconded: Deputy Mayor Dwaine Scott

That Council

1. Donate \$150 to Imogen Gervasi as she competed in Sydney at the NSWCHSSA State Athletic Championships from 9 – 11 September 2026
2. Donate \$150 to Layla Grisdale as she is competing in Shotput at the School Athletics Carnival in Sydney.
3. Note that Imogen and Layla both meet the guidelines of the Donations, Subsidies & Financial Assistance Policy.

CARRIED

PURPOSE OF REPORT

To advise Council of two (2) donation application received seeking financial assistance to participate in the Sporting events in Sydney.

10.13 SPONSORSHIP - BALRANALD RACING CLUB

MOTION

Moved: Cr Alison Linnett

Seconded: Cr Iain Lindsay-Field

That Council;

1. Receive and note the report regarding sponsorship of the Balranald Racing Club.
 2. Consider sponsoring the children's entertainment at the upcoming race meet on Saturday 24 October 2026, noting the current policy amount is \$500 for organisations.
-

RESOLUTION 2026/222

Moved: Cr Tracy O'Halloran

Seconded: Cr Iain Lindsay-Field

THAT Council;

1. Receive and note the report regarding sponsorship of the Balranald Racing Club.
2. Sponsor the children's entertainment at the upcoming race meet on Saturday 24 October 2026 for \$500 as per the Policy.

CARRIED

In Favour: Crs Louie Zaffina, Leigh Byron, Tracy O'Halloran, Phillip Pippin and German Ugarte

Against: Crs Dwaine Scott, Iain Lindsay-Field and Alison Linnett

CARRIED 5/3

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ORDINARY COUNCIL MEETING MINUTES**15 SEPTEMBER 2026**

PURPOSE OF REPORT

To advise Council of a late donation application form seeking sponsorship from Balranald Racing Club.

10.14 DONATION REQUESTS - SPORTING PARTICIPANTS**RESOLUTION 2026/223**

Moved: Deputy Mayor Dwaine Scott

Seconded: Cr Tracy O'Halloran

That Council

1. Donate \$1000 to Balranald Central School as they are taking 11 students and 3 staff to play Central Schools State Netball in Dubbo.
2. This request meets the guidelines of the Donations, Subsidies & Financial Assistance Policy.

CARRIED

PURPOSE OF REPORT

To advise Council of a donation request from Balranald Central School for students and staff attending State Netball in Dubbo.

RESOLUTION 2026/224

Moved: Cr Iain Lindsay-Field

Seconded: Cr Phillip Pippin

That the late item 10.14 DA 17/2026 - Section 4.6 Variation - Dwelling on Riverfront Area - 41 Cole Street Euston be admitted to the agenda.

CARRIED

At 6.50pm Cathy – Brady-Overington, Manager Planning and Environment entered the meeting and Mr Chris King, Consultant entered the meeting via online.

10.15 DA 17/2026 - SECTION 4.6 VARIATION - DWELLING ON RIVERFRONT AREA - 41 COLE STREET EUSTON**RESOLUTION 2026/225**

Moved: Deputy Mayor Dwaine Scott

Seconded: Cr Alison Linnett

Based upon the findings of this Peer Review the original recommendation, reproduced below, for Approval is supported subject to the inclusion of an additional condition, the purpose of which shall be discussed in detail in this Report.

Condition 2a Variation of the Approved Plans:

Any plans prepared for a Construction Certificate shall be amended to

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ORDINARY COUNCIL MEETING MINUTES**15 SEPTEMBER 2026**

- a. delete any reference to Jetty on the development plans; and
- b. The proposed ensuite to the main bedroom shall be re-orientated to run parallel to the south-eastern wall of the garage and provide a minimum building setback to the riverbank ridge of 4 metres. Or
- c. The building orientation shall be pivoted so the ensuite is 3.75m offset from the High Bank Ridge

Recommendation

That:

1. Development Application 17/2026 for the demolition of an existing dwelling and shed, and construction of a new dwelling on Lot 6 Section 19 DP 758402, 41 Cole Street Euston, be granted consent subject to the conditions attached, and
2. The request submitted under Section 4.6 of the Balranald Local Environmental Plan 2010 (the LEP) to vary the non-numerical development standard in Clause 6.5 of the LEP to permit a dwelling on river front area is supported.

(Division)

In Favour: Crs Louie Zaffina, Dwaine Scott, Leigh Byron, Iain Lindsay-Field, Alison Linnett, Tracy O'Halloran, Phillip Pippin and German Ugarte

Against: Nil

CARRIED 8/0**CARRIED****PURPOSE OF REPORT**

This Report is a PEER REVIEW of the original report submitted to Council on 18th August, 2026 which was deferred to enable a Peer Review to be undertaken. The scope of this Report is to review the Applicants submission, legislative requirements, the original Council report documentation and the proposed conditions of consent.

PART B – ITEMS FOR INFORMATION**11 CHIEF EXECUTIVE OFFICER'S REPORTS****11.1 MONTHLY INVESTMENTS REPORT****RESOLUTION 2026/226**

Moved: Cr Iain Lindsay-Field

Seconded: Cr Leigh Byron

That Council note the information provided in this report.

CARRIED

At 7.15pm Cathy – Brady-Overington, Manager Planning and Environment and Chris King left the meeting.

PURPOSE OF REPORT

The purpose of this report is to report to Council on the balances of cash and investments held by Council as at 31 August 2026.

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ORDINARY COUNCIL MEETING MINUTES**15 SEPTEMBER 2026**

11.2 OUTSTANDING RATES AND USAGE CHARGES AS AT 31 AUGUST 2026**RESOLUTION 2026/227**

Moved: Cr Tracy O'Halloran

Seconded: Cr Iain Lindsay-Field

That Council notes the information contained within this report.**CARRIED**

PURPOSE OF REPORT

The purpose of this report is to advise Council of the outstanding Rates and Charges and outstanding Water and Sewer Usage Charges as of 31 August 2026.

11.3 DISCLOSURE OF INTEREST RETURNS TO 30 JUNE 2026**RESOLUTION 2026/228**

Moved: Cr Iain Lindsay-Field

Seconded: Cr Alison Linnett

That Council notes that the Mayor, Councillors and the Designated Persons have lodged their written returns with the Interim Chief Executive Officer for the year ending 30 June 2026 by the due date.

CARRIED

PURPOSE OF REPORT

To advise Council that the Mayor, Councillors, and designated persons for 2025/2026 have lodged their Written Disclosure of Interest Returns with the Chief Executive Officer.

ORDINARY COUNCIL MEETING MINUTES**15 SEPTEMBER 2026**

11.4 COUNCIL PROPERTY BUILDING REPAIRS**MOTION**

Moved: Cr Alison Linnett

Seconded: Cr Iain Lindsay-Field

That Council:

1. Note the extent of water and termite damage at 156 Church Street and that the insurer has denied the claim.
 2. Endorse the submission of a budget variation request in the October Q1 Quarterly Budget Review
-

RESOLUTION 2026/229

Moved: Mayor Louie Zaffina

Seconded: Cr Tracy O'Halloran

AMENDMENT

Moved: Mayor Louie Zaffina

That Council

1. Note the extent of water and termite damage at 156 Church Street and that the insurer has denied the claim.
 2. Endorse the submission of a budget variation request in the October Q1 Quarterly Budget Review
 3. Investigate the history of the treatment of council buildings
 4. Develop a policy to mitigate the future risk of infestation treatments
-

CARRIED

PURPOSE OF REPORT

To advise Council of significant structural damage at 156 Church Street and to notify that a Quarterly Budget Review (QBR) request for additional Budget funding will be submitted in the October QBR1.

11.5 MONTHLY OPERATIONAL REPORT**RESOLUTION 2026/230**

Moved: Cr Tracy O'Halloran

Seconded: Cr Alison Linnett

That the report be received and noted.

CARRIED

ORDINARY COUNCIL MEETING MINUTES**15 SEPTEMBER 2026**

SUSPENSION OF STANDING ORDERS

Moved: Cr Alison Linnett
Seconded: Cr German Ugarte

A motion was moved that Council resume standing orders.

RESUMPTION OF STANDING ORDERS

Moved: Cr Alison Linnett
Seconded: Cr Leigh Byron

A motion was moved that Council resume standing orders.

PURPOSE OF REPORT

To provide a monthly update of Council's operations.

11.6 CORRESPONDENCE**RESOLUTION 2026/231**

Moved: Cr German Ugarte
Seconded: Cr Alison Linnett

That the report be received and noted.

CARRIED

PURPOSE OF REPORT

To advise Council of some recent correspondence received and/or forwarded, which may be of interest.

11.7 CIRCULARS FROM THE OFFICE OF LOCAL GOVERNMENT**RESOLUTION 2026/232**

Moved: Cr Leigh Byron
Seconded: Cr Iain Lindsay-Field

That Council notes the report.

CARRIED

PURPOSE OF REPORT

To provide Council with copies of the circulars received from the Office of Local Government (OLG).

At 7:46 pm, Cr Leigh Byron left the meeting.

ORDINARY COUNCIL MEETING MINUTES15 SEPTEMBER 2026

11.8 MEETINGS ATTENDED BY THE MAYOR, THE CHIEF EXECUTIVE OFFICER AND THE EXECUTIVE TEAM**RESOLUTION 2026/233**

Moved: Cr Alison Linnett

Seconded: Deputy Mayor Dwaine Scott

That the report be received and noted.

CARRIED

PURPOSE OF REPORT

To advise Council of the meetings undertaken on behalf of Council by the Mayor, the Chief Executive Officer and the Executive Team since the previous Council Meeting.

12 NOTICE OF MOTION / QUESTIONS ON NOTICE

Nil

6 CONFIDENTIAL MATTERS

MOTION

Moved: Cr Iain Lindsay-Field

Seconded: Cr Tracy O'Halloran

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

32.1 Establishment of Project Management Services Panel for Funded Projects

This matter is considered to be confidential under Section 10A(2) - d(i) and d(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council.

33.2 Status update on actions to address fire damage to the Royal Theatre Building

This matter is considered to be confidential under Section 10A(2) - d(i), d(ii), e and g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, information that would, if disclosed, confer a commercial advantage on a competitor of the council, information that would, if disclosed, prejudice the maintenance of law and advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

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ORDINARY COUNCIL MEETING MINUTES**15 SEPTEMBER 2026**

RESOLUTION 2026/234

Moved: Cr Alison Linnett

Seconded: Cr Phillip Pippin

That Council moves out of Closed Council into Open Council and the CEO read out the recommendations of the Confidential Reports as below;

CARRIED

32.1 ESTABLISHMENT OF PROJECT MANAGEMENT SERVICES PANEL FOR FUNDED PROJECTS**RESOLUTION 2026/235**

Moved: Cr German Ugarte

Seconded: Deputy Mayor Dwaine Scott

That Council:

1. Notes the outcome of the Expression of Interest (EOI) process for the provision of Project Management Services.
2. Accepts the submissions received from the four respondents listed in the confidential attachment.
3. Establishes a Project Management Services Panel for a period of two (2) years, with an option to extend for a further one (1) year at Council's discretion.
4. Appoints all three respondents to the Project Management Services Panel.
5. Authorises the Chief Executive Officer, or delegate, to engage panel members as required for future projects in accordance with Council's Procurement Policy and budget allocations.

CARRIED

33.2 STATUS UPDATE ON ACTIONS TO ADDRESS FIRE DAMAGE TO THE ROYAL THEATRE BUILDING**RESOLUTION 2026/236**

Moved: Deputy Mayor Dwaine Scott

Seconded: Cr Iain Lindsay-Field

That the status update on the Royal Theatre Building be received and noted.

CARRIED

The Meeting closed at 8.08pm.

The minutes of this meeting were confirmed at the Council Meeting held on 20 October 2026.

.....
MAYOR

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Minutes

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee, 23rd April 2026



Location: Balranald Shire Council Chambers, Market St

Start Time: 4.25-5:30 pm

Join teams Meeting

Meeting ID: **Join:** <https://teams.microsoft.com/join/41083044384437?p=QoGaa3kINJloHmWqFj>

Meeting ID: 410 830 443 844 37

Passcode: xp94PN66

1. Acknowledgement of Country

The meeting commenced with an Acknowledgement of Country, recognising the Traditional Custodians of the land and paying respect to Elders past and present. Respect was also given to the shared history of the land and a commitment to equity, justice, and partnership moving forward.

2. Attendance

Present:

Rachael Williams, Connie Mallett, Hodi Beauliv, Terry Dodds, Lyn Flanagan, Wendy Murphy, Tracy O'Halloran, Alison Linnett, Barb Gibson-Thorpe, Nat Lay

Present (Online):

Kathleen Harris

Apologies:

Louie Zaffina, Emma Moore, Michelle White, Sue Balshaw, Ben Johnstone

Quorum:

Quorum was achieved at 4:25 pm.

3. Conflicts of Interest

Nil.

4. Confirmation of Previous Minutes

The minutes of the previous meeting were confirmed as accurate.

Moved: Rachael Williams

Seconded: Alison Linnett

Outcome: Carried unanimously

5. Guest Speakers

Nil.

6. Correspondence / Connections of Note

Nil.

7. Ongoing Initiatives Update

Proposed Activities

Kathleen presented the proposed activities document, including a schedule of dates for discussion. The Committee reviewed and voted on proposed dates, speakers, and potential events and activities to be delivered across the Balranald LGA.

Minutes

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee, 23rd April 2026



Connie Mallett advised that the art gallery will deliver workshops during August–September, including *“Flying High”* and *“Birds of a Feather”*. These workshops are intended to be delivered across multiple locations within the Balranald LGA and align with capturing travellers attending the Mundi Mundi Bash. Programs were also discussed that support community cohesion and could be funded through SCAIWAC.

Youth Programs

- Discussion included a “Sisterhood” program for girls.
- External Service Initiatives (ESI) will deliver ranger programs across Balranald and Wentworth Shires as a youth mentoring initiative.

Office of Responsible Gambling Reporting Update

Kathleen provided an update on reporting requirements. The report has been submitted and accepted. A temporary pause on payment has been applied due to surplus funds, with the potential for payment in the next reporting period or earlier if required. The proposed activities calendar will support future reporting and demonstrate outcomes.

Corflute Signage

Kathleen followed up with Zoe regarding progress and is awaiting further updates.

White Ribbon Training

Rachael Williams provided feedback on the delivery of both training sessions, noting they were well received.

Supported Study Initiative – TAFE NSW

- Participant numbers have reduced to two students.
- Contracts and student payments will be updated once finalised.
- Kathleen contacted remaining students to gather feedback and confirm costs for Term 1 and Term 2.
- The online face-to-face learning load continues to be identified as a barrier to participation.

8. Action Items – Project Officer

- Confirm training dates with Rural Adversity Mental Health Program (RAMHP) (3–7 August)
- Source an agency to deliver Youth Mental Health First Aid (Jann Barkman, TAFE NSW, Sunraysia TAFE, Headspace identified as potential providers)
- Invite Stuart (Business Development Manager, Kirinari) to attend the next meeting online
- Invite Tim Minns (Far West Health Acting Director, NSW Health)
- Explore inviting the Cross Border Commissioner
- Confirm attendance for Warren Davies (The Unbreakable Farmer) at a Kyalite event in August

9. General Business

Health Services Access

Barb Gibson-Thorpe raised concerns regarding the availability of Aboriginal outreach health staff at Balranald Hospital.

Discussion included:

- Outreach services are currently coordinated through Buronga HealthOne, which requires sufficient appointment numbers to enable service delivery in Balranald.

Minutes

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee, 23rd April 2026



- Community members are encouraged to book appointments to support service provision.
- Clarification sought regarding replacement of previous roles held by John Jackson and Bernadette Pappin.
- Ongoing advocacy and communication with NSW Health is required.
- Letter to NSW Health re the replacement of John? Advertising continually
- Boots Carter is doing transport now – but only for Aboriginal clients not others

Comments from Emma Moore

- Nick Minns is the FWLHD General Manager Remote Health Services- he is the direct manager of our HSM at the MPS here.
- AHP roles at MPS- John's role has been readvertised multiple times and had applicants who have for whatever reason, not gone ahead with employment. Bernadette's AHP role remains her role, although she remains on extended leave.
- Barry Carter is the Aboriginal Transport Officer at the MPS. The role, as per it's name, is for Aboriginal people, however due to the issues with transport locally, he does take non-Aboriginal people who have no other means to get to appts, but Aboriginal people should be prioritised. MMH funds part of this position.
- Also, we have AHPs at MMH that could be utilised for anyone 😊
- And potential solution to John's position would be to advertise for AHP trainee and train on the job.

Transport and Access

- Transport challenges remain, particularly regarding cross-border service limitations.
- Discussion included existing services (Moore's bus, Robinvale–Euston–Mildura routes) and potential NSW Transport pilot programs.
- Community engagement will be undertaken to better understand local needs.

Community Communication

Terry Dodds advised weekly radio updates are delivered (7 key points over approximately 3 minutes). SCAIWAC will provide relevant dot point updates for inclusion.

Additional Community Feedback

- Previous transport services (e.g. Live Better, bowling group transport to Swan Hill) highlighted as valuable
- Potential for Council-supported transport scheduling as a revenue stream
- Need for improved access to aged care assessments, including the option to bring assessors to Balranald for a dedicated period

10. Items for Escalation

Council Decision Required-

Committee Endorsements- Actions to be undertaken internally by the Committee

- Confirmation of attendance for Warren Davies (The Unbreakable Farmer) at a Kyalite event in August

Officer Actions-

- Matters requiring follow-up and reporting back to the Committee

11. Next Meeting

Date: 28 May 2026

Minutes

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee, 23rd April 2026



Apologies Noted:

Wendy Murphy (May and June meetings)

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee – (SCAIWAC)



Minutes 2nd July 2026

Start Time: 4.00-5:30 pm

Microsoft Teams meeting

Join: <https://teams.microsoft.com/join/42869895567480?p=p8Yci3hb8kauPeUL1B>

Meeting ID: 428 698 955 674 80

Passcode: 2Az68JU6

1. Acknowledgement of Country

The meeting commenced with an Acknowledgement of Country, recognising the Traditional Custodians of the land and paying respect to Elders past and present. Respect was also given to the shared history of the land and a commitment to equity, justice, and partnership moving forward.

2. Attendance

Present:

Present (Online): Rachael Williams, Terry Dodds, Tracy O'Halloran, Alison Linnet, Emma Moore, Michelle White, Nat Lay, Kathleen Harris

Apologies: Hodi Beauliv, Connie Mallet, Barb Gibson-Thorpe, Sue Balshaw, Louie Zaffina, Wendy Murphy, Lyn Flanagan

3. Conflicts of Interest: Emma Moore and Rachael Williams declared a conflict of interest regarding discussions relating to St Joseph's School funding.

4. Confirmation of Previous Minutes

Moved:

Seconded:

Outcome:

5. Guest Speakers: NIL

6. Correspondence / Connections of Note

- Louie email from RFDS
- Louie Advisory Committee NSW model code of meeting practices
- Proposal from white ribbon
- Emma-interagency group
- Alison-memorial letter
- Kirinari service reinstalment

7. Ongoing Initiatives Update

NSW Model Code of Meeting Practice

Terry Dodds provided an update regarding the proposed amendments to the NSW Model Code of Meeting Practice and the implications for Advisory Committees. The Committee discussed current

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee – (SCAIWAC)



voting requirements and acknowledged Council's awareness of the challenges associated with the existing process. Further discussion will continue at the next meeting following additional review.

Supported Study Initiative – TAFE NSW

Kathleen presented the Supported Study Initiative student payment contract for endorsement. one student remains in enrolment with the Diploma of Mental Health under the initiative.

White Ribbon Australia Partnership

Kathleen provided an update regarding discussions with White Ribbon Australia and the proposed partnership with Our Place. The Committee agreed it was important to ensure Balranald Shire residents remain included in all proposed education and awareness activities. Kathleen will continue working collaboratively with Jacky from Our Place to coordinate delivery across the region.

8. Action Items – Project Officer

Continue coordinating White Ribbon Australia partnership.

Finalise Mental Health Month event schedule.

Develop Education Provider Funding Framework document for discussion and voting at next meeting.

9. Committee Endorsements

White Ribbon Australia funding allocation of \$20,000. All in favour 6 votes

Supported Study Initiative payment contract. All in favour 6 votes

Men's Gathering funding allocation of \$7,500. All in favour 6 votes

10. Council Decision Required

-Waive/donate venue hire fees for RAMHP training (29–30 July).

-Obtain quotations for the proposed memorial sculpture via local provider-Dave Gaston

11. General Business

Emma Moore- funding support for St Joseph's School will be deferred until the next Committee meeting for further discussion.

-Education Provider Funding

Kathleen will prepare a funding brief for education providers across the Balranald Shire to establish a transparent application process for future SCAIWAC funding opportunities.

Funding amounts and eligibility criteria will be determined following Committee discussion.

-Connecting Seniors and Carers Program

The Committee noted advice from Maari Ma regarding the appointment of a dedicated staff member to support seniors and carers throughout the Balranald region.

The service will provide referral-based support to older residents, Aboriginal community members, NDIS participants and vulnerable members of the community.

A second position will also support the Ivanhoe district.

-Balranald LGA Interagency Group

Emma advised that 41 Expressions of Interest have been received from agencies wishing to participate in the proposed Balranald LGA Interagency Group.

The Committee discussed opportunities for SCAIWAC representation and acknowledged the benefits of strengthening collaboration between local services.

Further discussion will continue at the next meeting.

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee – (SCAIWAC)



-Services Expo

Twenty-two service providers have confirmed attendance at this year's Services Expo. Planning continues with further confirmations anticipated.

Hodi-Civic Dinner-

Discussion regarding the Civic Dinner program has been deferred until the next meeting. The Committee noted the suggestion that Balranald Central School dance students perform during the evening.

Alison- presented the community memorial proposal.

The Committee acknowledged that the proposal had previously been submitted anonymously to Council.

Members supported obtaining indicative costings before considering a formal recommendation at the next meeting.

11. Next Meeting

Date: 23 July 2026

Meeting Closed 5.15PM

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee – (SCAIWAC)



minutes 23rd July 2026

Location: Balranald Shire Council Chambers, Market St
Join teams Meeting

Start Time: 4.00-5:30 pm

Meeting ID:

1. Acknowledgement of Country

I would like to begin by acknowledging the traditional custodians of the land we're meeting on today and pay my respects to their Elders past and present. I also acknowledge my gratitude that we share this land today, my sorrow for some of the costs of that sharing, and my hope and belief that we can move to a place of equity, justice and partnership together.

2. Meeting Attendance

Apologies: Louie Zaffina, Tracy O'Halloran,

Present: Michelle White, Rachael Williams, Susan Balshaw, Lyn Flanagan, Hodi Beauliv, Wendy Murphy, Emma Moore, Alison Linnett, connie mallet, Barb Gibson-Thorpe,

Present online: Kathleen Harris

3. Conflicts of Interest: N/A

4. Minutes of Sept meeting accurate: Moved: Sue Balshaw Seconded: Wendy Murphy
Carried: Yes

5. Guest Speakers:

6. Correspondence / Connections of note –

Correspondence in –

- Louie Advisory Committee NSW model code of meeting practices

7. Ongoing Initiatives Update:

- NSW model code of meeting practices

Questions raised about meeting the requirements for the meeting practices. Online meeting is accepted. For SCAIWAC to meet a quorum we would need 6 voting members present. Councillors are part of the voting committee.

Motion- based on terms of reference with meeting code requirements, unattendance of minimum 3 meetings, a member can be removed from the committee. A formal email will be sent to member being removed with invitation to apply to be part of the committee in the future encouraged.

Ben to be removed formally from SCAIWAC committee

Moved: Rachael Carried: all in favour

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee – (SCAIWAC)



- senior citizens events in community- funding support

-Kathleen raised that the aged care requested funding to provide resources via subscription based services to be provided to residents.

-Discussion held around the limited funds the aged care home currently has for extra curriculums.

Concern around senior citizen activities for all residents in the Balranald shire. A suggestion made to encourage live better to engage and support established activities.

-Support the Day Centre entry fee – ask Leanne when back from leave

-Senior Citizens has \$10K sitting in account – need to access and use – Connie to follow up with karen.

-Kathleen has reached out to dance providers to provide dance lessons to senior citizens in the community, unable to happen due to time commitments and availability from providers. Will continue to investigate other options.

- august wellbeing events

-Gallery events have been booked- Kathleen clarified with the gallery team about what events the SCAIWAC funding supported.

-Kyalite hotel has the necessary advertising to display for the Warren Davies event. BCS taking a bus to the event also.

-White Ribbon planning in final stages ready for advertising

-RAMHP wellbeing workshops are finalised

- delivery of youth mental health first aid courses

Kathleen provided the quote from Rick Shrowder to deliver youth mental health first aid courses to the community with a focus on education staff and community representatives in sport, early education, etc. Kathleen will get EOI's around dates that suit all participants in the communities either for October school holidays 2026 or start of school year 2027.

8. Action Items- project Officer

- Kathleen to reach out to Leah and Michelle at the aged care about program costings and enquire about other programs that could be supported

- Kathleen to draw up a draft community provider funding framework document that could be circulated among the community for funding support

- Kathleen to do EOI's for youth mental health courses

- Kathleen to update invite and contact list for civic dinner invitations

- Kathleen to send Alison an invite to the BCS dance students to perform at the civic dinner

9. Committee endorsement

10. Council decision

- get quote from Dave Gaston re: memorial tree sculpture

11. Other business

Hodi- civic dinner and services expo

-Invitations will be designed and sent out soon. Kathleen to update the invite list.

- AC to send through to Hodi and personal contacts – Kristy Cox, Bruce Myers, Cindy Hinterholz, - end of next week, AC to be invited, PHN attendance, RFDS contact,

-BCS dance students will be invited to perform at civic dinner.

Motion: to invite BCS dance students to perform at civic dinner

Carries: all in favour

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee – (SCAIWAC)



With SCAIWAC members in attendance at the dinner, it is encouraged that members sit at different tables to connect and engage with service providers

Emma- Expo updates

50 invites sent out with more to come. 20-22 stalls confirmed for the day

Senior services connector position still advertising

- aged care programs with FWLHD discussed

Alison- memorial tree project update

Will discuss at next meeting

Final comments

- Hodie- Hostel has secured funding
- Connie- congratulations to SCAIWAC for inclusive support of community
- Rachael- invitation extended to SCAIWAC members to the BCS art exhibition 4th August
- Michelle- OT & speech specialist service provision in Balranald- difficulties accessing these services. To be discussed at next meeting
- Barb- enjoyed Naidoc week celebrations in the community
- Sue- senior citizen needs and engagement in the community as important topics of discussion
- Lyn-concern about the loss of local physio from Balranald hospital
- Alison- encourage community to be members of SCAIWAC with the loss of Ben and possible St Josephs member
- Emma- Interagency group going ahead with 48 providers interested in being a part of group and are inclusive of multiple services.
-

9. Next Meeting: 27th August 2026

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee – (SCAIWAC)



Minutes 27th August 2026

Location: Balranald Shire Council Chambers, Market St
Join teams Meeting

Start Time: 4.00-5:30 pm

Meeting ID:

1. Acknowledgement of Country

I would like to begin by acknowledging the traditional custodians of the land we're meeting on today and pay my respects to their Elders past and present. I also acknowledge my gratitude that we share this land today, my sorrow for some of the costs of that sharing, and my hope and belief that we can move to a place of equity, justice and partnership together.

2. Meeting Attendance

Apologies: Louie Zaffina

Present: Connie Mallet, Barb Gibson-Thorpe, Lyn Flanagan, Sue Balshaw, Alison Linnett, Michelle White, Emma Moore, Nat Ley

Present online: Kathleen Harris, Rachael Williams, Tracy O'Halloran, Hodi Beauliv, Terry Dodds- left at 5PM

3. Conflicts of Interest: N/A

4. Minutes of Sept meeting accurate: Moved:Lyn Flanagan Seconded:Barb Gibson-Thorpe Carried:Yes

5. Guest Speakers: Nick Minns- Far West Health

-discussion around the room around the continuity of aged care within the Balranald region, met with concern around the replacement of current position holder Leanne in the senior citizen care. Committee extended questions to Nick around the service provision to senior citizens in Balranald. Nick will take all concerns and questions on board and will hope to have some answers in response to these, including that of allied health services within the region. There will be a survey once finalised released to public for feedback. SCAIWAC can invite Nick to be an observer/guest at future meetings but cannot be a member of SCAIWAC due to guidelines around membership to be a part of the committee. Agreement amongst the committee that aged care is a high priority in which the committee can advocate and discuss concerns affecting the community residents and future health care provision.

6. Correspondence / Connections of note –

- New Community Transport Trial in Balranald – Improving Access to Employment and Education
- Guardian report
- Live up correspondence

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee – (SCAIWAC)



- RAMHP feedback- workshops were well received
- White Ribbon feedback- Our Place and White Ribbon- a thankyou was received from Jacky at ourplace for the funding to provide the delivery of the program in the region.
- Staying Home Leaving Violence (SHLV) Program will be holding a Pop-Up Shop at Balranald Central School on Thursday, 17 September 2026
- outgoing correspondence- BFNC support letter for funding

7. Ongoing Initiatives Update:

- **delivery of youth mental health first aid courses**- committee voted all in favour of delivery in October dates 1st & 2nd. Kathleen will distribute a separate EOI to all schools in the Balranald Shire to discern dates that best suit all for delivery in 2027.
- **Community funding framework draft**- Kathleen to update once final feedback has been received and include an application form alongside framework paperwork. Will be submitted for final adoption at next meeting.
- **potential for Council to be white ribbon accredited**- quote not yet received, will be discussed at next meeting.

8. Action Items- project Officer

- distribute a separate EOI to all schools in the Balranald Shire to discern dates that best suit all for delivery in 2027.
- Funding Framework draft- to update once final feedback has been received and include an application form alongside framework paperwork. Will be submitted for final adoption at next meeting.

9. Committee endorsement

10. Council decision

11. Other business

- **Civic Dinner**- Hodi will arrange for final preparation of invitations to go out accordingly. Club has been designated as event space. Local dance squad will be the BCS dance students accompanied by students at St Josephs providing music and clapsticks.
- Services Expo**- catering to remain the same as last year. Currently 25 stalls rsvp'd
- Alison**- memorial tree project update & R.E.S.P. Network documents- no update from Dave on monument, suggestion of alternative options to be discussed at next meeting.
- Michelle**- OT & speech specialist service provision in Balranald-current support providers will cease support in term 3, will need to discuss possible options with alternative providers. Will get Nick Minns to investigate and provide update at next meeting.
- Rachael**- succession plan for the Senior Citizens Group.- discussion held around the ability for SCAIWAC to absorb some of the ground work for advocacy in this space.
- Hodi**- little bunyips playgroup Family Mental Health Day on Saturday, 10 October, from 12–3pm- invitation was extended to SCAIWAC members to attend

Final comments-

- Include the astrological society as a guest speaker at next meeting around their wellbeing program- will confer with Connie around this

9. Next Meeting: 24th September 2026 4 PM

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee – (SCAIWAC)



Meeting Closed: 5.31 PM

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee – (SCAIWAC)



Minutes Thursday 24th September 2026

Location: Balranald Shire Council Chambers, Market St

Start Time: 4.00-5:30 pm

Meeting ID: Join: <https://teams.microsoft.com/join/483109399897325?p=sg1lfp2z3dlldcDuljP>

Meeting ID: 483 109 399 897 325

Passcode: iy38cV7t

1. Acknowledgement of Country

I would like to begin by acknowledging the traditional custodians of the land we're meeting on today and pay my respects to their Elders past and present. I also acknowledge my gratitude that we share this land today, my sorrow for some of the costs of that sharing, and my hope and belief that we can move to a place of equity, justice and partnership together.

2. Meeting Attendance

Apologies:

Present: Wendy Murphy, Lyn Flanagan, Sue Balshaw, Barb Gibson-Thorpe, Emma Moore, Tracy O'Halloran, Terry Dodds, Louie Zaffina, Michelle White, Rachael Williams, Connie Mallett, Alison Linnett, Nat Lay-4.25PM

Present online: Kathleen Harris

3. Conflicts of Interest: N/A

4. Minutes of Sept meeting accurate: Moved:Sue Balshaw Seconded: Tracy O'Halloran

Carried:Yes

- Wendy was an apology for the last meeting.

5. Guest Speakers:

6. Correspondence / Connections of note –

- Emma Moore, health expo hall hire

7. Ongoing Initiatives Update:

- Funding framework adoption
 - Allocation of \$6000 to civic dinner –
 - Dinner to be provided to performers at civic dinner
 - Donation from scaiwac to both BCS & St Josephs schools for their dance/music performers.
- Purchase orders will be raised for both schools so that an invoice can be made for the \$200 contribution per school. Contribution will only be for the student performers.
- Alison requested that both dance/music teachers be invited to the civic dinner.

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee – (SCAIWAC)



8. Action Items- project Officer

- Resend club booking form to the club for submission.
- Request KNJ Bistro at the club to provide take away meals for the performers-35 TBC
- Extend an invitation to both Indiah and Ash to the civic dinner
- Bal Grazing – relay choice to Carol with chosen choice of meal as follows
a 2 course roast dinner with either 1 choice of meat or 2 served with roast vegetables, corn cobb, honey carrots and greens. Dessert can be a choice of cheesecakes, mini pavlova, fruit salad, homemade brownie or mini sticky date puddings. I can do this for \$25 per person. If you require it to be a sit down meal it will be an extra \$5 per person. also include a dinner roll and tea and coffee.

9. Committee endorsement

- **Motion- That the SCAIWAC endorse and adopt the SCAIWAC funding framework and application documents for minutes and funding document for future use with distribution of funds through SCAIWAC.**

Moved: Lyn Flanagan **Second:** Sue Balshaw **Carried-** all in favour

- Motion- SCAIWAC to contribute \$6000 towards the Balranald Shire Civic Dinner with the opportunity to adjust if required.**

Moved: Sue Balshaw **Second:** Lyn Flanagan **Carried:** all in favour

Vote for catering Balranald Shire civic dinner.

Quote- Bal Grazing

Quote- Discovery Cafe

Bal Grazing 8 votes in Favour.

3 Members Abstained- counted as having voted against the motion under clause 3.6 of the Advisory guidelines.

Carried: Bal Grazing will provide catering for the civic dinner

Contribution for student performers for the civic dinner

\$200/per school

10. Council decision

11. Other business

- Alison- RESP blue tree for mental health, childrens cemetery memorial (please see below for reference of ideas), lawn cemetery plots.

- No quote yet received from Dave Gaston for childrens memorial
- Lawn cemetery plots- referred to Terry
- Blue tree project- request from the Blue tree project to have a blue tree on Euston. One tree already established in Balranald.

Final comments-

Rachael- Thankyou to both Alison and Tracy for re-electing to stay on the SCAIWA committee

Connie- Congratulated Maari Ma & Lands Council for a successful community event with south west arts.

Strengthening Community Access, Inclusion & Wellbeing Advisory Committee – (SCAIWAC)



-
- A destination management plan has been created and released

Barb- commended the community Maari Ma event including the yarnning circle and dinner provided

Louie- Euston football club has been successful in establishing a womens afl team, team will be inclusive of residents from Balranald, Euston and Robinvale. Future hopes to have multiple twilight games held at the Euston grounds.

Wendy- Krinari feedback- 15 residents attended the meeting at the senior citizens centre, unfortunately Nigel was not there until later. Concerns raised around the fees for use of transport for residents- to high to be financially justified.

Tracy- Kirinari- visit to Library was well received with information relayed to Tracy that there is future hopes to have a car and local employee established within Balranald.

9. Next Meeting: 22nd October 2026 4PM

Meeting Closed: 5.39PM

MINUTES OFFICER: Santina Zappia

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MEETING MINUTES OF THE EUSTON PROGRESSIVE ADVISORY COMMITTEE

MEETING HELD ON 24th August 2026



6.	Agenda Items: Raju; - Smart water meters project will be finished by the end of September 2026. 2 x BBQ and 2 x Solar lights to be installed at Lake Benanee - Pathway along Cary St to Footy grounds has been approved. Dump Point at the Recreation Ground to be added to Rolling Action Plan. - Water Tower - Starting price for Projection is approximately \$170,000, still seeking a price for painting. Louie suggested on having the Court House manned for 2 or 3 days per week, for tourists.
7.	Correspondence: Connie emailed to committee the updates on the Rolling Action Plan.
8.	Items Without Notice Rusty: Eucalyptus Plant: When can we have a meeting? Hodi suggested we have a meeting with John Larkins when he is in town on 10th October 2026. Louie: On the Balranald web site, we can send submissions on the link, SRITP (Strategic Regional Intergraded Transport Plan)
9.	MEETING CLOSED 6.35pm - Next Meeting – <u>Monday 26th October 2026</u>

From: Carolyn Holmes
To: Terry Dodds
Subject: FW: Hatfield grave
Date: Tuesday, 6 October 2026 4:44:31 PM
Attachments: image001.png
 image003.png

Terry

This is the info which Ray has found on the Hatfield grave,

Ray just mentioned that it is not a registered cemetery

Kind Regards



Carol Holmes

Senior Executive Assistant

cholmes@bairnald.nsw.gov.au

03 5020 1300

70 Market Street Bairnald NSW 2775

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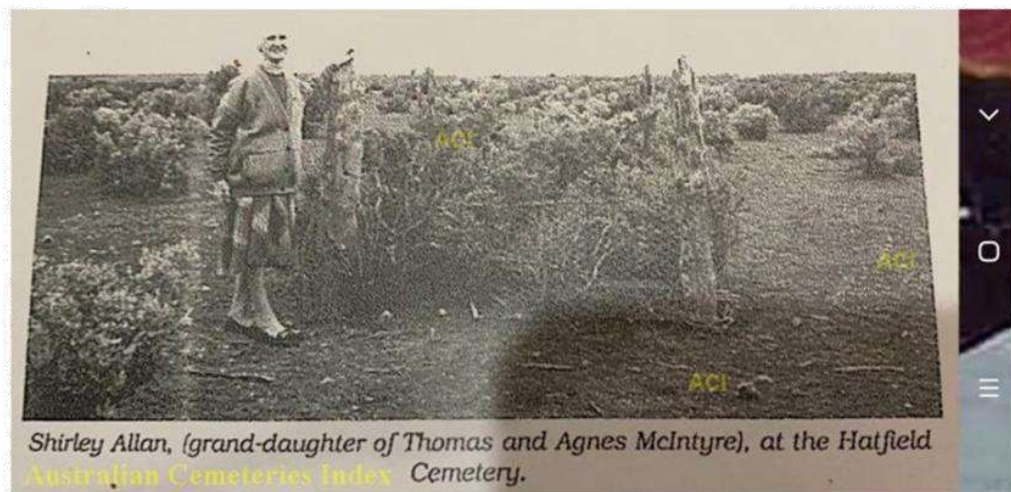


@bairnaldshirecouncil

We acknowledge the traditional owners of the land on which we live and work, and pay our respects to their elders past, present, and emerging.

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From: Ray Mitchell <rmitchell@bairnald.nsw.gov.au>
Sent: Tuesday, 6 October 2026 4:15 PM
To: Carolyn Holmes <cholmes@bairnald.nsw.gov.au>
Subject: Hatfield grave



Shirley Allan, (grand-daughter of Thomas and Agnes McIntyre), at the Hatfield
 Australian Cemeteries Index Cemetery.

<https://austcemindex.com/cemetery?cemid=1563>

Hatfield Lone Grave

Below is where I have a vague recollection of David Gee saying there's a grave up there when we stopped at the wagon tracks one

day ages ago (about 23kms north of the pub):



From: Terry Dodds
Sent: Monday, 15 June 2026 5:17 PM
To: councilelections@elections.nsw.gov.au; dana.griffen@elections.nsw.gov.au
Cc: Hodi Beauliv <hbeauliv@balranald.nsw.gov.au>; Edna Mendes <emendes@balranald.nsw.gov.au>
Subject: NSW Electoral Commission

Dear Dana

Balranald Shire Council supports the intent of the draft principles, particularly the focus on transparency, efficiency, equity and clarity.

However, the Council's main concern is **cost shifting**. Local government elections are part of the democratic system in NSW. They are not an optional service and, if the Electoral Commission becomes the sole provider, councils will have even less ability to manage or contest the final cost.

For that reason, Council **does not support any move to transfer core NSW Electoral Commission costs** onto councils. Core costs such as central staffing, systems, training, project management, election security and roll maintenance should remain a State responsibility.

For small rural and remote councils, even modest increases in election costs can have a real budget impact. These costs compete with roads, community facilities, asset maintenance and basic service delivery. A one-size-fits-all approach will not be fair unless remoteness, low population density and limited council revenue are properly recognised.

Council would like to see:

- Clear early estimates, at least 18 months out.
- A revised estimate before Council finalises its budget.
- Line-by-line explanations of what is being charged.
- **A clear split between direct costs, shared costs and core costs.**
- A comparison with the previous election.
- Written reasons for any material increase.
- Final invoices that match the same structure as the estimates.
- A dedicated contact person for each council.
- Practical input from councils on venues, local logistics and community communication; and
- Special recognition of the higher cost and lower revenue base of rural and remote councils.

Council also suggests that the proposed 30% threshold for notifying councils of cost increases is too high. For a small council, a much smaller increase can still create a budget problem.

Council should be notified of any significant change as soon as it is known, not only once it reaches 30%.

In short, the principles are supported, but they need to be backed by a clear commitment that councils will not be used to fill a State funding gap.

Thanks for your understanding.

"If you want to build a ship, don't drum up people to collect wood and don't assign them tasks and work, but rather teach them to long for the endless immensity of the sea." Antoine de Saint Exupery 1900-1944



Terry Dodds PSM

Chief Executive Officer

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@balranaldshirecouncil

We acknowledge the traditional owners of the land on which we live and work, and pay our respects to their elders past, present, and emerging.

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INSTRUMENT OF DELEGATION - CHIEF EXECUTIVE OFFICER (GENERAL MANAGER)

1. Position

Balranald Shire Council uses the title Chief Executive Officer (CEO) for the position that is the General Manager for the purposes of the Local Government Act 1993. This instrument records Council's delegation to that statutory position.

2. Delegation under section 377(1)

Council, pursuant to section 377(1) of the Local Government Act 1993, delegates to the person holding the position of Chief Executive Officer (General Manager), and to any person lawfully acting in that position, all functions of Council under the Local Government Act 1993 and any other Act that Council may lawfully delegate, except:

- a. a function that section 377(1) declares to be non-delegable;
- b. a function that another Act, regulation or statutory instrument expressly requires to be exercised by resolution of Council or expressly prohibits Council from delegating;
- c. a function conferred exclusively on the Mayor, a councillor, another statutory office or another body and which Council does not have power to delegate;
- d. a function that Council has expressly reserved to itself by resolution; and
- e. a function for which a statutory precondition to delegation has not been satisfied.

3. Functions delegated to Council - section 377(2)

To the extent permitted by the originating instrument, Council sub-delegates to the CEO under section 377(2) any function delegated to Council by the Departmental Chief Executive. This clause does not override any restriction or condition in the originating delegation.

4. Conditions

The CEO must exercise delegated functions in accordance with applicable legislation, Council resolutions, adopted budget, Council policies and any express statutory condition or limitation.

The CEO must not exercise a delegated function in a manner inconsistent with a lawful Council resolution or a function expressly reserved to Council.

Before making a significant variation to an existing Council function or service that is reasonably expected to create a material ongoing financial commitment, materially alter the level or nature of the service, or have a significant community impact, the CEO must consult Council unless urgent action is required by law, public safety, emergency response or to protect Council from material loss. Urgent action is to be reported to Council as soon as practicable.

Nothing in this instrument authorises expenditure outside an adopted budget unless the expenditure is otherwise lawfully authorised.

Nothing in this instrument removes a requirement for a separate statutory appointment, designation, accreditation, registration or qualification.

5. Tenders and procurement

This delegation includes acceptance of tenders where that function is lawfully delegable and within the CEO's applicable authority. It does not include the non-delegable function in section 377(1)(i) concerning acceptance of tenders to provide services currently provided by members of Council staff. All procurement remains subject to section 55, Part 7 of the Local Government (General) Regulation 2021, statutory exemptions, adopted budget and Council procurement policy.

6. Delegation and sub-delegation by the CEO - section 378

The CEO may delegate a function of the General Manager to any person or body, including another employee of Council, except the CEO's power of delegation itself.

The CEO may sub-delegate a function delegated to the CEO by Council to any person or body, including another Council employee, to the extent permitted by section 378 and the originating Council delegation.

A function sub-delegated to the CEO by Council under section 377(2) may be further sub-delegated only to the extent permitted by section 378 and the originating instrument.

Functions to which section 379 or another statutory restriction applies may only be delegated or sub-delegated in accordance with that restriction.

A staff delegate may not further sub-delegate a function unless legislation and the relevant instrument expressly permit it.



7. Functions arising under other Acts - section 381

Functions arising under another Act are to be dealt with in accordance with section 381 and the other Act. Where another Act confers or imposes a function on an employee, the Mayor or a councillor and section 381 applies, the function may be delegated only in accordance with the Local Government Act. Where a third party delegates a function under another Act to the CEO or to an employee of Council, the approvals required by section 381 must be obtained. This instrument does not override a restriction in the other Act or the third party's instrument of delegation.

8. Acting CEO

A person formally appointed to act in the position of Chief Executive Officer (General Manager) may exercise this delegation during the acting period, subject to any written limitation contained in the acting appointment.

9. Commencement and revocation

This instrument commences on the date specified by Council's resolution adopting it. From that time, previous Council delegations to the General Manager / Chief Executive Officer are revoked to the extent replaced by this instrument. The revocation does not invalidate anything lawfully done under a previous delegation before this instrument commenced.

Council resolution number	
Date of resolution	
Mayor - for Balranald Shire Council	
Mayor signature	
CEO acknowledgement	Terry Dodds PSM, Chief Executive Officer



DELEGATIONS REGISTER - CONTROLLED MASTER

Version 17 September 2026

DOCUMENT CONTROL

Document Owner	Chief Executive Officer (General Manager)	Version	17 September 2026 - Final
Status	Final - Controlled	Authority	Local Government Act 1993, s 378

This is the final controlled CEO-to-position register. Delegations attach to positions, not individual employees. The register includes established positions that are currently vacant, including Administration Trainee, Mechanic, Town Maintenance Overseer and Water & Sewer Trainee.

POSITION: CHIEF FINANCIAL OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LGA-012 Finance	Local Government Act 1993 (NSW) Ch 15	Manage rates, annual charges, fees and debt recovery administration.	Making rates/charges and fixing fees remain non-delegable Council functions. Administration and recovery may be delegated.	Delegation / sub-delegation
LGA-013 Finance	Local Government Act 1993 (NSW) s 564	Enter agreements for payment of rates and annual charges.	Subject to debt recovery policy and hardship policy.	Delegation / sub-delegation
LGA-014 Finance	Local Government Act 1993 (NSW) s 567	Write off or reduce accrued interest on rates and charges in approved circumstances.	Subject to statutory requirements, financial delegation limits and policy.	Delegation / sub-delegation
LGA-015 Finance	Local Government Act 1993 (NSW) s 713	Recommend the selling of land for unpaid rates and charges.	High-risk statutory process. Council resolution or GM approval required according to adopted policy.	Delegation / sub-delegation
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-001 Finance	Local Government Act 1993 (NSW) / Local Government (General) Regulation 2021 s 55; Pt 7 including cl 178; s 377(1)(i)	Accept tenders within delegated financial authority where the function is lawfully delegable.	Subject to adopted budget, Council's Procurement and Disposal Policy, Part 7 of the Regulation and financial limits. Does not extend to acceptance of tenders to provide services currently provided by Council staff (s 377(1)(i)) or any tender matter reserved to Council.	Financial delegation
FIN-002 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation	Approve purchases and financial commitments up to \$250,000, subject to adopted budget, procurement	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of	Financial delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	Financial delegation	requirements and the conditions of this register.	delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-005 Finance	Authority to Act Policy	Approve write-off of debts other than rates/annual charges within financial delegation limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGA-010 Governance	Local Government Act 1993 (NSW) s 735A	Issue certificates as to outstanding notices under the Local Government Act.	Certificates must be accurate, recorded and issued in the approved form.	Delegation / sub-delegation
LGA-011 Governance	Local Government Act 1993 (NSW) s 625	Invest money not immediately required by Council.	Only in accordance with Ministerial Investment Order, Council investment policy and reporting requirements.	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
LGR-004 Governance	Local Government (General) Regulation 2021 (NSW) Pt 9	Administer financial management, accounting and reporting obligations.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-011 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio	Administrative / contractual authority
CORP-006 Grants	Authority to Act Policy	Approve grant applications and accept grant funding where Council obligations are within delegation.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003 Human Resources	Local Government (State) Award Award	Manage formal disciplinary processes and determine disciplinary action for staff within the position's management responsibility, subject to CEO/HR oversight and procedural fairness.	Subject to the Local Government (State) Award, Council policy, procedural fairness and HR advice. Termination or other action reserved to the CEO must be referred to the CEO.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
GIPA-001 Information Access	Government Information (Public Access) Act 2009 (NSW) s 6	Release open access information unless there is an overriding public interest against disclosure	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
ICAC-002 Integrity	Independent Commission Against Corruption Act 1988 (NSW) Pt 3	Respond to ICAC notices, summonses and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LAJTC-001	Land Acquisition (Just Terms	Carry out steps for acquisition of land	Subject to Council resolutions, property strategy,	Delegation / sub-



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Land Acquisition	Compensation) Act 1991 (NSW) Pt 2	or interests in land after Council resolution	public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	delegation
LAJTC-002 Land Acquisition	Land Acquisition (Just Terms Compensation) Act 1991 (NSW) Pt 3	Issue notices, negotiate compensation and manage acquisition processes	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CORP-009 Legal	Authority to Act Policy	Engage external legal services and approve legal expenditure within limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-007 Legal / Property	Authority to Act Policy	Execute deeds, contracts, leases and other documents within delegation and signing protocols.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-001 Procurement	Authority to Act Policy	Approve procurement planning, quotations, tender evaluation and contract award within financial delegation limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CONV-001 Property	Conveyancing Act 1919 (NSW) s 88B	Execute or approve instruments creating easements, restrictions or covenants	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CONV-002 Property	Conveyancing Act 1919 (NSW) s 88E	Accept positive covenants or restrictions on use	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CONV-003 Property	Conveyancing Act 1919 (NSW) Pt 23	Execute dealings affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-002 Records	State Records Act 1998 (NSW) s 21	Authorise disposal/destruction of records in accordance with authorised disposal authorities	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-003 Records	State Records Act 1998 (NSW) Pt 4	Manage records protection, access and storage requirements	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-008 Risk	Authority to Act Policy	Approve insurance claims handling, recoveries and settlement recommendations.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: EXECUTIVE MANAGER COMMUNITY & GOVERNANCE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
ADC-001 Aged Care and Disability	Ageing and Disability Commissioner Act 2019 (NSW) Pt 4	Report, respond to and manage allegations involving abuse, neglect or exploitation of adults with disability or older adults	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
ADC-002 Aged Care and Disability	Ageing and Disability Commissioner Act 2019 (NSW) Pt 5	Cooperate with Commissioner investigations and requests	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
CEM-001 Cemeteries	Cemeteries and Crematoria Act 2013 (NSW) Pt 4	Manage cemetery operator functions and interment rights	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CEM-002	Cemeteries and Crematoria Act	Grant, transfer, revoke or determine	Subject to Council resolutions, property strategy,	Delegation / sub-



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Cemeteries	2013 (NSW) ss 52, 56, 58–61 (as applicable)	interment rights as cemetery operator, where authorised.	public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	delegation
CEM-003 Cemeteries	Cemeteries and Crematoria Act 2013 (NSW) ss 63–64	Maintain cemetery and interment-right registers and records.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CGA-001 Child Safety	Children's Guardian Act 2019 (NSW) Pt 4	Notify reportable allegations and convictions to the Office of the Children's Guardian	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
CGA-002 Child Safety	Children's Guardian Act 2019 (NSW) Pt 4	Conduct or coordinate reportable conduct investigations	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
CGA-003 Child Safety	Children's Guardian Act 2019 (NSW) Pt 5	Manage child safe scheme compliance obligations	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
WWC-001 Child Safety	Child Protection (Working with Children) Act 2012 (NSW) Pt 2	Verify and monitor working with children check requirements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
WWC-002 Child Safety	Child Protection (Working with Children) Act 2012 (NSW) Pt 4	Respond to bars, interim bars and risk management obligations	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
SERM-001 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 2	Participate in emergency management planning and response functions	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-001 Finance	Local Government Act 1993 (NSW) / Local Government (General) Regulation 2021 s 55; Pt 7 including cl 178; s 377(1)(i)	Accept tenders within delegated financial authority where the function is lawfully delegable.	Subject to adopted budget, Council's Procurement and Disposal Policy, Part 7 of the Regulation and financial limits. Does not extend to acceptance of tenders to provide services currently provided by Council staff (s 377(1)(i)) or any tender matter reserved to Council.	Financial delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-002 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$250,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-011 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio	Administrative / contractual authority
CORP-006 Grants	Authority to Act Policy	Approve grant applications and accept grant funding where Council obligations are within delegation.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
IR-001 Human Resources	Industrial Relations Act 1996 (NSW) Pt 6	Manage industrial matters, employment disputes and representation	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002	Local Government (State) Award	Approve flexible working arrangements	Exercise subject to HR delegations, confidentiality,	Employment management



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Human Resources	Award	and variations within policy	procedural fairness, mandatory reporting and applicable policies.	authority
AWARD-003 Human Resources	Local Government (State) Award Award	Manage formal disciplinary processes and determine disciplinary action for staff within the position's management responsibility, subject to CEO/HR oversight and procedural fairness.	Subject to the Local Government (State) Award, Council policy, procedural fairness and HR advice. Termination or other action reserved to the CEO must be referred to the CEO.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
GIPA-001 Information Access	Government Information (Public Access) Act 2009 (NSW) s 6	Release open access information unless there is an overriding public interest against disclosure	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-002 Information Access	Government Information (Public Access) Act 2009 (NSW) s 7	Authorise proactive release of government information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-003 Information Access	Government Information (Public Access) Act 2009 (NSW) s 8	Decide informal release requests	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-004 Information Access	Government Information (Public Access) Act 2009 (NSW) Pt 4	Determine formal access applications	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-005 Information Access	Government Information (Public Access) Act 2009 (NSW) s 54	Consult with third parties	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-006 Information Access	Government Information (Public Access) Act 2009 (NSW) ss 82-84	Conduct internal reviews, subject to the independence and seniority requirements in s 84.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls. Excluding original decision maker where required.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-007	Government Information (Public	Exercise GIPA decision-making	Subject to confidentiality, privacy, legal professional	Delegation / authorised



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Information Access	Access) Act 2009 (NSW) s 9(3); ss 7(5), 8(6)	functions where authorised by Council's principal officer.	privilege, public interest and recordkeeping controls.	decision-maker authority subject to GIPA Act
PID-001 Integrity	Public Interest Disclosures Act 2022 (NSW) Pts 2–3; ss 80–81 (as applicable)	Receive and assess voluntary public interest disclosures where designated as a disclosure officer or otherwise lawfully authorised under Council's PID Policy.	Exercise only within Council's PID Policy and any designation or delegation made by the CEO as agency head.	PID role/designation or delegated function — separate CEO designation/delegation as applicable
PID-002 Integrity	Public Interest Disclosures Act 2022 (NSW) Pt 3; ss 80–81 (as applicable)	Take or coordinate action in relation to serious wrongdoing reports where lawfully delegated or designated.	Exercise only within Council's PID Policy and any designation or delegation made by the CEO as agency head.	PID role/designation or delegated function — separate CEO designation/delegation as applicable
PID-003 Integrity	Public Interest Disclosures Act 2022 (NSW) Pt 4; ss 80–81 (as applicable)	Manage confidentiality, risk assessment and protection obligations in relation to PIDs where lawfully delegated or designated.	Exercise only within Council's PID Policy and any designation or delegation made by the CEO as agency head.	PID role/designation or delegated function — separate CEO designation/delegation as applicable
ICAC-001 Integrity	Independent Commission Against Corruption Act 1988 (NSW) s 11	Receive and escalate suspected corrupt conduct to the Chief Executive Officer and support the CEO's statutory reporting to ICAC.	The s 11 reporting duty is imposed on the principal officer. This row provides administrative support only and does not transfer the CEO's statutory duty.	Administrative support only — CEO statutory duty
ICAC-002 Integrity	Independent Commission Against Corruption Act 1988 (NSW) Pt 3	Respond to ICAC notices, summonses and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LAJTC-001 Land Acquisition	Land Acquisition (Just Terms Compensation) Act 1991 (NSW) Pt 2	Carry out steps for acquisition of land or interests in land after Council resolution	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
LAJTC-002	Land Acquisition (Just Terms	Issue notices, negotiate compensation	Subject to Council resolutions, property strategy,	Delegation / sub-



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Land Acquisition	Compensation) Act 1991 (NSW) Pt 3	and manage acquisition processes	public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	delegation
CORP-009 Legal	Authority to Act Policy	Engage external legal services and approve legal expenditure within limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-007 Legal / Property	Authority to Act Policy	Execute deeds, contracts, leases and other documents within delegation and signing protocols.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LIB-001 Library	Library Act 1939 (NSW) Pt 3	Provide, manage and administer library services	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
LIB-002 Library	Library Act 1939 (NSW) s 10	Enter arrangements for library services and cooperation	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
PPIP-002 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) s 53	Conduct internal reviews of conduct involving personal information in accordance with the Act.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
PPIP-003 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) ss 54–55	Coordinate Privacy Commissioner and Tribunal review processes arising from privacy internal reviews.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW) Sch 1	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
HRIP-002 Privacy	Health Records and Information Privacy Act 2002 (NSW) s 21; PPIP Act Pt 5 including s 53	Conduct internal reviews of conduct involving health information, applying Part 5 of the Privacy and Personal Information Protection Act 1998 as picked up by s 21 of the HRIP Act.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-001	Authority to Act	Approve procurement planning,	Subject to adopted budget, procurement policy,	Administrative /



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Procurement	Policy	quotations, tender evaluation and contract award within financial delegation limits.	tendering rules, conflicts controls, document execution policy and financial limits.	contractual authority
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-017 Property	Local Government Act 1993 (NSW) s 46	Grant leases, licences or other estates over community land.	Must comply with plan of management, public notice requirements, tender requirements and financial limits.	Delegation / sub-delegation
LGA-018 Property	Local Government Act 1993 (NSW) s 47	Grant leases, licences or other estates over community land requiring public notice.	Public notice, submissions and Ministerial consent processes to be followed where applicable.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-002 Records	State Records Act 1998 (NSW) s 21	Authorise disposal/destruction of records in accordance with authorised disposal authorities	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-003 Records	State Records Act 1998 (NSW) Pt 4	Manage records protection, access and storage requirements	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-008 Risk	Authority to Act Policy	Approve insurance claims handling, recoveries and settlement recommendations.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
RT-002 Traffic and Parking	Road Transport Act 2013 (NSW) / Road Transport (General) Regulation 2021 / Fines Act 1996 (NSW) Applicable penalty-notice and enforcement provisions	Issue parking or traffic penalty notices only where the officer is separately appointed or authorised as an enforcement officer for the relevant offence.	This register does not itself appoint an enforcement officer. A current separate appointment/authorisation must exist before penalty notices are issued.	Delegation plus separate statutory appointment/authorisation where required
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-003	Work Health and Safety Act 2011	Coordinate Council's response to	Operational responsibility only. Statutory duties	Operational responsibility



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Work Health and Safety	(NSW) Applicable WHS Act/Regulation provisions	improvement/prohibition notices and regulator matters.	remain with the person or entity on whom the WHS Act imposes them.	— statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: COMMUNITY PROJECTS, TOURISM/ECONOMIC DEVELOPMENT & GRANTS COORDINATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-004A Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$75,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to adopted budget, Council policies, procurement requirements, conflicts controls and any specific limits in the instrument of delegation.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and	Administrative / contractual authority



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			precedent. Does not include correspondence to Members of Parliament	
CORP-006 Grants	Authority to Act Policy	Approve grant applications and accept grant funding where Council obligations are within delegation.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

**POSITION: FACILITY NURSE MANAGER - BIDGEE HAVEN**

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
ADC-001 Aged Care and Disability	Ageing and Disability Commissioner Act 2019 (NSW) Pt 4	Report, respond to and manage allegations involving abuse, neglect or exploitation of adults with disability or older adults	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub- delegation
ADC-002 Aged Care and Disability	Ageing and Disability Commissioner Act 2019 (NSW) Pt 5	Cooperate with Commissioner investigations and requests	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub- delegation
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
FIN-004A Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$75,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to adopted budget, Council policies, procurement requirements, conflicts controls and any specific limits in the instrument of delegation.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub- delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to	Administrative / contractual authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			Members of Parliament	
CORP-006 Grants	Authority to Act Policy	Approve grant applications and accept grant funding where Council obligations are within delegation.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003 Human Resources	Local Government (State) Award Award	Manage formal disciplinary processes and determine disciplinary action for staff within the position's management responsibility, subject to CEO/HR oversight and procedural fairness.	Subject to the Local Government (State) Award, Council policy, procedural fairness and HR advice. Termination or other action reserved to the CEO must be referred to the CEO.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW) Sch 1	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
HRIP-002 Privacy	Health Records and Information Privacy Act 2002 (NSW) s 21; PPIP Act Pt 5 including s 53	Conduct internal reviews of conduct involving health information, applying Part 5 of the Privacy and Personal Information Protection Act 1998 as picked up by s 21 of the HRIP Act.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-001 Procurement	Authority to Act Policy	Approve procurement planning, quotations, tender evaluation and contract award within financial delegation limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: HEALTH ENVIRONMENT & DEVELOPMENT COORDINATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
BIO-001 Biosecurity	Biosecurity Act 2015 (NSW) Pt 3	Exercise functions in relation to general biosecurity duty	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-002 Biosecurity	Biosecurity Act 2015 (NSW) Pt 8	Issue biosecurity directions where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural	Delegation plus separate statutory



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			fairness, evidence and recordkeeping requirements.	appointment/authorisation where required
BIO-003 Biosecurity	Biosecurity Act 2015 (NSW) Pt 9	Exercise authorised officer powers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-004 Biosecurity	Biosecurity Act 2015 (NSW) s 130	Enter into biosecurity undertakings where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-001 Building and Public Safety	Swimming Pools Act 1992 (NSW) s 22D	Issue certificates of compliance for swimming pools where Council is authorised to do so.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-002 Building and Public Safety	Swimming Pools Act 1992 (NSW) s 23	Issue notices/directions relating to swimming pool barriers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-003 Building and Public Safety	Swimming Pools Act 1992 (NSW) ss 27A–27B	Enter premises and inspect swimming pools in accordance with the statutory entry and inspection powers.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-004 Building and Public Safety	Swimming Pools Act 1992 (NSW) s 35	Issue penalty notices where lawfully appointed/authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-001 Companion Animals	Companion Animals Act 1998 (NSW) Pt 2	Administer companion animal identification and registration requirements.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-002 Companion Animals	Companion Animals Act 1998 (NSW) Various provisions, including ss 22, 36, 57 and Pt 7 (as applicable)	Seize, secure, hold or otherwise deal with companion animals where the Act authorises the action.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-003	Companion Animals Act 1998	Administer nuisance cat and nuisance	Only by appropriately appointed/authorised officers;	Delegation plus separate



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Companion Animals	(NSW) ss 31–31A; 32A–32B	dog processes, including notices and orders where authorised.	follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	statutory appointment/authorisation where required
CAA-004 Companion Animals	Companion Animals Act 1998 (NSW) s 34	Make dangerous dog declarations	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-005 Companion Animals	Companion Animals Act 1998 (NSW) ss 32B, 35, 58A and related provisions	Issue notices associated with nuisance, dangerous, menacing and restricted animal processes where authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-006 Companion Animals	Companion Animals Act 1998 (NSW) s 92	Issue penalty notices where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-007 Companion Animals	Companion Animals Act 1998 (NSW) Various provisions (authorised officer functions)	Exercise Companion Animals Act authorised-officer functions only where separately authorised by Council.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-001 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pts 4 and 7 (as applicable)	Administer biodiversity conservation and biodiversity assessment requirements relevant to Council functions.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-002 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pt 11	Exercise compliance and enforcement functions where Council has authority	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-003 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pt 12 (including s 12.4)	Exercise Biodiversity Conservation Act investigation/enforcement powers only where separately appointed or authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-001 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 96	Issue prevention notices.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
POEO-002 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 91	Issue clean-up notices where Council is the appropriate regulatory authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-003 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 264	Issue noise control notices where Council has authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-004 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 104	Issue compliance cost notices and recover compliance costs where authorised.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-005 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193	Require information and records where Council or an authorised officer has the statutory power.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-006 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 143	Investigate unlawful waste transportation or disposal matters.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-007 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) Pt 7 (including ss 187–203, as applicable)	Exercise entry, inspection and investigation powers only where separately appointed as an authorised officer.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-008 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193, 203	Require information, records and answers where the relevant statutory power is available.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-009 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 224 and 226	Issue penalty notices only where the officer is an enforcement officer for the relevant offence.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-011 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) Pt 9.3	Recommend proceedings for environmental offences.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
				n where required
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
FIN-003 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$149,999, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
FOOD-001 Food Safety	Food Act 2003 (NSW) s 37	Exercise authorised-officer inspection powers where separately appointed under the Food Act.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisatio n where required
FOOD-002 Food Safety	Food Act 2003 (NSW) ss 57-58	Issue improvement notices where lawfully authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisatio n where required
FOOD-003 Food Safety	Food Act 2003 (NSW) s 60	Issue prohibition orders where lawfully authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisatio n where required
FOOD-004 Food Safety	Food Act 2003 (NSW) s 38	Seize food or things in the circumstances authorised by the Act.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisatio n where required
FOOD-005	Food Act 2003 (NSW)	Issue penalty notices where	Only by appropriately appointed/authorised officers;	Delegation plus separate



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Food Safety	s 120	appointed/authorised.	follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	statutory appointment/authorisation where required
FOOD-007 Food Safety	Food Act 2003 (NSW) Pt 10 (including ss 118–119)	Recommend commencement of proceedings for Food Act offences.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-001 Governance	Local Government (General) Regulation 2021 (NSW) Pt 2	Administer approval, inspection and compliance functions for activities requiring approval.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
LGR-005 Governance	Local Government (General) Regulation 2021 (NSW) Sch 1	Assess and issue approvals under prescribed specifications and standards.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to Members of Parliament	Administrative / contractual authority
HER-001 Heritage	Heritage Act 1977 (NSW) Pt 4	Administer local heritage and interim heritage matters within Council responsibilities	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
HER-002 Heritage	Heritage Act 1977 (NSW) ss 57–60 and any Heritage Council delegation applying to Council	Administer Heritage Act approval applications and referrals affecting Council land or development, and exercise approval-body functions only where expressly delegated by the	Do not determine a Heritage Act approval unless Council and the delegate hold a current lawful delegation or authority for that function.	Third-party/statutory delegation required for approval-body functions



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
		Heritage Council or other lawful authority.		
HER-003 Heritage	Heritage Act 1977 (NSW) s 139	Respond to excavation permit matters affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
EPA-001 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.12	Receive and manage development applications and associated documents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-002 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.15	Evaluate matters for consideration in determining development applications.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-003 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.16	Determine development applications by granting consent, granting consent subject to conditions or refusing consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
EPA-004 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.17	Impose, vary or confirm conditions of development consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-005 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.33	Determine Crown development applications subject to the statutory constraints applying to Crown development.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-006 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.30	Determine modification of complying development certificates where Council is certifier or relevant authority.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-007 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.53	Determine lapsing and commencement matters for development consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-008 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.54	Determine applications to extend lapsing period for development consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-009 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.55	Determine modification applications for development consents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-010 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.56	Determine modification applications following Court-granted consents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-011 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.18	Give notice of determinations of development applications.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-012 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Exercise certification and building compliance functions where Council acts as certifier.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters	Delegation subject to certifier/qualification requirements



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			reserved to Council or a planning panel.	
EPA-013 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Exercise building and subdivision certification functions under Part 6.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-014 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Issue construction certificates, subdivision works certificates, occupation certificates or subdivision certificates where authorised.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-015 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Issue notices and directions concerning building and subdivision certification matters.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-016 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 9	Exercise investigation and enforcement powers, including orders and notices under the Act.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation plus separate statutory appointment/authorisation where required
EPA-017 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Sch 5	Exercise investigation powers including entry, inspection and information- gathering powers.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation plus separate statutory appointment/authorisation where required
EPAR-001 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 3	Administer development application lodgement, notification, referral and information requirements.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation / sub- delegation
EPAR-002 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 4	Administer complying development certificate processes where Council is certifier.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation subject to certifier/qualification requirements
EPAR-003 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) s 289 and applicable certification provisions	Administer building information certificate processes and related certification administration.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation subject to certifier/qualification requirements
EPAR-004	Environmental Planning and	Administer planning certificate	Subject to statutory timeframes, prescribed forms,	Delegation / sub-



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Planning and Development	Assessment Regulation 2021 (NSW) s 290; Sch 2 and Sch 4 (as applicable)	applications and prescribed planning information.	fees and delegations under EP&A Act.	delegation
EPAR-005 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 4 Div 2, including ss 69 onward as applicable	Apply mandatory conditions of development consent prescribed by the Environmental Planning and Assessment Regulation 2021 and administer related certification requirements.	Apply only the conditions and certification requirements prescribed by the Regulation or otherwise authorised by the development consent and the Act.	Delegation / sub-delegation
SSD-001 Planning and Property	Strata Schemes Development Act 2015 (NSW) s 54	Issue strata certificates for subdivision of development lots	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SSD-002 Planning and Property	Strata Schemes Development Act 2015 (NSW) s 55	Issue strata certificates for subdivision not involving development lots	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SSD-003 Planning and Property	Strata Schemes Development Act 2015 (NSW) Pt 10	Administer Council functions arising under the strata renewal process where applicable.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
GRA-001 Public Amenities	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
GRA-002 Public Amenities	Graffiti Control Act 2008 (NSW) Pt 4	Serve notices and arrange removal work	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
PH-001 Public Health	Public Health Act 2010 (NSW) Pt 3	Inspect regulated systems and premises	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
PH-002 Public Health	Public Health Act 2010 (NSW) ss 41–42	Issue improvement notices in accordance with the Act.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PH-003 Public Health	Public Health Act 2010 (NSW) s 45	Issue prohibition orders where lawfully authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PH-004 Public Health	Public Health Act 2010 (NSW) Pt 3 Div 3	Administer statutory requirements for public swimming pools and spa pools.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PH-005 Public Health	Public Health Act 2010 (NSW) Pt 8	Exercise authorised officer investigation powers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-001 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 2	Deal with unattended property in public places	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-002 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 3	Issue notices, directions and take possession of property	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-003 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 4	Dispose of unclaimed property	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-004 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 5	Recover costs and issue penalty notices	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LGA-019 Regulatory	Local Government Act 1993 (NSW) Ch 7 Pt 1 / s 68	Determine applications for approvals for activities listed in s 68.	Subject to concurrence, statutory criteria, local approvals policy and exclusions set by Council.	Delegation / sub-delegation
LGA-020 Regulatory	Local Government Act 1993 (NSW) s 68 Part A	Approve installation, alteration or operation of manufactured homes, moveable dwellings or associated structures.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-021 Regulatory	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-022 Regulatory	Local Government Act 1993 (NSW) s 68 Part C	Approve management of waste, sewage and human waste activities.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-023 Regulatory	Local Government Act 1993 (NSW) s 68 Part D	Approve community land activities including trading, structures, amusements and camping.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-024 Regulatory	Local Government Act 1993 (NSW) s 68 Part E	Approve public road activities involving articles, structures, swinging/hoisting items or use of public road.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-025 Regulatory	Local Government Act 1993 (NSW) s 68 Part F	Approve other activities including domestic waste, wood heaters, public entertainment, hairdressing/skin penetration and shared accommodation.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-030 Regulatory	Local Government Act 1993 (NSW) s 124	Issue orders requiring or prohibiting action in relation to premises, structures, water, waste, health or safety matters.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-031 Regulatory	Local Government Act 1993 (NSW) ss 132–135	Give notice of a proposed order, receive and consider representations, and determine the proposed order.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-032 Regulatory	Local Government Act 1993 (NSW) s 129(2)(b); s 137(2)	Give an order expressed to be given in an emergency and require immediate compliance where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-033	Local Government Act 1993 (NSW)	Modify or revoke orders in accordance	Natural justice, evidence, reasons, recordkeeping	Delegation / sub-



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Regulatory	ss 152–153	with the Act.	and enforcement policy requirements apply. Emergency powers only where statutory test is met.	delegation
LGA-034 Regulatory	Local Government Act 1993 (NSW) s 680A	Give lawful directions relating to conduct in public places where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub- delegation
LGA-035 Regulatory	Local Government Act 1993 (NSW) s 681	Remove offenders from community land where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub- delegation
LGA-036 Regulatory	Local Government Act 1993 (NSW) s 679	Issue penalty notices for prescribed Local Government Act offences where authorised.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub- delegation
BH-001 Regulatory	Boarding Houses Act 2012 (NSW) Pt 4	Inspect registrable boarding houses and undertake relevant appropriate actions	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub- delegation
RT-001 Traffic and Parking	Road Transport Act 2013 (NSW) / Road Transport (General) Regulation 2021 / Road Rules 2014 Applicable parking and traffic enforcement provisions	Exercise parking and traffic enforcement functions only where Council has the relevant statutory authority and the officer is separately appointed or authorised as required.	Exercise only where Council has statutory enforcement authority and the officer holds any required separate appointment, authorisation or enforcement-officer status.	Delegation plus separate statutory appointment/authorisation where required
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub- delegation
WS-003 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 124	Issue orders relating to water, sewerage, drainage and insanitary conditions	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub- delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred



POSITION: INFRASTRUCTURE COORDINATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-003 Contracts	Authority to Act Policy	Act as Principal's Representative, Superintendent's Representative or Contract Manager under Council contracts.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CLM-003 Crown Land	Crown Land Management Act 2016 (NSW) ss 3.21–3.23; Local Government Act 1993 Ch 6 Pt 2 Div 2	Prepare, review and administer plans of management for Council-managed Crown land.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SERM-001 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 2	Participate in emergency management planning and response functions	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
SERM-002 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 3	Provide resources and support to emergency operations where authorised	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
RF-001 Emergency Management	Rural Fires Act 1997 (NSW) Pt 4	Exercise functions relating to bush fire risk management and hazard reduction on Council land	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
RF-002 Emergency Management	Rural Fires Act 1997 (NSW) s 66	Issue or respond to hazard reduction notices affecting Council responsibilities	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-004A Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$75,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to adopted budget, Council policies, procurement requirements, conflicts controls and any specific limits in the instrument of delegation.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004	Authority to Act	Approve purchase orders and certify	Subject to adopted budget, procurement policy,	Administrative /



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Finance	Policy	receipt of goods/services.	tendering rules, conflicts controls, document execution policy and financial limits.	contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
ROAD-001 Infrastructure and Roads	Roads Act 1993 (NSW) s 7	Exercise road authority functions for public roads under Council control.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-002 Infrastructure	Roads Act 1993 (NSW) s 101	Direct or carry out restoration of a public road following excavation or	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits,	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
and Roads		damage and recover restoration costs where authorised.	engineering standards and financial delegations.	
ROAD-003 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (including s 115, as applicable)	Regulate traffic in connection with road work where Council is the roads authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-004 Infrastructure and Roads	Roads Act 1993 (NSW) s 125	Approve use of a public road in connection with food or drink premises, subject to planning and other statutory requirements.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-005 Infrastructure and Roads	Roads Act 1993 (NSW) s 138	Determine applications for works or structures in, on or over a public road or digging up/opening a public road.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-006 Infrastructure and Roads	Roads Act 1993 (NSW) s 144	Grant permits for road events on public roads under Council control, subject to any required Transport for NSW consent or other statutory approval.	Subject to road authority responsibilities, traffic management requirements, required Transport for NSW or Police approvals and Council policy.	Delegation / sub-delegation
ROAD-007 Infrastructure and Roads	Roads Act 1993 (NSW) s 162	Administer the statutory road naming/renaming process and, where final decision is reserved to Council, prepare the matter for Council determination.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-008 Infrastructure and Roads	Roads Act 1993 (NSW) s 163	Maintain the roads authority records required by the Act.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LGA-019 Regulatory	Local Government Act 1993 (NSW) Ch 7 Pt 1 / s 68	Determine applications for approvals for activities listed in s 68.	Subject to concurrence, statutory criteria, local approvals policy and exclusions set by Council.	Delegation / sub-delegation
WM-001	Water Management Act 2000	Exercise functions relating to water	Subject to strategic business plans, developer	Delegation / sub-



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Water, Sewer and Drainage	(NSW) Pt 2	management approvals affecting Council operations	servicing plans, technical standards, regulatory approvals and public health/environmental controls.	delegation
WM-002 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Ch 3	Manage access licences, approvals and water supply work matters relevant to Council	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-003 Water, Sewer and Drainage	Water Management Act 2000 (NSW) ss 306–307	Impose requirements and issue certificates of compliance as water supply authority where applicable.	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-001 Water, Sewer and Drainage	Local Government Act 1993 (NSW) Ch 6 Pt 3	Provide, manage and regulate water, sewerage and drainage services	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: MANAGER PLANNING & ENVIRONMENT

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
ALRA-001 Aboriginal Land Rights	Aboriginal Land Rights Act 1983 (NSW) Pt 4A	Assess Aboriginal land claim implications for Council land dealings	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
ALRA-002 Aboriginal Land Rights	Aboriginal Land Rights Act 1983 (NSW) s 36	Respond to Aboriginal land claims involving Council land or interests	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
BIO-001 Biosecurity	Biosecurity Act 2015 (NSW) Pt 3	Exercise functions in relation to general biosecurity duty	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
BIO-002 Biosecurity	Biosecurity Act 2015 (NSW) Pt 8	Issue biosecurity directions where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-003 Biosecurity	Biosecurity Act 2015 (NSW) Pt 9	Exercise authorised officer powers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-004 Biosecurity	Biosecurity Act 2015 (NSW) s 130	Enter into biosecurity undertakings where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-001 Building and Public Safety	Swimming Pools Act 1992 (NSW) s 22D	Issue certificates of compliance for swimming pools where Council is authorised to do so.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-002 Building and Public Safety	Swimming Pools Act 1992 (NSW) s 23	Issue notices/directions relating to swimming pool barriers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-003 Building and Public Safety	Swimming Pools Act 1992 (NSW) ss 27A–27B	Enter premises and inspect swimming pools in accordance with the statutory entry and inspection powers.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-004 Building and Public Safety	Swimming Pools Act 1992 (NSW) s 35	Issue penalty notices where lawfully appointed/authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-001 Companion Animals	Companion Animals Act 1998 (NSW) Pt 2	Administer companion animal identification and registration requirements.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-002 Companion Animals	Companion Animals Act 1998 (NSW) Various provisions, including ss	Seize, secure, hold or otherwise deal with companion animals where the Act authorises the action.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	22, 36, 57 and Pt 7 (as applicable)			n where required
CAA-003 Companion Animals	Companion Animals Act 1998 (NSW) ss 31–31A; 32A–32B	Administer nuisance cat and nuisance dog processes, including notices and orders where authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-004 Companion Animals	Companion Animals Act 1998 (NSW) s 34	Make dangerous dog declarations	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-005 Companion Animals	Companion Animals Act 1998 (NSW) ss 32B, 35, 58A and related provisions	Issue notices associated with nuisance, dangerous, menacing and restricted animal processes where authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-006 Companion Animals	Companion Animals Act 1998 (NSW) s 92	Issue penalty notices where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-007 Companion Animals	Companion Animals Act 1998 (NSW) Various provisions (authorised officer functions)	Exercise Companion Animals Act authorised-officer functions only where separately authorised by Council.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CLM-001 Crown Land	Crown Land Management Act 2016 (NSW) Pt 3	Manage dedicated or reserved Crown land where Council is Crown land manager	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CLM-002 Crown Land	Crown Land Management Act 2016 (NSW) Pt 5	Grant leases, licences, permits and easements over managed Crown land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CLM-003 Crown Land	Crown Land Management Act 2016 (NSW) ss 3.21–3.23; Local Government Act 1993 Ch 6 Pt 2 Div 2	Prepare, review and administer plans of management for Council-managed Crown land.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SERM-001 Emergency	State Emergency and Rescue Management Act 1989 (NSW)	Participate in emergency management planning and response functions	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Management	Pt 2		legal, land or policy impacts.	
RF-001 Emergency Management	Rural Fires Act 1997 (NSW) Pt 4	Exercise functions relating to bush fire risk management and hazard reduction on Council land	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
RF-002 Emergency Management	Rural Fires Act 1997 (NSW) s 66	Issue or respond to hazard reduction notices affecting Council responsibilities	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
BC-001 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pts 4 and 7 (as applicable)	Administer biodiversity conservation and biodiversity assessment requirements relevant to Council functions.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-002 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pt 11	Exercise compliance and enforcement functions where Council has authority	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-003 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pt 12 (including s 12.4)	Exercise Biodiversity Conservation Act investigation/enforcement powers only where separately appointed or authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-001 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 96	Issue prevention notices.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-002 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 91	Issue clean-up notices where Council is the appropriate regulatory authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-003 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 264	Issue noise control notices where Council has authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-004 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 104	Issue compliance cost notices and recover compliance costs where authorised.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
POEO-005 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193	Require information and records where Council or an authorised officer has the statutory power.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-006 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 143	Investigate unlawful waste transportation or disposal matters.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-007 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) Pt 7 (including ss 187–203, as applicable)	Exercise entry, inspection and investigation powers only where separately appointed as an authorised officer.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-008 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193, 203	Require information, records and answers where the relevant statutory power is available.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-009 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 224 and 226	Issue penalty notices only where the officer is an enforcement officer for the relevant offence.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-010 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) Pt 9.3	Commence or recommend proceedings for environmental offences.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-001 Finance	Local Government Act 1993 (NSW) / Local Government (General) Regulation 2021 s 55; Pt 7 including cl 178; s 377(1)(i)	Accept tenders within delegated financial authority where the function is lawfully delegable.	Subject to adopted budget, Council's Procurement and Disposal Policy, Part 7 of the Regulation and financial limits. Does not extend to acceptance of tenders to provide services currently provided by Council staff (s 377(1)(i)) or any tender matter reserved to Council.	Financial delegation
FIN-003	Balranald Shire Council	Approve purchases and financial	Subject to Council policies, adopted budgets,	Financial delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Finance	Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	commitments up to \$149,999, subject to adopted budget, procurement requirements and the conditions of this register.	applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
FOOD-001 Food Safety	Food Act 2003 (NSW) s 37	Exercise authorised-officer inspection powers where separately appointed under the Food Act.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
FOOD-002 Food Safety	Food Act 2003 (NSW) ss 57–58	Issue improvement notices where lawfully authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
FOOD-003 Food Safety	Food Act 2003 (NSW) s 60	Issue prohibition orders where lawfully authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
FOOD-004 Food Safety	Food Act 2003 (NSW) s 38	Seize food or things in the circumstances authorised by the Act.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
FOOD-005 Food Safety	Food Act 2003 (NSW) s 120	Issue penalty notices where appointed/authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
FOOD-006 Food Safety	Food Act 2003 (NSW) Pt 10 (including ss 118–119)	Commence proceedings where authorised under Council's legal services and prosecution	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
		arrangements.		n where required
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGA-010 Governance	Local Government Act 1993 (NSW) s 735A	Issue certificates as to outstanding notices under the Local Government Act.	Certificates must be accurate, recorded and issued in the approved form.	Delegation / sub-delegation
LGR-001 Governance	Local Government (General) Regulation 2021 (NSW) Pt 2	Administer approval, inspection and compliance functions for activities requiring approval.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
LGR-002 Governance	Local Government (General) Regulation 2021 (NSW) Pt 5	Administer community land management procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
LGR-005 Governance	Local Government (General) Regulation 2021 (NSW) Sch 1	Assess and issue approvals under prescribed specifications and standards.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to Members of Parliament	Administrative / contractual authority
CORP-006 Grants	Authority to Act Policy	Approve grant applications and accept grant funding where Council obligations are within delegation.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
HER-001 Heritage	Heritage Act 1977 (NSW) Pt 4	Administer local heritage and interim heritage matters within Council responsibilities	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
HER-002	Heritage Act 1977 (NSW)	Administer Heritage Act approval	Do not determine a Heritage Act approval unless	Third-party/statutory



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Heritage	ss 57–60 and any Heritage Council delegation applying to Council	applications and referrals affecting Council land or development, and exercise approval-body functions only where expressly delegated by the Heritage Council or other lawful authority.	Council and the delegate hold a current lawful delegation or authority for that function.	delegation required for approval-body functions
HER-003 Heritage	Heritage Act 1977 (NSW) s 139	Respond to excavation permit matters affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003 Human Resources	Local Government (State) Award Award	Manage formal disciplinary processes and determine disciplinary action for staff within the position's management responsibility, subject to CEO/HR oversight and procedural fairness.	Subject to the Local Government (State) Award, Council policy, procedural fairness and HR advice. Termination or other action reserved to the CEO must be referred to the CEO.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
ROAD-007 Infrastructure and Roads	Roads Act 1993 (NSW) s 162	Administer the statutory road naming/renaming process and, where final decision is reserved to Council,	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
		prepare the matter for Council determination.		
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LAJTC-001 Land Acquisition	Land Acquisition (Just Terms Compensation) Act 1991 (NSW) Pt 2	Carry out steps for acquisition of land or interests in land after Council resolution	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
LAJTC-002 Land Acquisition	Land Acquisition (Just Terms Compensation) Act 1991 (NSW) Pt 3	Issue notices, negotiate compensation and manage acquisition processes	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CORP-009 Legal	Authority to Act Policy	Engage external legal services and approve legal expenditure within limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-007 Legal / Property	Authority to Act Policy	Execute deeds, contracts, leases and other documents within delegation and signing protocols.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
NT-001 Native Title	Native Title Act 1993 (Cth) Pt 2 Div 3	Manage future act and native title notification processes affecting Council land dealings	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
NT-002 Native Title	Native Title Act 1993 (Cth) Pt 13	Respond to claims, determinations and land dealings requiring native title assessment	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
EPA-001 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.12	Receive and manage development applications and associated documents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-002 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.15	Evaluate matters for consideration in determining development applications.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			reserved to Council or a planning panel.	
EPA-003 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.16	Determine development applications by granting consent, granting consent subject to conditions or refusing consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-004 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.17	Impose, vary or confirm conditions of development consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-005 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.33	Determine Crown development applications subject to the statutory constraints applying to Crown development.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-006 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.30	Determine modification of complying development certificates where Council is certifier or relevant authority.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-007 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.53	Determine lapsing and commencement matters for development consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-008 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.54	Determine applications to extend lapsing period for development consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-009 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.55	Determine modification applications for development consents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-010 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.56	Determine modification applications following Court-granted consents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-011 Planning and	Environmental Planning and Assessment Act 1979 (NSW)	Give notice of determinations of development applications.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for	Delegation / sub- delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Development	s 4.18		council-related development, and any matters reserved to Council or a planning panel.	
EPA-012 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Exercise certification and building compliance functions where Council acts as certifier.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-013 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Exercise building and subdivision certification functions under Part 6.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-014 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Issue construction certificates, subdivision works certificates, occupation certificates or subdivision certificates where authorised.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-015 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Issue notices and directions concerning building and subdivision certification matters.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-016 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 9	Exercise investigation and enforcement powers, including orders and notices under the Act.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation plus separate statutory appointment/authorisation where required
EPA-017 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Sch 5	Exercise investigation powers including entry, inspection and information-gathering powers.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation plus separate statutory appointment/authorisation where required
EPAR-001 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 3	Administer development application lodgement, notification, referral and information requirements.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation / sub-delegation
EPAR-002 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 4	Administer complying development certificate processes where Council is certifier.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation subject to certifier/qualification requirements
EPAR-003	Environmental Planning and	Administer building information	Subject to statutory timeframes, prescribed forms,	Delegation subject to



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Planning and Development	Assessment Regulation 2021 (NSW) s 289 and applicable certification provisions	certificate processes and related certification administration.	fees and delegations under EP&A Act.	certifier/qualification requirements
EPAR-004 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) s 290; Sch 2 and Sch 4 (as applicable)	Administer planning certificate applications and prescribed planning information.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation / sub-delegation
EPAR-005 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 4 Div 2, including ss 69 onward as applicable	Apply mandatory conditions of development consent prescribed by the Environmental Planning and Assessment Regulation 2021 and administer related certification requirements.	Apply only the conditions and certification requirements prescribed by the Regulation or otherwise authorised by the development consent and the Act.	Delegation / sub-delegation
SSD-001 Planning and Property	Strata Schemes Development Act 2015 (NSW) s 54	Issue strata certificates for subdivision of development lots	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SSD-002 Planning and Property	Strata Schemes Development Act 2015 (NSW) s 55	Issue strata certificates for subdivision not involving development lots	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SSD-003 Planning and Property	Strata Schemes Development Act 2015 (NSW) Pt 10	Administer Council functions arising under the strata renewal process where applicable.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-001 Procurement	Authority to Act Policy	Approve procurement planning, quotations, tender evaluation and contract award within financial delegation limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-002	Authority to Act	Approve contract variations within	Subject to adopted budget, procurement policy,	Administrative /



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Procurement	Policy	financial limits and project contingency approvals.	tendering rules, conflicts controls, document execution policy and financial limits.	contractual authority
LGA-016 Property	Local Government Act 1993 (NSW) Ch 6 Pt 2	Manage public land, community land plans of management and operational land administration.	Classification/reclassification of land and certain land decisions remain Council matters. Dealings subject to plans of management.	Delegation / sub-delegation
LGA-017 Property	Local Government Act 1993 (NSW) s 46	Grant leases, licences or other estates over community land.	Must comply with plan of management, public notice requirements, tender requirements and financial limits.	Delegation / sub-delegation
LGA-018 Property	Local Government Act 1993 (NSW) s 47	Grant leases, licences or other estates over community land requiring public notice.	Public notice, submissions and Ministerial consent processes to be followed where applicable.	Delegation / sub-delegation
CONV-001 Property	Conveyancing Act 1919 (NSW) s 88B	Execute or approve instruments creating easements, restrictions or covenants	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CONV-002 Property	Conveyancing Act 1919 (NSW) s 88E	Accept positive covenants or restrictions on use	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CONV-003 Property	Conveyancing Act 1919 (NSW) Pt 23	Execute dealings affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
GRA-001 Public Amenity	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
GRA-002 Public Amenity	Graffiti Control Act 2008 (NSW) Pt 4	Serve notices and arrange removal work	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
PH-001 Public Health	Public Health Act 2010 (NSW) Pt 3	Inspect regulated systems and premises	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PH-002 Public Health	Public Health Act 2010 (NSW) ss 41–42	Issue improvement notices in accordance with the Act.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural	Delegation plus separate statutory



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			fairness, evidence and recordkeeping requirements.	appointment/authorisation where required
PH-003 Public Health	Public Health Act 2010 (NSW) s 45	Issue prohibition orders where lawfully authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PH-004 Public Health	Public Health Act 2010 (NSW) Pt 3 Div 3	Administer statutory requirements for public swimming pools and spa pools.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PH-005 Public Health	Public Health Act 2010 (NSW) Pt 8	Exercise authorised officer investigation powers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-001 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 2	Deal with unattended property in public places	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-002 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 3	Issue notices, directions and take possession of property	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-003 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 4	Dispose of unclaimed property	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-004 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 5	Recover costs and issue penalty notices	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LGA-019 Regulatory	Local Government Act 1993 (NSW) Ch 7 Pt 1 / s 68	Determine applications for approvals for activities listed in s 68.	Subject to concurrence, statutory criteria, local approvals policy and exclusions set by Council.	Delegation / sub-delegation



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LGA-020 Regulatory	Local Government Act 1993 (NSW) s 68 Part A	Approve installation, alteration or operation of manufactured homes, moveable dwellings or associated structures.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-021 Regulatory	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-022 Regulatory	Local Government Act 1993 (NSW) s 68 Part C	Approve management of waste, sewage and human waste activities.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-023 Regulatory	Local Government Act 1993 (NSW) s 68 Part D	Approve community land activities including trading, structures, amusements and camping.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-024 Regulatory	Local Government Act 1993 (NSW) s 68 Part E	Approve public road activities involving articles, structures, swinging/hoisting items or use of public road.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-025 Regulatory	Local Government Act 1993 (NSW) s 68 Part F	Approve other activities including domestic waste, wood heaters, public entertainment, hairdressing/skin penetration and shared accommodation.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-030 Regulatory	Local Government Act 1993 (NSW) s 124	Issue orders requiring or prohibiting action in relation to premises, structures, water, waste, health or safety matters.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-031 Regulatory	Local Government Act 1993 (NSW) ss 132–135	Give notice of a proposed order, receive and consider representations, and determine the proposed order.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-032 Regulatory	Local Government Act 1993 (NSW) s 129(2)(b); s 137(2)	Give an order expressed to be given in an emergency and require immediate compliance where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-033 Regulatory	Local Government Act 1993 (NSW) ss 152–153	Modify or revoke orders in accordance with the Act.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation



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LGA-034 Regulatory	Local Government Act 1993 (NSW) s 680A	Give lawful directions relating to conduct in public places where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-035 Regulatory	Local Government Act 1993 (NSW) s 681	Remove offenders from community land where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-036 Regulatory	Local Government Act 1993 (NSW) s 679	Issue penalty notices for prescribed Local Government Act offences where authorised.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
BH-001 Regulatory	Boarding Houses Act 2012 (NSW) Pt 4	Inspect registrable boarding houses and undertake relevant appropriate actions	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
RT-001 Traffic and Parking	Road Transport Act 2013 (NSW) / Road Transport (General) Regulation 2021 / Road Rules 2014 Applicable parking and traffic enforcement provisions	Exercise parking and traffic enforcement functions only where Council has the relevant statutory authority and the officer is separately appointed or authorised as required.	Exercise only where Council has statutory enforcement authority and the officer holds any required separate appointment, authorisation or enforcement-officer status.	Delegation plus separate statutory appointment/authorisation where required
RT-002 Traffic and Parking	Road Transport Act 2013 (NSW) / Road Transport (General) Regulation 2021 / Fines Act 1996 (NSW) Applicable penalty-notice and enforcement provisions	Issue parking or traffic penalty notices only where the officer is separately appointed or authorised as an enforcement officer for the relevant offence.	This register does not itself appoint an enforcement officer. A current separate appointment/authorisation must exist before penalty notices are issued.	Delegation plus separate statutory appointment/authorisation where required
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-003 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 124	Issue orders relating to water, sewerage, drainage and insanitary conditions	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and	Work Health and Safety Act 2011 (NSW)	Make or coordinate notifiable-incident notifications to SafeWork NSW on	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure	Operational responsibility — statutory WHS duty not



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Safety	s 38	Council's behalf.	notification occurs.	transferred

POSITION: MANAGER TECHNICAL & PROJECT SERVICES

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-003 Contracts	Authority to Act Policy	Act as Principal's Representative, Superintendent's Representative or Contract Manager under Council contracts.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CLM-002 Crown Land	Crown Land Management Act 2016 (NSW) Pt 5	Grant leases, licences, permits and easements over managed Crown land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CLM-003 Crown Land	Crown Land Management Act 2016 (NSW) ss 3.21–3.23; Local Government Act 1993 Ch 6 Pt 2 Div 2	Prepare, review and administer plans of management for Council-managed Crown land.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SERM-001 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 2	Participate in emergency management planning and response functions	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
SERM-002 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 3	Provide resources and support to emergency operations where authorised	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
RF-002 Emergency Management	Rural Fires Act 1997 (NSW) s 66	Issue or respond to hazard reduction notices affecting Council responsibilities	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-001 Finance	Local Government Act 1993 (NSW) / Local Government (General) Regulation 2021 s 55; Pt 7 including cl 178; s 377(1)(i)	Accept tenders within delegated financial authority where the function is lawfully delegable.	Subject to adopted budget, Council's Procurement and Disposal Policy, Part 7 of the Regulation and financial limits. Does not extend to acceptance of tenders to provide services currently provided by Council staff (s 377(1)(i)) or any tender matter	Financial delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			reserved to Council.	
FIN-003 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$149,999, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub- delegation
LGA-010 Governance	Local Government Act 1993 (NSW) s 735A	Issue certificates as to outstanding notices under the Local Government Act.	Certificates must be accurate, recorded and issued in the approved form.	Delegation / sub- delegation
LGR-002 Governance	Local Government (General) Regulation 2021 (NSW) Pt 5	Administer community land management procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to Members of Parliament	Administrative / contractual authority
CORP-006 Grants	Authority to Act Policy	Approve grant applications and accept grant funding where Council obligations are within delegation.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
HER-003 Heritage	Heritage Act 1977 (NSW) s 139	Respond to excavation permit matters affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003 Human Resources	Local Government (State) Award Award	Manage formal disciplinary processes and determine disciplinary action for staff within the position's management responsibility, subject to CEO/HR oversight and procedural fairness.	Subject to the Local Government (State) Award, Council policy, procedural fairness and HR advice. Termination or other action reserved to the CEO must be referred to the CEO.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
ROAD-001 Infrastructure and Roads	Roads Act 1993 (NSW) s 7	Exercise road authority functions for public roads under Council control.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-002 Infrastructure and Roads	Roads Act 1993 (NSW) s 101	Direct or carry out restoration of a public road following excavation or damage and recover restoration costs where authorised.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-003 Infrastructure	Roads Act 1993 (NSW) Pt 8 (including s 115, as	Regulate traffic in connection with road work where Council is the roads	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits,	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
and Roads	applicable)	authority and required approvals are obtained.	engineering standards and financial delegations.	
ROAD-004 Infrastructure and Roads	Roads Act 1993 (NSW) s 125	Approve use of a public road in connection with food or drink premises, subject to planning and other statutory requirements.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-005 Infrastructure and Roads	Roads Act 1993 (NSW) s 138	Determine applications for works or structures in, on or over a public road or digging up/opening a public road.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-006 Infrastructure and Roads	Roads Act 1993 (NSW) s 144	Grant permits for road events on public roads under Council control, subject to any required Transport for NSW consent or other statutory approval.	Subject to road authority responsibilities, traffic management requirements, required Transport for NSW or Police approvals and Council policy.	Delegation / sub-delegation
ROAD-007 Infrastructure and Roads	Roads Act 1993 (NSW) s 162	Administer the statutory road naming/renaming process and, where final decision is reserved to Council, prepare the matter for Council determination.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-008 Infrastructure and Roads	Roads Act 1993 (NSW) s 163	Maintain the roads authority records required by the Act.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LAJTC-001 Land Acquisition	Land Acquisition (Just Terms Compensation) Act 1991 (NSW) Pt 2	Carry out steps for acquisition of land or interests in land after Council resolution	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LAJTC-002 Land Acquisition	Land Acquisition (Just Terms Compensation) Act 1991 (NSW) Pt 3	Issue notices, negotiate compensation and manage acquisition processes	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CORP-007 Legal / Property	Authority to Act Policy	Execute deeds, contracts, leases and other documents within delegation and signing protocols.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
NT-001 Native Title	Native Title Act 1993 (Cth) Pt 2 Div 3	Manage future act and native title notification processes affecting Council land dealings	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
NT-002 Native Title	Native Title Act 1993 (Cth) Pt 13	Respond to claims, determinations and land dealings requiring native title assessment	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
CORP-001 Procurement	Authority to Act Policy	Approve procurement planning, quotations, tender evaluation and contract award within financial delegation limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-016 Property	Local Government Act 1993 (NSW) Ch 6 Pt 2	Manage public land, community land plans of management and operational land administration.	Classification/reclassification of land and certain land decisions remain Council matters. Dealings subject to plans of management.	Delegation / sub-delegation
CONV-001 Property	Conveyancing Act 1919 (NSW) s 88B	Execute or approve instruments creating easements, restrictions or covenants	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CONV-002 Property	Conveyancing Act 1919 (NSW) s 88E	Accept positive covenants or restrictions on use	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CONV-003 Property	Conveyancing Act 1919 (NSW) Pt 23	Execute dealings affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
GRA-002 Public Amenity	Graffiti Control Act 2008 (NSW) Pt 4	Serve notices and arrange removal work	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LGA-019 Regulatory	Local Government Act 1993 (NSW) Ch 7 Pt 1 / s 68	Determine applications for approvals for activities listed in s 68.	Subject to concurrence, statutory criteria, local approvals policy and exclusions set by Council.	Delegation / sub-delegation
WM-001 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Pt 2	Exercise functions relating to water management approvals affecting Council operations	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-002 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Ch 3	Manage access licences, approvals and water supply work matters relevant to Council	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-003 Water, Sewer and Drainage	Water Management Act 2000 (NSW) ss 306–307	Impose requirements and issue certificates of compliance as water supply authority where applicable.	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-001 Water, Sewer and Drainage	Local Government Act 1993 (NSW) Ch 6 Pt 3	Provide, manage and regulate water, sewerage and drainage services	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-003 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 124	Issue orders relating to water, sewerage, drainage and insanitary conditions	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

**POSITION: WATER & SEWER COORDINATOR**

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-004A Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$75,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to adopted budget, Council policies, procurement requirements, conflicts controls and any specific limits in the instrument of delegation.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002	Local Government (State) Award	Approve flexible working arrangements	Exercise subject to HR delegations, confidentiality,	Employment management



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Human Resources	Award	and variations within policy	procedural fairness, mandatory reporting and applicable policies.	authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
GRA-001 Public Amenity	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WM-001 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Pt 2	Exercise functions relating to water management approvals affecting Council operations	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-002 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Ch 3	Manage access licences, approvals and water supply work matters relevant to Council	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-003 Water, Sewer and Drainage	Water Management Act 2000 (NSW) ss 306–307	Impose requirements and issue certificates of compliance as water supply authority where applicable.	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-001 Water, Sewer and Drainage	Local Government Act 1993 (NSW) Ch 6 Pt 3	Provide, manage and regulate water, sewerage and drainage services	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-003 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 124	Issue orders relating to water, sewerage, drainage and insanitary conditions	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: WORKS SUPERINTENDENT

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CLM-001 Crown Land	Crown Land Management Act 2016 (NSW) Pt 3	Manage dedicated or reserved Crown land where Council is Crown land manager	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SERM-002 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 3	Provide resources and support to emergency operations where authorised	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
RF-002 Emergency Management	Rural Fires Act 1997 (NSW) s 66	Issue or respond to hazard reduction notices affecting Council responsibilities	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-001 Finance	Local Government Act 1993 (NSW) / Local Government (General) Regulation 2021 s 55; Pt 7 including cl 178; s	Accept tenders within delegated financial authority where the function is lawfully delegable.	Subject to adopted budget, Council's Procurement and Disposal Policy, Part 7 of the Regulation and financial limits. Does not extend to acceptance of tenders to provide services currently provided by	Financial delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	377(1)(i)		Council staff (s 377(1)(i)) or any tender matter reserved to Council.	
FIN-004 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$100,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
AWARD-003 Human Resources	Local Government (State) Award Award	Manage formal disciplinary processes and determine disciplinary action for staff within the position's management responsibility, subject to CEO/HR oversight and procedural fairness.	Subject to the Local Government (State) Award, Council policy, procedural fairness and HR advice. Termination or other action reserved to the CEO must be referred to the CEO.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
ROAD-001 Infrastructure and Roads	Roads Act 1993 (NSW) s 7	Exercise road authority functions for public roads under Council control.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-003 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (including s 115, as applicable)	Regulate traffic in connection with road work where Council is the roads authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-008 Infrastructure and Roads	Roads Act 1993 (NSW) s 163	Maintain the roads authority records required by the Act.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
CORP-001 Procurement	Authority to Act Policy	Approve procurement planning, quotations, tender evaluation and contract award within financial delegation limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
GRA-001	Graffiti Control Act 2008 (NSW)	Authorise graffiti removal work by	Only by appropriately appointed/authorised officers;	Delegation / sub-



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Public Amenity	ss 11–12	agreement or, where the Act permits, without agreement.	follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WM-001 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Pt 2	Exercise functions relating to water management approvals affecting Council operations	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-002 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Ch 3	Manage access licences, approvals and water supply work matters relevant to Council	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-003 Water, Sewer and Drainage	Water Management Act 2000 (NSW) ss 306–307	Impose requirements and issue certificates of compliance as water supply authority where applicable.	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-001 Water, Sewer and Drainage	Local Government Act 1993 (NSW) Ch 6 Pt 3	Provide, manage and regulate water, sewerage and drainage services	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-003 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 124	Issue orders relating to water, sewerage, drainage and insanitary conditions	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: ACTIVITIES COORDINATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
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BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
ADC-001 Aged Care and Disability	Ageing and Disability Commissioner Act 2019 (NSW) Pt 4	Report, respond to and manage allegations involving abuse, neglect or exploitation of adults with disability or older adults	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW) Sch 1	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: ADMINISTRATION OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
GIPA-005 Information Access	Government Information (Public Access) Act 2009 (NSW) s 54	Consult with third parties	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW) Sch 1	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

**POSITION: ADMINISTRATION TRAINEE**

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: APPRENTICE MECHANIC

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: ASSETS OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: BIO-SECURITY OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
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BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
BIO-001 Biosecurity	Biosecurity Act 2015 (NSW) Pt 3	Exercise functions in relation to general biosecurity duty	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-002 Biosecurity	Biosecurity Act 2015 (NSW) Pt 8	Issue biosecurity directions where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-003 Biosecurity	Biosecurity Act 2015 (NSW) Pt 9	Exercise authorised officer powers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-004 Biosecurity	Biosecurity Act 2015 (NSW) s 130	Enter into biosecurity undertakings where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-001 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 96	Issue prevention notices.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-002 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 91	Issue clean-up notices where Council is the appropriate regulatory authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-003 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 264	Issue noise control notices where Council has authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-004 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 104	Issue compliance cost notices and recover compliance costs where authorised.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-005 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193	Require information and records where Council or an authorised officer has the statutory power.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
				n where required
POEO-006 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 143	Investigate unlawful waste transportation or disposal matters.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-007 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) Pt 7 (including ss 187–203, as applicable)	Exercise entry, inspection and investigation powers only where separately appointed as an authorised officer.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-008 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193, 203	Require information, records and answers where the relevant statutory power is available.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-009 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 224 and 226	Issue penalty notices only where the officer is an enforcement officer for the relevant offence.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: BUILDING MAINTENANCE OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not	Administrative / contractual authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			include correspondence to Members of Parliament	
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: CARAVAN PARK COORDINATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-005 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$50,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human	Local Government (State) Award / Council performance	Undertake routine performance management, supervision, feedback	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-	Employment management authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Resources	management framework Award / policy	and performance improvement for direct reports.	003, the Award, procedural fairness, HR advice and CEO powers.	
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: CARAVAN PARK HOUSEKEEPER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: CATERING OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			controls.	

POSITION: CREDITORS & PAYROLL OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: CUSTOMER SERVICE OFFICER (INC SERVICE NSW)

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation



BALRANALD SHIRE COUNCIL

POSITION: DESIGN ENGINEER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: ENGINEERING TRAINEE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: EUSTON GEO/TOWN MAINTENANCE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: EUSTON OVERSEER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-005 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$50,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW)	Approve purchase orders and expenditure in accordance with	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of	Delegation / sub- delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	General	adopted budget and financial delegation.	interest controls, and any limits in the instrument of delegation.	
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
GRA-001 Public Amenity	Graffiti Control Act 2008 (NSW) ss 11-12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

**POSITION: EXECUTIVE ASSISTANT**

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: GENERAL EQUIPMENT OPERATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: HORTICULTURE TRAINEE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: HOUSEKEEPER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not	Administrative / contractual authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			include correspondence to Members of Parliament	
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: HUMAN RESOURCES OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CGA-001 Child Safety	Children's Guardian Act 2019 (NSW) Pt 4	Notify reportable allegations and convictions to the Office of the Children's Guardian	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
CGA-002 Child Safety	Children's Guardian Act 2019 (NSW) Pt 4	Conduct or coordinate reportable conduct investigations	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
CGA-003 Child Safety	Children's Guardian Act 2019 (NSW) Pt 5	Manage child safe scheme compliance obligations	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
WWC-001 Child Safety	Child Protection (Working with Children) Act 2012 (NSW) Pt 2	Verify and monitor working with children check requirements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
WWC-002 Child Safety	Child Protection (Working with Children) Act 2012 (NSW) Pt 4	Respond to bars, interim bars and risk management obligations	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-001 Human Resources	Industrial Relations Act 1996 (NSW) Pt 6	Manage industrial matters, employment disputes and representation	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
PID-001 Integrity	Public Interest Disclosures Act 2022 (NSW) Pts 2–3; ss 80–81 (as applicable)	Receive and assess voluntary public interest disclosures where designated as a disclosure officer or otherwise lawfully authorised under Council's PID Policy.	Exercise only within Council's PID Policy and any designation or delegation made by the CEO as agency head.	PID role/designation or delegated function — separate CEO designation/delegation as applicable
PID-003 Integrity	Public Interest Disclosures Act 2022 (NSW) Pt 4; ss 80–81 (as applicable)	Manage confidentiality, risk assessment and protection obligations in relation to PIDs where lawfully delegated or designated.	Exercise only within Council's PID Policy and any designation or delegation made by the CEO as agency head.	PID role/designation or delegated function — separate CEO designation/delegation as applicable
ICAC-001 Integrity	Independent Commission Against Corruption Act 1988 (NSW) s 11	Receive and escalate suspected corrupt conduct to the Chief Executive Officer and support the CEO's statutory reporting to ICAC.	The s 11 reporting duty is imposed on the principal officer. This row provides administrative support only and does not transfer the CEO's statutory duty.	Administrative support only — CEO statutory duty
ICAC-002 Integrity	Independent Commission Against Corruption Act 1988 (NSW) Pt 3	Respond to ICAC notices, summonses and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			controls.	
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-003 Work Health and Safety	Work Health and Safety Act 2011 (NSW) Applicable WHS Act/Regulation provisions	Coordinate Council's response to improvement/prohibition notices and regulator matters.	Operational responsibility only. Statutory duties remain with the person or entity on whom the WHS Act imposes them.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: LIBRARIAN

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
LIB-001 Library	Library Act 1939 (NSW) Pt 3	Provide, manage and administer library services	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
LIB-002 Library	Library Act 1939 (NSW) s 10	Enter arrangements for library services and cooperation	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			where relevant, and financial limits.	
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: MECHANIC

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: PERSONAL CARE ASSISTANTS & CARER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW) Sch 1	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation



POSITION: PLANNING OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
HER-001 Heritage	Heritage Act 1977 (NSW) Pt 4	Administer local heritage and interim heritage matters within Council responsibilities	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub- delegation
HER-002 Heritage	Heritage Act 1977 (NSW) ss 57–60 and any Heritage Council delegation applying to Council	Administer Heritage Act approval applications and referrals affecting Council land or development, and exercise approval-body functions only where expressly delegated by the Heritage Council or other lawful authority.	Do not determine a Heritage Act approval unless Council and the delegate hold a current lawful delegation or authority for that function.	Third-party/statutory delegation required for approval-body functions
HER-003 Heritage	Heritage Act 1977 (NSW) s 139	Respond to excavation permit matters affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub- delegation
EPA-001 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.12	Receive and manage development applications and associated documents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-002 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.15	Evaluate matters for consideration in determining development applications.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-011 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.18	Give notice of determinations of development applications.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters	Delegation / sub- delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			reserved to Council or a planning panel.	
EPA-014 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Issue construction certificates, subdivision works certificates, occupation certificates or subdivision certificates where authorised.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-015 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Issue notices and directions concerning building and subdivision certification matters.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPAR-001 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 3	Administer development application lodgement, notification, referral and information requirements.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation / sub- delegation
EPAR-004 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) s 290; Sch 2 and Sch 4 (as applicable)	Administer planning certificate applications and prescribed planning information.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation / sub- delegation
SSD-001 Planning and Property	Strata Schemes Development Act 2015 (NSW) s 54	Issue strata certificates for subdivision of development lots	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub- delegation
SSD-002 Planning and Property	Strata Schemes Development Act 2015 (NSW) s 55	Issue strata certificates for subdivision not involving development lots	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub- delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation
LGA-030 Regulatory	Local Government Act 1993 (NSW) s 124	Issue orders requiring or prohibiting action in relation to premises, structures, water, waste, health or safety matters.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub- delegation
LGA-031 Regulatory	Local Government Act 1993 (NSW) ss 132–135	Give notice of a proposed order, receive and consider representations,	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply.	Delegation / sub- delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
		and determine the proposed order.	Emergency powers only where statutory test is met.	
LGA-032 Regulatory	Local Government Act 1993 (NSW) s 129(2)(b); s 137(2)	Give an order expressed to be given in an emergency and require immediate compliance where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-033 Regulatory	Local Government Act 1993 (NSW) ss 152–153	Modify or revoke orders in accordance with the Act.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation

POSITION: PLANNING TRAINEE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: RANGER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CAA-001 Companion Animals	Companion Animals Act 1998 (NSW) Pt 2	Administer companion animal identification and registration requirements.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-002 Companion Animals	Companion Animals Act 1998 (NSW) Various provisions, including ss 22, 36, 57 and Pt 7 (as applicable)	Seize, secure, hold or otherwise deal with companion animals where the Act authorises the action.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-003 Companion Animals	Companion Animals Act 1998 (NSW) ss 31–31A; 32A–32B	Administer nuisance cat and nuisance dog processes, including notices and orders where authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-004	Companion Animals Act 1998	Make dangerous dog declarations	Only by appropriately appointed/authorised officers;	Delegation plus separate



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Companion Animals	(NSW) s 34		follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	statutory appointment/authorisation where required
CAA-005 Companion Animals	Companion Animals Act 1998 (NSW) ss 32B, 35, 58A and related provisions	Issue notices associated with nuisance, dangerous, menacing and restricted animal processes where authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-006 Companion Animals	Companion Animals Act 1998 (NSW) s 92	Issue penalty notices where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-007 Companion Animals	Companion Animals Act 1998 (NSW) Various provisions (authorised officer functions)	Exercise Companion Animals Act authorised-officer functions only where separately authorised by Council.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-002 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pt 11	Exercise compliance and enforcement functions where Council has authority	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-003 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pt 12 (including s 12.4)	Exercise Biodiversity Conservation Act investigation/enforcement powers only where separately appointed or authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-001 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 96	Issue prevention notices.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-002 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 91	Issue clean-up notices where Council is the appropriate regulatory authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-003 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 264	Issue noise control notices where Council has authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
POEO-004 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 104	Issue compliance cost notices and recover compliance costs where authorised.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-005 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193	Require information and records where Council or an authorised officer has the statutory power.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-006 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 143	Investigate unlawful waste transportation or disposal matters.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-007 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) Pt 7 (including ss 187–203, as applicable)	Exercise entry, inspection and investigation powers only where separately appointed as an authorised officer.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-008 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193, 203	Require information, records and answers where the relevant statutory power is available.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-009 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 224 and 226	Issue penalty notices only where the officer is an enforcement officer for the relevant offence.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-001 Governance	Local Government (General) Regulation 2021 (NSW)	Administer approval, inspection and compliance functions for activities	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	Pt 2	requiring approval.	interest controls, and any limits in the instrument of delegation.	
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
GRA-001 Public Amenity	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
GRA-002 Public Amenity	Graffiti Control Act 2008 (NSW) Pt 4	Serve notices and arrange removal work	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
PSUP-001 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 2	Deal with unattended property in public places	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-002 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 3	Issue notices, directions and take possession of property	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-003 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 4	Dispose of unclaimed property	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-004 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 5	Recover costs and issue penalty notices	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LGA-030 Regulatory	Local Government Act 1993 (NSW) s 124	Issue orders requiring or prohibiting action in relation to premises, structures, water, waste, health or safety matters.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-031	Local Government Act 1993 (NSW)	Give notice of a proposed order,	Natural justice, evidence, reasons, recordkeeping	Delegation / sub-



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Regulatory	ss 132–135	receive and consider representations, and determine the proposed order.	and enforcement policy requirements apply. Emergency powers only where statutory test is met.	delegation
LGA-032 Regulatory	Local Government Act 1993 (NSW) s 129(2)(b); s 137(2)	Give an order expressed to be given in an emergency and require immediate compliance where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-033 Regulatory	Local Government Act 1993 (NSW) ss 152–153	Modify or revoke orders in accordance with the Act.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-034 Regulatory	Local Government Act 1993 (NSW) s 680A	Give lawful directions relating to conduct in public places where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-035 Regulatory	Local Government Act 1993 (NSW) s 681	Remove offenders from community land where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-036 Regulatory	Local Government Act 1993 (NSW) s 679	Issue penalty notices for prescribed Local Government Act offences where authorised.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
RT-001 Traffic and Parking	Road Transport Act 2013 (NSW) / Road Transport (General) Regulation 2021 / Road Rules 2014 Applicable parking and traffic enforcement provisions	Exercise parking and traffic enforcement functions only where Council has the relevant statutory authority and the officer is separately appointed or authorised as required.	Exercise only where Council has statutory enforcement authority and the officer holds any required separate appointment, authorisation or enforcement-officer status.	Delegation plus separate statutory appointment/authorisation where required

POSITION: RATES & DEBTORS OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LGA-012 Finance	Local Government Act 1993 (NSW) Ch 15	Manage rates, annual charges, fees and debt recovery administration.	Making rates/charges and fixing fees remain non-delegable Council functions. Administration and recovery may be delegated.	Delegation / sub-delegation
LGA-013 Finance	Local Government Act 1993 (NSW) s 564	Enter agreements for payment of rates and annual charges.	Subject to debt recovery policy and hardship policy.	Delegation / sub-delegation
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of	Financial delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	Financial delegation	requirements and the conditions of this register.	delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGA-010 Governance	Local Government Act 1993 (NSW) s 735A	Issue certificates as to outstanding notices under the Local Government Act.	Certificates must be accurate, recorded and issued in the approved form.	Delegation / sub-delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: RECORDS & IT OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
GIPA-001 Information Access	Government Information (Public Access) Act 2009 (NSW) s 6	Release open access information unless there is an overriding public interest against disclosure	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-003 Information Access	Government Information (Public Access) Act 2009 (NSW) s 8	Decide informal release requests	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-004 Information Access	Government Information (Public Access) Act 2009 (NSW) Pt 4	Determine formal access applications	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-005 Information Access	Government Information (Public Access) Act 2009 (NSW) s 54	Consult with third parties	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-006 Information Access	Government Information (Public Access) Act 2009 (NSW) ss 82-84	Conduct internal reviews, subject to the independence and seniority requirements in s 84.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls. Excluding original decision maker where required.	Delegation / authorised decision-maker authority subject to GIPA Act
ICAC-002 Integrity	Independent Commission Against Corruption Act 1988 (NSW) Pt 3	Respond to ICAC notices, summonses and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
PPIP-002 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) s 53	Conduct internal reviews of conduct involving personal information in accordance with the Act.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
PPIP-003 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) ss 54–55	Coordinate Privacy Commissioner and Tribunal review processes arising from privacy internal reviews.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW) Sch 1	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
HRIP-002 Privacy	Health Records and Information Privacy Act 2002 (NSW) s 21; PPIP Act Pt 5 including s 53	Conduct internal reviews of conduct involving health information, applying Part 5 of the Privacy and Personal Information Protection Act 1998 as picked up by s 21 of the HRIP Act.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-002 Records	State Records Act 1998 (NSW) s 21	Authorise disposal/destruction of records in accordance with authorised disposal authorities	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-003 Records	State Records Act 1998 (NSW) Pt 4	Manage records protection, access and storage requirements	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: REGISTERED NURSE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW)	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	Sch 1		controls.	
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: RESERVATIONS OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: SENIOR EXECUTIVE ASSISTANT

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CEM-001 Cemeteries	Cemeteries and Crematoria Act 2013 (NSW) Pt 4	Manage cemetery operator functions and interment rights	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CEM-002 Cemeteries	Cemeteries and Crematoria Act 2013 (NSW) ss 52, 56, 58–61 (as applicable)	Grant, transfer, revoke or determine interment rights as cemetery operator, where authorised.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CEM-003 Cemeteries	Cemeteries and Crematoria Act 2013 (NSW) ss 63–64	Maintain cemetery and interment-right registers and records.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			where relevant, and financial limits.	
FIN-005 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$50,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub- delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
GIPA-001 Information Access	Government Information (Public Access) Act 2009 (NSW) s 6	Release open access information unless there is an overriding public interest against disclosure	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-003 Information	Government Information (Public Access) Act 2009 (NSW)	Decide informal release requests	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping	Delegation / authorised decision-maker authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Access	s 8		controls.	subject to GIPA Act
GIPA-005 Information Access	Government Information (Public Access) Act 2009 (NSW) s 54	Consult with third parties	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
PIIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: SENIOR FINANCE OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW)	Approve purchase orders and expenditure in accordance with	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	General	adopted budget and financial delegation.	interest controls, and any limits in the instrument of delegation.	
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: STORES & DEPOT SECURITY OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

POSITION: SWIMMING POOL ATTENDANTS (SEASONAL)

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: SWIMMING POOL SUPERVISOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
PH-004 Public Health	Public Health Act 2010 (NSW) Pt 3 Div 3	Administer statutory requirements for public swimming pools and spa pools.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: TOURIST INFORMATION CENTRE STAFF

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

**POSITION: TOWN MAINTENANCE OFFICER**

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: TOWN MAINTENANCE OVERSEER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010	Authority to Act	Approve applications for leave from	Subject to adopted budget, ongoing operational	Administrative /



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Human Resources	Policy	staff	requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	contractual authority
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
GRA-001 Public Amenity	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: WATER & SEWER OPERATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			controls.	

POSITION: WATER & SEWER TRAINEE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: WHS & RISK OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SERM-001 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 2	Participate in emergency management planning and response functions	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
PID-003 Integrity	Public Interest Disclosures Act 2022 (NSW) Pt 4; ss 80–81 (as applicable)	Manage confidentiality, risk assessment and protection obligations in relation to PIDs where lawfully delegated or designated.	Exercise only within Council's PID Policy and any designation or delegation made by the CEO as agency head.	PID role/designation or delegated function — separate CEO designation/delegation as applicable
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-008 Risk	Authority to Act Policy	Approve insurance claims handling, recoveries and settlement recommendations.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-003 Work Health and Safety	Work Health and Safety Act 2011 (NSW) Applicable WHS Act/Regulation provisions	Coordinate Council's response to improvement/prohibition notices and regulator matters.	Operational responsibility only. Statutory duties remain with the person or entity on whom the WHS Act imposes them.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: WORKS OVERSEER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SERM-002 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 3	Provide resources and support to emergency operations where authorised	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004	Authority to Act	Approve purchase orders and certify	Subject to adopted budget, procurement policy,	Administrative /



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Finance	Policy	receipt of goods/services.	tendering rules, conflicts controls, document execution policy and financial limits.	contractual authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
GRA-001 Public Amenity	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and	Work Health and Safety Act 2011 (NSW)	Make or coordinate notifiable-incident notifications to SafeWork NSW on	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure	Operational responsibility — statutory WHS duty not



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Safety	s 38	Council's behalf.	notification occurs.	transferred

**POSITIONS**

Position Title	Team	Level	Supervisor
Chief Executive Officer	Executive	Executive	Council
Chief Financial Officer	Finance	Executive	Chief Executive Officer
Executive Manager Community & Governance	Community & Governance	Executive	Chief Executive Officer
Community Projects, Tourism/Economic Development & Grants Coordinator	Economic & Community Development	Manager	Executive Manager Community & Governance
Facility Nurse Manager - Bidgee Haven	Hostel	Manager	Executive Manager Community & Governance
Health Environment & Development Coordinator	Planning & Environment	Manager	Manager Planning & Environment
Infrastructure Coordinator	Technical & Project Services	Manager	Manager Technical & Project Services
Manager Planning & Environment	Planning & Environment	Manager	Chief Executive Officer
Manager Technical & Project Services	Technical & Project Services	Manager	Chief Executive Officer
Water & Sewer Coordinator	Water & Sewer	Manager	Works Superintendent
Works Superintendent	Infrastructure	Manager	Chief Executive Officer
Activities Coordinator	Hostel	Staff	Facility Nurse Manager - Bidgee Haven
Administration Officer	Hostel	Staff	Facility Nurse Manager - Bidgee Haven
Administration Trainee	Finance	Staff	Chief Financial Officer
Apprentice Mechanic	Technical & Project Services	Staff	Mechanic
Assets Officer	Technical & Project Services	Staff	Infrastructure Coordinator
Bio-Security Officer	Planning & Environment	Staff	Manager Planning & Environment
Building Maintenance Officer	Planning & Environment	Staff	Manager Planning & Environment
Caravan Park Coordinator	Caravan Park	Staff	Executive Manager Community & Governance
Caravan Park Housekeeper	Caravan Park	Staff	Caravan Park Coordinator
Catering Officer	Hostel	Staff	Facility Nurse Manager - Bidgee Haven
Creditors & Payroll Officer	Finance	Staff	Chief Financial Officer
Customer Service Officer (inc Service NSW)	Finance	Staff	Chief Financial Officer
Design Engineer	Technical & Project Services	Staff	Infrastructure Coordinator
Engineering Trainee	Technical & Project Services	Staff	Infrastructure Coordinator



BALRANALD SHIRE COUNCIL

Position Title	Team	Level	Supervisor
Euston GEO/Town Maintenance	Water & Sewer	Staff	Euston Overseer
Euston Overseer	Water & Sewer	Staff	Water & Sewer Coordinator
Executive Assistant	Governance	Staff	Senior Executive Assistant
General Equipment Operator	Works	Staff	Works Overseer
Horticulture Trainee	Town Maintenance	Staff	Town Maintenance Overseer
Housekeeper	Hostel	Staff	Facility Nurse Manager - Bidgee Haven
Human Resources Officer	Governance	Staff	Executive Manager Community & Governance
Librarian	Library	Staff	Executive Manager Community & Governance
Mechanic	Technical & Project Services	Staff	Infrastructure Coordinator
Personal Care Assistants & Carer	Hostel	Staff	Facility Nurse Manager - Bidgee Haven
Planning Officer	Planning & Environment	Staff	Manager Planning & Environment
Planning Trainee	Planning & Environment	Staff	Planning Officer
Ranger	Planning & Environment	Staff	Manager Planning & Environment
Rates & Debtors Officer	Finance	Staff	Chief Financial Officer
Records & IT Officer	Governance	Staff	Executive Manager Community & Governance
Registered Nurse	Hostel	Staff	Facility Nurse Manager - Bidgee Haven
Reservations Officer	Caravan Park	Staff	Caravan Park Coordinator
Senior Executive Assistant	Governance	Staff	Chief Executive Officer
Senior Finance Officer	Finance	Staff	Chief Financial Officer
Stores & Depot Security Officer	Finance	Staff	Chief Financial Officer
Swimming Pool Attendants (Seasonal)	Planning & Environment	Staff	Swimming Pool Supervisor
Swimming Pool Supervisor	Planning & Environment	Staff	Manager Planning & Environment
Tourist Information Centre Staff	Economic & Community Development	Staff	Community Projects, Tourism/Economic Development & Grants Coordinator
Town Maintenance Officer	Town Maintenance	Staff	Town Maintenance Overseer
Town Maintenance Overseer	Town Maintenance	Staff	Works Superintendent
Water & Sewer Operator	Water & Sewer	Staff	Euston Overseer



BALRANALD SHIRE COUNCIL

Position Title	Team	Level	Supervisor
Water & Sewer Trainee	Water & Sewer	Staff	Euston Overseer
WHS & Risk Officer	Chief Executive Officer	Staff	Chief Executive Officer
Works Overseer	Works	Staff	Works Superintendent



STATUTORY APPOINTMENTS AND AUTHORISATIONS

Legislation / Regime	Appointment / Role	Statutory Basis	Position(s)	Requirement / Action
Local Government Act 1993 (NSW)	Public Officer	s 342 (designation); s 343 (functions)	Executive Manager Community & Governance	Training / qualification: Suitable governance/public officer capability Action: Treat as Public Officer unless and until the CEO makes a different written designation. Keep separate designation on file.
Children's Guardian Act 2019 (NSW)	Head of Relevant Entity / reportable conduct	Pt 4	Chief Executive Officer	Training / qualification: Reportable conduct training Action: CEO is HRE. HR may support or exercise lawfully delegated functions only under a separate written delegation where permitted.
Government Information (Public Access) Act 2009 (NSW)	Principal-officer- authorised decision maker	s 9(3); s 84	Executive Manager Community & Governance; Records & IT Officer	Training / qualification: GIPA decision-maker/internal-review training Action: Maintain written principal-officer authority. Internal reviewer must satisfy s 84 independence/seniority requirements.
Biosecurity Act 2015 (NSW)	Authorised officer / other biosecurity authority	Applicable appointment/authorisation provisions	Bio-Security Officer; Health Environment & Development Coordinator; Manager Planning & Environment	Training / qualification: Biosecurity enforcement competence Action: Confirm current written appointment/authorisation before enforcement powers are exercised.
Companion Animals Act 1998 (NSW)	Authorised employee/officer	Applicable Companion Animals Act provisions	Health Environment & Development Coordinator; Manager Planning & Environment; Ranger	Training / qualification: Companion animals enforcement training Action: Confirm current Council authorisation before statutory enforcement functions are exercised.
Environmental Planning and Assessment Act 1979 (NSW)	Investigation/enforcement authority / certifier status	Pt 9; Sch 5; Pt 6 as applicable	Health Environment & Development Coordinator; Manager Planning & Environment; Planning Officer	Training / qualification: Role-specific competence and registration where required Action: Confirm any required written authorisation and certifier registration before powers are exercised.
Food Act 2003 (NSW)	Authorised officer	ss 114–115	Health Environment & Development Coordinator; Manager Planning & Environment	Training / qualification: Food safety enforcement training Action: Separate appointment and certificate of authority required.
Protection of the Environment Operations Act 1997 (NSW)	Authorised officer / enforcement officer	ss 187–188; ss 224, 226 as applicable	Health Environment & Development Coordinator;	Training / qualification: POEO enforcement training Action: Separate appointment required. Penalty



BALRANALD SHIRE COUNCIL

Legislation / Regime	Appointment / Role	Statutory Basis	Position(s)	Requirement / Action
			Manager Planning & Environment; Planning Officer; other officers only if separately appointed	notices additionally require enforcement-officer status for the relevant offence.
Public Health Act 2010 (NSW)	Authorised officer	Applicable authorised-officer provisions	Health Environment & Development Coordinator; Manager Planning & Environment	Training / qualification: Public health inspection competence Action: Confirm separate appointment/authorisation before statutory powers are exercised.
Public Spaces (Unattended Property) Act 2021 (NSW)	Authorised officer	Applicable authorised-officer provisions	Manager Planning & Environment; Ranger	Training / qualification: Evidence/property handling training Action: Confirm separate appointment/authorisation before statutory powers are exercised.
Swimming Pools Act 1992 (NSW)	Authorised officer / inspector	s 27 and related provisions	Health Environment & Development Coordinator; Manager Planning & Environment	Training / qualification: Pool barrier inspection competence Action: Confirm separate appointment/identification requirements before entry/inspection powers are exercised.
Public Interest Disclosures Act 2022 (NSW)	Disclosure officer / delegated agency-head function	ss 80–81 and Council PID Policy	Executive Manager Community & Governance; Human Resources Officer (only if designated)	Training / qualification: PID training Action: CEO to maintain current disclosure-officer designations/delegations. Non-delegable agency-head functions remain with CEO.
Independent Commission Against Corruption Act 1988 (NSW)	Principal officer reporting duty	s 11	Chief Executive Officer	Training / qualification: ICAC reporting awareness Action: CEO retains statutory duty. EMCG/HR may support but do not replace CEO's duty.
Road Transport Act 2013 / Fines Act 1996 (NSW)	Parking / traffic enforcement officer	Applicable Road Transport, Regulation and Fines Act provisions	Ranger; other designated officers only if separately authorised	Training / qualification: Parking/traffic enforcement competence Action: Confirm current enforcement-officer appointment/authorisation before penalty notices or statutory enforcement powers are exercised.
Heritage Act 1977 (NSW)	Heritage approval-body function	ss 57–60 and any delegation from the Heritage Council/Minister	Manager Planning & Environment; other planning staff only within the terms of a current delegation	Training / qualification: Heritage/planning competence Action: Confirm current Heritage Council/Minister delegation before Council or staff determine Heritage Act approvals.



DELEGATIONS REGISTER - ADMINISTRATION

BALRANALD SHIRE COUNCIL — DELEGATIONS REGISTER INSTRUCTIONS	
Controlled master	The approved master register is to be stored in Council's EDMS with the CEO approval/version record.
Issued delegations	Each issued position delegation must include the Delegation Cover and the rows marked X for that position.
Meaning of X	An X authorises exercise of the listed function subject to conditions. It is not proof of a separate statutory appointment, designation, registration or qualification.
Statutory appointments	Where the Authority Type or Appointment Requirements sheet identifies a separate statutory step, the function must not be exercised until the separate instrument/qualification is current.
Acting positions	A person lawfully acting in a position may exercise that position's delegation only for the acting period and subject to any written limitations.
Sub-delegation	Staff must not further sub-delegate unless legislation and the instrument expressly permit it.
Financial authority	Financial delegations are subject to adopted budget, Council's Procurement and Disposal Policy, tendering law, GST-inclusive tender thresholds and any project/contract limits.
Change control	Changes to delegations must be approved by the CEO before the controlled master is changed. Affected position instruments must then be reissued.
Legislative review	Review the register at least annually and whenever relevant legislation, Council structure, policy or position responsibilities change.
Publication	A public copy may be generated from the approved master. Do not publish signatures, employee-specific appointment numbers or other personal information.
Copyright / public record	Council may acknowledge the source/template history, but the Council register itself is not to be labelled 'confidential' if it is published as a public governance document.



CHANGE LOG

Date	Code / area	Change	Reason / basis
17 Sep 2026	Register architecture	Rebuilt	Separated delegations, financial authorities, operational responsibilities and statutory appointment requirements.
17 Sep 2026	Blanket ALL-series delegations	Removed	Avoids automatic acquisition of future or unintended statutory powers by staff when legislation changes.
17 Sep 2026	LGR-020-025	Removed	Duplicated LGA-020-025 s 68 approval functions.
17 Sep 2026	WHS-002	Removed	Officer due-diligence duty under s 27 is personal and is not transferred by delegation.
17 Sep 2026	GRA-003	Removed	s 14 is not a general graffiti-removal cost-recovery power.
17 Sep 2026	PID-004	Removed	Duplicated/overlapped PID disclosure functions; PID roles consolidated under PID-001-003.
17 Sep 2026	Public Officer	Corrected	Public Officer designation is under LGA s 342; current Balranald role recorded as Executive Manager Community & Governance.
17 Sep 2026	Children's Guardian	Corrected	CEO recorded as Head of Relevant Entity; HR support does not itself transfer HRE accountability.
17 Sep 2026	SPA-001	Corrected	Swimming Pools Act 1992 (NSW) s 22D — statutory reference/function wording reconciled.
17 Sep 2026	SPA-003	Corrected	Swimming Pools Act 1992 (NSW) ss 27A-27B — statutory reference/function wording reconciled.
17 Sep 2026	SPA-004	Corrected	Swimming Pools Act 1992 (NSW) s 35 — statutory reference/function wording reconciled.
17 Sep 2026	CEM-002	Corrected	Cemeteries and Crematoria Act 2013 (NSW) ss 52, 56, 58-61 (as applicable) — statutory reference/function wording reconciled.
17 Sep 2026	CEM-003	Corrected	Cemeteries and Crematoria Act 2013 (NSW) ss 63-64 — statutory reference/function wording reconciled.
17 Sep 2026	CAA-001	Corrected	Companion Animals Act 1998 (NSW) Pt 2 — statutory reference/function wording reconciled.
17 Sep 2026	CAA-002	Corrected	Companion Animals Act 1998 (NSW) Various provisions, including ss 22, 36, 57 and Pt 7 (as applicable) — statutory reference/function wording reconciled.
17 Sep 2026	CAA-003	Corrected	Companion Animals Act 1998 (NSW) ss 31-31A; 32A-32B — statutory reference/function wording reconciled.
17 Sep 2026	CAA-005	Corrected	Companion Animals Act 1998 (NSW) ss 32B, 35, 58A and related provisions — statutory reference/function wording reconciled.
17 Sep 2026	CAA-007	Corrected	Companion Animals Act 1998 (NSW) Various provisions (authorised officer functions) — statutory reference/function wording reconciled.
17 Sep 2026	CLM-003	Corrected	Crown Land Management Act 2016 (NSW) ss 3.21-3.23; Local Government Act 1993 Ch 6 Pt 2 Div 2 — statutory reference/function wording reconciled.



BALRANALD SHIRE COUNCIL

Date	Code / area	Change	Reason / basis
17 Sep 2026	BC-001	Corrected	Biodiversity Conservation Act 2016 (NSW) Pts 4 and 7 (as applicable) — statutory reference/function wording reconciled.
17 Sep 2026	BC-003	Corrected	Biodiversity Conservation Act 2016 (NSW) Pt 12 (including s 12.4) — statutory reference/function wording reconciled.
17 Sep 2026	POEO-002	Corrected	Protection of the Environment Operations Act 1997 (NSW) s 91 — statutory reference/function wording reconciled.
17 Sep 2026	POEO-003	Corrected	Protection of the Environment Operations Act 1997 (NSW) s 264 — statutory reference/function wording reconciled.
17 Sep 2026	POEO-004	Corrected	Protection of the Environment Operations Act 1997 (NSW) s 104 — statutory reference/function wording reconciled.
17 Sep 2026	POEO-005	Corrected	Protection of the Environment Operations Act 1997 (NSW) ss 192–193 — statutory reference/function wording reconciled.
17 Sep 2026	POEO-007	Corrected	Protection of the Environment Operations Act 1997 (NSW) Pt 7 (including ss 187–203, as applicable) — statutory reference/function wording reconciled.
17 Sep 2026	POEO-008	Corrected	Protection of the Environment Operations Act 1997 (NSW) ss 192–193, 203 — statutory reference/function wording reconciled.
17 Sep 2026	POEO-009	Corrected	Protection of the Environment Operations Act 1997 (NSW) ss 224 and 226 — statutory reference/function wording reconciled.
17 Sep 2026	FIN-001	Corrected	Local Government Act 1993 (NSW) / Local Government (General) Regulation 2021 s 55; Pt 7 including cl 178; s 377(1)(i) — statutory reference/function wording reconciled.
17 Sep 2026	FIN-003	Corrected	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation — statutory reference/function wording reconciled.
17 Sep 2026	FIN-004	Corrected	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation — statutory reference/function wording reconciled.
17 Sep 2026	FIN-005	Corrected	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation — statutory reference/function wording reconciled.
17 Sep 2026	FIN-006	Corrected	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation — statutory reference/function wording reconciled.
17 Sep 2026	FIN-002	Corrected	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation — statutory reference/function wording reconciled.
17 Sep 2026	FOOD-001	Corrected	Food Act 2003 (NSW) s 37 — statutory reference/function wording reconciled.
17 Sep 2026	FOOD-002	Corrected	Food Act 2003 (NSW) ss 57–58 — statutory reference/function wording reconciled.



BALRANALD SHIRE COUNCIL

Date	Code / area	Change	Reason / basis
17 Sep 2026	FOOD-003	Corrected	Food Act 2003 (NSW) s 60 — statutory reference/function wording reconciled.
17 Sep 2026	FOOD-004	Corrected	Food Act 2003 (NSW) s 38 — statutory reference/function wording reconciled.
17 Sep 2026	FOOD-005	Corrected	Food Act 2003 (NSW) s 120 — statutory reference/function wording reconciled.
17 Sep 2026	FOOD-006	Corrected	Food Act 2003 (NSW) Pt 10 (including ss 118–119) — statutory reference/function wording reconciled.
17 Sep 2026	FOOD-007	Corrected	Food Act 2003 (NSW) Pt 10 (including ss 118–119) — statutory reference/function wording reconciled.
17 Sep 2026	LGA-009	Corrected	Local Government Act 1993 (NSW) ss 699, 710 (as applicable) — statutory reference/function wording reconciled.
17 Sep 2026	LGA-010	Corrected	Local Government Act 1993 (NSW) s 735A — statutory reference/function wording reconciled.
17 Sep 2026	GIPA-006	Corrected	Government Information (Public Access) Act 2009 (NSW) ss 82–84 — statutory reference/function wording reconciled.
17 Sep 2026	GIPA-007	Corrected	Government Information (Public Access) Act 2009 (NSW) s 9(3); ss 7(5), 8(6) — statutory reference/function wording reconciled.
17 Sep 2026	ROAD-002	Corrected	Roads Act 1993 (NSW) s 101 — statutory reference/function wording reconciled.
17 Sep 2026	ROAD-003	Corrected	Roads Act 1993 (NSW) Pt 8 (including s 115, as applicable) — statutory reference/function wording reconciled.
17 Sep 2026	ROAD-004	Corrected	Roads Act 1993 (NSW) s 125 — statutory reference/function wording reconciled.
17 Sep 2026	ROAD-007	Corrected	Roads Act 1993 (NSW) s 162 — statutory reference/function wording reconciled.
17 Sep 2026	ROAD-008	Corrected	Roads Act 1993 (NSW) s 163 — statutory reference/function wording reconciled.
17 Sep 2026	ROAD-009	Corrected	Roads Act 1993 (NSW) Pt 8 (as applicable) — statutory reference/function wording reconciled.
17 Sep 2026	PID-001	Corrected	Public Interest Disclosures Act 2022 (NSW) Pts 2–3; ss 80–81 (as applicable) — statutory reference/function wording reconciled.
17 Sep 2026	PID-004	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	PID-002	Corrected	Public Interest Disclosures Act 2022 (NSW) Pt 3; ss 80–81 (as applicable) — statutory reference/function wording reconciled.
17 Sep 2026	PID-003	Corrected	Public Interest Disclosures Act 2022 (NSW) Pt 4; ss 80–81 (as applicable) — statutory reference/function wording reconciled.
17 Sep 2026	ICAC-001	Corrected	Independent Commission Against Corruption Act 1988 (NSW) s 11 — statutory reference/function wording reconciled.



BALRANALD SHIRE COUNCIL

Date	Code / area	Change	Reason / basis
17 Sep 2026	EPA-005	Corrected	Environmental Planning and Assessment Act 1979 (NSW) s 4.33 — statutory reference/function wording reconciled.
17 Sep 2026	EPA-011	Corrected	Environmental Planning and Assessment Act 1979 (NSW) s 4.18 — statutory reference/function wording reconciled.
17 Sep 2026	EPAR-003	Corrected	Environmental Planning and Assessment Regulation 2021 (NSW) s 289 and applicable certification provisions — statutory reference/function wording reconciled.
17 Sep 2026	EPAR-004	Corrected	Environmental Planning and Assessment Regulation 2021 (NSW) s 290; Sch 2 and Sch 4 (as applicable) — statutory reference/function wording reconciled.
17 Sep 2026	SSD-003	Corrected	Strata Schemes Development Act 2015 (NSW) Pt 10 — statutory reference/function wording reconciled.
17 Sep 2026	GRA-001	Corrected	Graffiti Control Act 2008 (NSW) ss 11–12 — statutory reference/function wording reconciled.
17 Sep 2026	GRA-003	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	PH-002	Corrected	Public Health Act 2010 (NSW) ss 41–42 — statutory reference/function wording reconciled.
17 Sep 2026	PH-003	Corrected	Public Health Act 2010 (NSW) s 45 — statutory reference/function wording reconciled.
17 Sep 2026	PH-004	Corrected	Public Health Act 2010 (NSW) Pt 3 Div 3 — statutory reference/function wording reconciled.
17 Sep 2026	LGR-020	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	LGR-021	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	LGR-022	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	LGR-023	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	LGR-024	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	LGR-025	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	LGA-031	Corrected	Local Government Act 1993 (NSW) ss 132–135 — statutory reference/function wording reconciled.
17 Sep 2026	LGA-032	Corrected	Local Government Act 1993 (NSW) s 129(2)(b); s 137(2) — statutory reference/function wording reconciled.
17 Sep 2026	LGA-033	Corrected	Local Government Act 1993 (NSW) ss 152–153 — statutory reference/function wording reconciled.
17 Sep 2026	LGA-034	Corrected	Local Government Act 1993 (NSW) s 680A — statutory reference/function wording reconciled.
17 Sep 2026	LGA-035	Corrected	Local Government Act 1993 (NSW) s 681 — statutory reference/function wording reconciled.
17 Sep 2026	LGA-036	Corrected	Local Government Act 1993 (NSW) s 679 — statutory reference/function wording reconciled.



BALRANALD SHIRE COUNCIL

Date	Code / area	Change	Reason / basis
17 Sep 2026	WM-003	Corrected	Water Management Act 2000 (NSW) ss 306–307 — statutory reference/function wording reconciled.
17 Sep 2026	ALL-001	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-002	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-003	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-004	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-005	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-006	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-007	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-008	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-009	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-010	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-011	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-012	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-013	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-014	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-015	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-016	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-017	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-018	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-019	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-020	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-021	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	ALL-022	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	WHS-001	Corrected	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations — statutory reference/function wording reconciled.
17 Sep 2026	WHS-002	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	WHS-003	Corrected	Work Health and Safety Act 2011 (NSW) Applicable WHS Act/Regulation provisions — statutory



BALRANALD SHIRE COUNCIL

Date	Code / area	Change	Reason / basis
			reference/function wording reconciled.
17 Sep 2026	WHS-004	Corrected	Work Health and Safety Act 2011 (NSW) s 38 — statutory reference/function wording reconciled.
17 Sep 2026	CORP-014	Removed	Duplicate, obsolete, blanket or legally inappropriate staff delegation removed in rebuild.
17 Sep 2026	FIN-004A	Added	Restores Balranald's \$75,000 financial delegation tier.
17 Sep 2026	FIN-002-006	Reconciled	Financial limits restored to Balranald's intended/current levels rather than SINC template levels.
17 Sep 2026	AWARD-003	Narrowed	Formal disciplinary authority restricted to senior managers rather than supervisors/coordinators generally.
17 Sep 2026	AWARD-003A	Added	Separates routine performance management from formal disciplinary authority.
17 Sep 2026	PPIP-002-003	Corrected	Internal privacy review aligned to PPIP s 53; Privacy Commissioner/Tribunal review aligned to ss 54-55.
17 Sep 2026	HRIP-002	Corrected	HRIP s 21 applies PPIP Part 5 review machinery to public-sector health-information complaints.
17 Sep 2026	RT-001-002	Corrected	Removed incorrect s 144 appointment reference and made separate enforcement-officer authority explicit.
17 Sep 2026	ROAD-006	Corrected	Roads Act s 144 is the road-event permit function, not a structure-removal power.
17 Sep 2026	HER-002	Corrected	Heritage approval-body decisions limited to functions actually delegated by Heritage Council/Minister.
17 Sep 2026	EPAR-005	Corrected	Mandatory development-consent conditions aligned to EP&A Regulation 2021 Pt 4 Div 2, not Schedule 4 (fees).



INSTRUMENT OF DELEGATION - COVER

BALRANALD SHIRE COUNCIL	
INSTRUMENT OF DELEGATION — CEO TO STAFF	
Position:	
Officer name:	
Effective date:	
Register version:	17 September 2026
Authority	
Pursuant to section 378 of the Local Government Act 1993 and any other enabling law, the Chief Executive Officer (General Manager) delegates or sub-delegates to the position named above the functions marked 'X' for that position in the approved Delegations Register, subject to each function's conditions, Council policies, lawful resolutions and any statutory limitations.	
An 'X' does not itself constitute appointment as an authorised officer, inspector, enforcement officer, certifier, disclosure officer or other statutory office where separate appointment, designation, registration or qualification is required.	
A person formally acting in a delegated position may exercise the delegation only while lawfully acting in that position and subject to any acting limitations.	
The delegate must not further sub-delegate unless the law and the instrument expressly permit it.	



BALRANALD SHIRE COUNCIL

Approved by:	Terry Dodds PSM — Chief Executive Officer
Signature:	
Date:	



PUBLIC DELEGATIONS REGISTER

Version 17 September 2026

DOCUMENT CONTROL

Document Owner	Chief Executive Officer (General Manager)	Version	17 September 2026 - Final
Status	Final - Public copy	Authority	Local Government Act 1993, s 378

A separate statutory appointment, authorisation, designation, registration or qualification is required where the relevant legislation says so. An entry in this register does not replace that requirement. Established positions are retained in the register even when temporarily vacant.

POSITION: CHIEF FINANCIAL OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LGA-012 Finance	Local Government Act 1993 (NSW) Ch 15	Manage rates, annual charges, fees and debt recovery administration.	Making rates/charges and fixing fees remain non-delegable Council functions. Administration and recovery may be delegated.	Delegation / sub-delegation
LGA-013 Finance	Local Government Act 1993 (NSW) s 564	Enter agreements for payment of rates and annual charges.	Subject to debt recovery policy and hardship policy.	Delegation / sub-delegation
LGA-014 Finance	Local Government Act 1993 (NSW) s 567	Write off or reduce accrued interest on rates and charges in approved circumstances.	Subject to statutory requirements, financial delegation limits and policy.	Delegation / sub-delegation
LGA-015 Finance	Local Government Act 1993 (NSW) s 713	Recommend the selling of land for unpaid rates and charges.	High-risk statutory process. Council resolution or GM approval required according to adopted policy.	Delegation / sub-delegation
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-001 Finance	Local Government Act 1993 (NSW) / Local Government (General) Regulation 2021 s 55; Pt 7 including cl 178; s 377(1)(i)	Accept tenders within delegated financial authority where the function is lawfully delegable.	Subject to adopted budget, Council's Procurement and Disposal Policy, Part 7 of the Regulation and financial limits. Does not extend to acceptance of tenders to provide services currently provided by Council staff (s 377(1)(i)) or any tender matter reserved to Council.	Financial delegation
FIN-002 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation	Approve purchases and financial commitments up to \$250,000, subject to adopted budget, procurement	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of	Financial delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	Financial delegation	requirements and the conditions of this register.	delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-005 Finance	Authority to Act Policy	Approve write-off of debts other than rates/annual charges within financial delegation limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGA-010 Governance	Local Government Act 1993 (NSW) s 735A	Issue certificates as to outstanding notices under the Local Government Act.	Certificates must be accurate, recorded and issued in the approved form.	Delegation / sub-delegation
LGA-011 Governance	Local Government Act 1993 (NSW) s 625	Invest money not immediately required by Council.	Only in accordance with Ministerial Investment Order, Council investment policy and reporting requirements.	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
LGR-004 Governance	Local Government (General) Regulation 2021 (NSW) Pt 9	Administer financial management, accounting and reporting obligations.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-011 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio	Administrative / contractual authority
CORP-006 Grants	Authority to Act Policy	Approve grant applications and accept grant funding where Council obligations are within delegation.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003 Human Resources	Local Government (State) Award Award	Manage formal disciplinary processes and determine disciplinary action for staff within the position's management responsibility, subject to CEO/HR oversight and procedural fairness.	Subject to the Local Government (State) Award, Council policy, procedural fairness and HR advice. Termination or other action reserved to the CEO must be referred to the CEO.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
GIPA-001 Information Access	Government Information (Public Access) Act 2009 (NSW) s 6	Release open access information unless there is an overriding public interest against disclosure	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
ICAC-002 Integrity	Independent Commission Against Corruption Act 1988 (NSW) Pt 3	Respond to ICAC notices, summonses and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LAJTC-001	Land Acquisition (Just Terms	Carry out steps for acquisition of land	Subject to Council resolutions, property strategy,	Delegation / sub-



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Land Acquisition	Compensation) Act 1991 (NSW) Pt 2	or interests in land after Council resolution	public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	delegation
LAJTC-002 Land Acquisition	Land Acquisition (Just Terms Compensation) Act 1991 (NSW) Pt 3	Issue notices, negotiate compensation and manage acquisition processes	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CORP-009 Legal	Authority to Act Policy	Engage external legal services and approve legal expenditure within limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-007 Legal / Property	Authority to Act Policy	Execute deeds, contracts, leases and other documents within delegation and signing protocols.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-001 Procurement	Authority to Act Policy	Approve procurement planning, quotations, tender evaluation and contract award within financial delegation limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CONV-001 Property	Conveyancing Act 1919 (NSW) s 88B	Execute or approve instruments creating easements, restrictions or covenants	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CONV-002 Property	Conveyancing Act 1919 (NSW) s 88E	Accept positive covenants or restrictions on use	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CONV-003 Property	Conveyancing Act 1919 (NSW) Pt 23	Execute dealings affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-002 Records	State Records Act 1998 (NSW) s 21	Authorise disposal/destruction of records in accordance with authorised disposal authorities	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-003 Records	State Records Act 1998 (NSW) Pt 4	Manage records protection, access and storage requirements	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-008 Risk	Authority to Act Policy	Approve insurance claims handling, recoveries and settlement recommendations.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: EXECUTIVE MANAGER COMMUNITY & GOVERNANCE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
ADC-001 Aged Care and Disability	Ageing and Disability Commissioner Act 2019 (NSW) Pt 4	Report, respond to and manage allegations involving abuse, neglect or exploitation of adults with disability or older adults	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
ADC-002 Aged Care and Disability	Ageing and Disability Commissioner Act 2019 (NSW) Pt 5	Cooperate with Commissioner investigations and requests	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
CEM-001 Cemeteries	Cemeteries and Crematoria Act 2013 (NSW) Pt 4	Manage cemetery operator functions and interment rights	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CEM-002	Cemeteries and Crematoria Act	Grant, transfer, revoke or determine	Subject to Council resolutions, property strategy,	Delegation / sub-



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Cemeteries	2013 (NSW) ss 52, 56, 58–61 (as applicable)	interment rights as cemetery operator, where authorised.	public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	delegation
CEM-003 Cemeteries	Cemeteries and Crematoria Act 2013 (NSW) ss 63–64	Maintain cemetery and interment-right registers and records.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CGA-001 Child Safety	Children's Guardian Act 2019 (NSW) Pt 4	Notify reportable allegations and convictions to the Office of the Children's Guardian	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
CGA-002 Child Safety	Children's Guardian Act 2019 (NSW) Pt 4	Conduct or coordinate reportable conduct investigations	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
CGA-003 Child Safety	Children's Guardian Act 2019 (NSW) Pt 5	Manage child safe scheme compliance obligations	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
WWC-001 Child Safety	Child Protection (Working with Children) Act 2012 (NSW) Pt 2	Verify and monitor working with children check requirements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
WWC-002 Child Safety	Child Protection (Working with Children) Act 2012 (NSW) Pt 4	Respond to bars, interim bars and risk management obligations	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
SERM-001 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 2	Participate in emergency management planning and response functions	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-001 Finance	Local Government Act 1993 (NSW) / Local Government (General) Regulation 2021 s 55; Pt 7 including cl 178; s 377(1)(i)	Accept tenders within delegated financial authority where the function is lawfully delegable.	Subject to adopted budget, Council's Procurement and Disposal Policy, Part 7 of the Regulation and financial limits. Does not extend to acceptance of tenders to provide services currently provided by Council staff (s 377(1)(i)) or any tender matter reserved to Council.	Financial delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-002 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$250,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-011 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio	Administrative / contractual authority
CORP-006 Grants	Authority to Act Policy	Approve grant applications and accept grant funding where Council obligations are within delegation.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
IR-001 Human Resources	Industrial Relations Act 1996 (NSW) Pt 6	Manage industrial matters, employment disputes and representation	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002	Local Government (State) Award	Approve flexible working arrangements	Exercise subject to HR delegations, confidentiality,	Employment management



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Human Resources	Award	and variations within policy	procedural fairness, mandatory reporting and applicable policies.	authority
AWARD-003 Human Resources	Local Government (State) Award Award	Manage formal disciplinary processes and determine disciplinary action for staff within the position's management responsibility, subject to CEO/HR oversight and procedural fairness.	Subject to the Local Government (State) Award, Council policy, procedural fairness and HR advice. Termination or other action reserved to the CEO must be referred to the CEO.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
GIPA-001 Information Access	Government Information (Public Access) Act 2009 (NSW) s 6	Release open access information unless there is an overriding public interest against disclosure	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-002 Information Access	Government Information (Public Access) Act 2009 (NSW) s 7	Authorise proactive release of government information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-003 Information Access	Government Information (Public Access) Act 2009 (NSW) s 8	Decide informal release requests	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-004 Information Access	Government Information (Public Access) Act 2009 (NSW) Pt 4	Determine formal access applications	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-005 Information Access	Government Information (Public Access) Act 2009 (NSW) s 54	Consult with third parties	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-006 Information Access	Government Information (Public Access) Act 2009 (NSW) ss 82-84	Conduct internal reviews, subject to the independence and seniority requirements in s 84.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls. Excluding original decision maker where required.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-007	Government Information (Public	Exercise GIPA decision-making	Subject to confidentiality, privacy, legal professional	Delegation / authorised



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Information Access	Access) Act 2009 (NSW) s 9(3); ss 7(5), 8(6)	functions where authorised by Council's principal officer.	privilege, public interest and recordkeeping controls.	decision-maker authority subject to GIPA Act
PID-001 Integrity	Public Interest Disclosures Act 2022 (NSW) Pts 2–3; ss 80–81 (as applicable)	Receive and assess voluntary public interest disclosures where designated as a disclosure officer or otherwise lawfully authorised under Council's PID Policy.	Exercise only within Council's PID Policy and any designation or delegation made by the CEO as agency head.	PID role/designation or delegated function — separate CEO designation/delegation as applicable
PID-002 Integrity	Public Interest Disclosures Act 2022 (NSW) Pt 3; ss 80–81 (as applicable)	Take or coordinate action in relation to serious wrongdoing reports where lawfully delegated or designated.	Exercise only within Council's PID Policy and any designation or delegation made by the CEO as agency head.	PID role/designation or delegated function — separate CEO designation/delegation as applicable
PID-003 Integrity	Public Interest Disclosures Act 2022 (NSW) Pt 4; ss 80–81 (as applicable)	Manage confidentiality, risk assessment and protection obligations in relation to PIDs where lawfully delegated or designated.	Exercise only within Council's PID Policy and any designation or delegation made by the CEO as agency head.	PID role/designation or delegated function — separate CEO designation/delegation as applicable
ICAC-001 Integrity	Independent Commission Against Corruption Act 1988 (NSW) s 11	Receive and escalate suspected corrupt conduct to the Chief Executive Officer and support the CEO's statutory reporting to ICAC.	The s 11 reporting duty is imposed on the principal officer. This row provides administrative support only and does not transfer the CEO's statutory duty.	Administrative support only — CEO statutory duty
ICAC-002 Integrity	Independent Commission Against Corruption Act 1988 (NSW) Pt 3	Respond to ICAC notices, summonses and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LAJTC-001 Land Acquisition	Land Acquisition (Just Terms Compensation) Act 1991 (NSW) Pt 2	Carry out steps for acquisition of land or interests in land after Council resolution	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
LAJTC-002	Land Acquisition (Just Terms	Issue notices, negotiate compensation	Subject to Council resolutions, property strategy,	Delegation / sub-



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Land Acquisition	Compensation) Act 1991 (NSW) Pt 3	and manage acquisition processes	public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	delegation
CORP-009 Legal	Authority to Act Policy	Engage external legal services and approve legal expenditure within limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-007 Legal / Property	Authority to Act Policy	Execute deeds, contracts, leases and other documents within delegation and signing protocols.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LIB-001 Library	Library Act 1939 (NSW) Pt 3	Provide, manage and administer library services	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
LIB-002 Library	Library Act 1939 (NSW) s 10	Enter arrangements for library services and cooperation	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
PPIP-002 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) s 53	Conduct internal reviews of conduct involving personal information in accordance with the Act.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
PPIP-003 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) ss 54–55	Coordinate Privacy Commissioner and Tribunal review processes arising from privacy internal reviews.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW) Sch 1	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
HRIP-002 Privacy	Health Records and Information Privacy Act 2002 (NSW) s 21; PPIP Act Pt 5 including s 53	Conduct internal reviews of conduct involving health information, applying Part 5 of the Privacy and Personal Information Protection Act 1998 as picked up by s 21 of the HRIP Act.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-001	Authority to Act	Approve procurement planning,	Subject to adopted budget, procurement policy,	Administrative /



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Procurement	Policy	quotations, tender evaluation and contract award within financial delegation limits.	tendering rules, conflicts controls, document execution policy and financial limits.	contractual authority
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-017 Property	Local Government Act 1993 (NSW) s 46	Grant leases, licences or other estates over community land.	Must comply with plan of management, public notice requirements, tender requirements and financial limits.	Delegation / sub-delegation
LGA-018 Property	Local Government Act 1993 (NSW) s 47	Grant leases, licences or other estates over community land requiring public notice.	Public notice, submissions and Ministerial consent processes to be followed where applicable.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-002 Records	State Records Act 1998 (NSW) s 21	Authorise disposal/destruction of records in accordance with authorised disposal authorities	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-003 Records	State Records Act 1998 (NSW) Pt 4	Manage records protection, access and storage requirements	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-008 Risk	Authority to Act Policy	Approve insurance claims handling, recoveries and settlement recommendations.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
RT-002 Traffic and Parking	Road Transport Act 2013 (NSW) / Road Transport (General) Regulation 2021 / Fines Act 1996 (NSW) Applicable penalty-notice and enforcement provisions	Issue parking or traffic penalty notices only where the officer is separately appointed or authorised as an enforcement officer for the relevant offence.	This register does not itself appoint an enforcement officer. A current separate appointment/authorisation must exist before penalty notices are issued.	Delegation plus separate statutory appointment/authorisation where required
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-003	Work Health and Safety Act 2011	Coordinate Council's response to	Operational responsibility only. Statutory duties	Operational responsibility



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Work Health and Safety	(NSW) Applicable WHS Act/Regulation provisions	improvement/prohibition notices and regulator matters.	remain with the person or entity on whom the WHS Act imposes them.	— statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: COMMUNITY PROJECTS, TOURISM/ECONOMIC DEVELOPMENT & GRANTS COORDINATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-004A Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$75,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to adopted budget, Council policies, procurement requirements, conflicts controls and any specific limits in the instrument of delegation.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and	Administrative / contractual authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			precedent. Does not include correspondence to Members of Parliament	
CORP-006 Grants	Authority to Act Policy	Approve grant applications and accept grant funding where Council obligations are within delegation.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

**POSITION: FACILITY NURSE MANAGER - BIDGEE HAVEN**

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
ADC-001 Aged Care and Disability	Ageing and Disability Commissioner Act 2019 (NSW) Pt 4	Report, respond to and manage allegations involving abuse, neglect or exploitation of adults with disability or older adults	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub- delegation
ADC-002 Aged Care and Disability	Ageing and Disability Commissioner Act 2019 (NSW) Pt 5	Cooperate with Commissioner investigations and requests	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub- delegation
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
FIN-004A Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$75,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to adopted budget, Council policies, procurement requirements, conflicts controls and any specific limits in the instrument of delegation.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub- delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to	Administrative / contractual authority



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			Members of Parliament	
CORP-006 Grants	Authority to Act Policy	Approve grant applications and accept grant funding where Council obligations are within delegation.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003 Human Resources	Local Government (State) Award Award	Manage formal disciplinary processes and determine disciplinary action for staff within the position's management responsibility, subject to CEO/HR oversight and procedural fairness.	Subject to the Local Government (State) Award, Council policy, procedural fairness and HR advice. Termination or other action reserved to the CEO must be referred to the CEO.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD- 003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW) Sch 1	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
HRIP-002 Privacy	Health Records and Information Privacy Act 2002 (NSW) s 21; PPIP Act Pt 5 including s 53	Conduct internal reviews of conduct involving health information, applying Part 5 of the Privacy and Personal Information Protection Act 1998 as picked up by s 21 of the HRIP Act.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-001 Procurement	Authority to Act Policy	Approve procurement planning, quotations, tender evaluation and contract award within financial delegation limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: HEALTH ENVIRONMENT & DEVELOPMENT COORDINATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
BIO-001 Biosecurity	Biosecurity Act 2015 (NSW) Pt 3	Exercise functions in relation to general biosecurity duty	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-002 Biosecurity	Biosecurity Act 2015 (NSW) Pt 8	Issue biosecurity directions where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural	Delegation plus separate statutory



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			fairness, evidence and recordkeeping requirements.	appointment/authorisation where required
BIO-003 Biosecurity	Biosecurity Act 2015 (NSW) Pt 9	Exercise authorised officer powers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-004 Biosecurity	Biosecurity Act 2015 (NSW) s 130	Enter into biosecurity undertakings where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-001 Building and Public Safety	Swimming Pools Act 1992 (NSW) s 22D	Issue certificates of compliance for swimming pools where Council is authorised to do so.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-002 Building and Public Safety	Swimming Pools Act 1992 (NSW) s 23	Issue notices/directions relating to swimming pool barriers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-003 Building and Public Safety	Swimming Pools Act 1992 (NSW) ss 27A–27B	Enter premises and inspect swimming pools in accordance with the statutory entry and inspection powers.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-004 Building and Public Safety	Swimming Pools Act 1992 (NSW) s 35	Issue penalty notices where lawfully appointed/authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-001 Companion Animals	Companion Animals Act 1998 (NSW) Pt 2	Administer companion animal identification and registration requirements.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-002 Companion Animals	Companion Animals Act 1998 (NSW) Various provisions, including ss 22, 36, 57 and Pt 7 (as applicable)	Seize, secure, hold or otherwise deal with companion animals where the Act authorises the action.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-003	Companion Animals Act 1998	Administer nuisance cat and nuisance	Only by appropriately appointed/authorised officers;	Delegation plus separate



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Companion Animals	(NSW) ss 31–31A; 32A–32B	dog processes, including notices and orders where authorised.	follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	statutory appointment/authorisation where required
CAA-004 Companion Animals	Companion Animals Act 1998 (NSW) s 34	Make dangerous dog declarations	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-005 Companion Animals	Companion Animals Act 1998 (NSW) ss 32B, 35, 58A and related provisions	Issue notices associated with nuisance, dangerous, menacing and restricted animal processes where authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-006 Companion Animals	Companion Animals Act 1998 (NSW) s 92	Issue penalty notices where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-007 Companion Animals	Companion Animals Act 1998 (NSW) Various provisions (authorised officer functions)	Exercise Companion Animals Act authorised-officer functions only where separately authorised by Council.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-001 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pts 4 and 7 (as applicable)	Administer biodiversity conservation and biodiversity assessment requirements relevant to Council functions.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-002 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pt 11	Exercise compliance and enforcement functions where Council has authority	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-003 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pt 12 (including s 12.4)	Exercise Biodiversity Conservation Act investigation/enforcement powers only where separately appointed or authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-001 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 96	Issue prevention notices.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
POEO-002 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 91	Issue clean-up notices where Council is the appropriate regulatory authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-003 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 264	Issue noise control notices where Council has authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-004 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 104	Issue compliance cost notices and recover compliance costs where authorised.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-005 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193	Require information and records where Council or an authorised officer has the statutory power.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-006 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 143	Investigate unlawful waste transportation or disposal matters.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-007 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) Pt 7 (including ss 187–203, as applicable)	Exercise entry, inspection and investigation powers only where separately appointed as an authorised officer.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-008 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193, 203	Require information, records and answers where the relevant statutory power is available.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-009 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 224 and 226	Issue penalty notices only where the officer is an enforcement officer for the relevant offence.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-011 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) Pt 9.3	Recommend proceedings for environmental offences.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
				n where required
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
FIN-003 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$149,999, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
FOOD-001 Food Safety	Food Act 2003 (NSW) s 37	Exercise authorised-officer inspection powers where separately appointed under the Food Act.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisatio n where required
FOOD-002 Food Safety	Food Act 2003 (NSW) ss 57-58	Issue improvement notices where lawfully authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisatio n where required
FOOD-003 Food Safety	Food Act 2003 (NSW) s 60	Issue prohibition orders where lawfully authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisatio n where required
FOOD-004 Food Safety	Food Act 2003 (NSW) s 38	Seize food or things in the circumstances authorised by the Act.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisatio n where required
FOOD-005	Food Act 2003 (NSW)	Issue penalty notices where	Only by appropriately appointed/authorised officers;	Delegation plus separate



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Food Safety	s 120	appointed/authorised.	follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	statutory appointment/authorisation where required
FOOD-007 Food Safety	Food Act 2003 (NSW) Pt 10 (including ss 118–119)	Recommend commencement of proceedings for Food Act offences.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-001 Governance	Local Government (General) Regulation 2021 (NSW) Pt 2	Administer approval, inspection and compliance functions for activities requiring approval.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
LGR-005 Governance	Local Government (General) Regulation 2021 (NSW) Sch 1	Assess and issue approvals under prescribed specifications and standards.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to Members of Parliament	Administrative / contractual authority
HER-001 Heritage	Heritage Act 1977 (NSW) Pt 4	Administer local heritage and interim heritage matters within Council responsibilities	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
HER-002 Heritage	Heritage Act 1977 (NSW) ss 57–60 and any Heritage Council delegation applying to Council	Administer Heritage Act approval applications and referrals affecting Council land or development, and exercise approval-body functions only where expressly delegated by the	Do not determine a Heritage Act approval unless Council and the delegate hold a current lawful delegation or authority for that function.	Third-party/statutory delegation required for approval-body functions



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
		Heritage Council or other lawful authority.		
HER-003 Heritage	Heritage Act 1977 (NSW) s 139	Respond to excavation permit matters affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
EPA-001 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.12	Receive and manage development applications and associated documents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-002 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.15	Evaluate matters for consideration in determining development applications.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-003 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.16	Determine development applications by granting consent, granting consent subject to conditions or refusing consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
EPA-004 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.17	Impose, vary or confirm conditions of development consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-005 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.33	Determine Crown development applications subject to the statutory constraints applying to Crown development.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-006 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.30	Determine modification of complying development certificates where Council is certifier or relevant authority.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-007 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.53	Determine lapsing and commencement matters for development consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-008 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.54	Determine applications to extend lapsing period for development consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-009 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.55	Determine modification applications for development consents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-010 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.56	Determine modification applications following Court-granted consents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-011 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.18	Give notice of determinations of development applications.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-012 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Exercise certification and building compliance functions where Council acts as certifier.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters	Delegation subject to certifier/qualification requirements



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			reserved to Council or a planning panel.	
EPA-013 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Exercise building and subdivision certification functions under Part 6.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-014 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Issue construction certificates, subdivision works certificates, occupation certificates or subdivision certificates where authorised.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-015 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Issue notices and directions concerning building and subdivision certification matters.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-016 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 9	Exercise investigation and enforcement powers, including orders and notices under the Act.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation plus separate statutory appointment/authorisatio n where required
EPA-017 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Sch 5	Exercise investigation powers including entry, inspection and information- gathering powers.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation plus separate statutory appointment/authorisatio n where required
EPAR-001 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 3	Administer development application lodgement, notification, referral and information requirements.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation / sub- delegation
EPAR-002 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 4	Administer complying development certificate processes where Council is certifier.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation subject to certifier/qualification requirements
EPAR-003 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) s 289 and applicable certification provisions	Administer building information certificate processes and related certification administration.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation subject to certifier/qualification requirements
EPAR-004	Environmental Planning and	Administer planning certificate	Subject to statutory timeframes, prescribed forms,	Delegation / sub-



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Planning and Development	Assessment Regulation 2021 (NSW) s 290; Sch 2 and Sch 4 (as applicable)	applications and prescribed planning information.	fees and delegations under EP&A Act.	delegation
EPAR-005 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 4 Div 2, including ss 69 onward as applicable	Apply mandatory conditions of development consent prescribed by the Environmental Planning and Assessment Regulation 2021 and administer related certification requirements.	Apply only the conditions and certification requirements prescribed by the Regulation or otherwise authorised by the development consent and the Act.	Delegation / sub-delegation
SSD-001 Planning and Property	Strata Schemes Development Act 2015 (NSW) s 54	Issue strata certificates for subdivision of development lots	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SSD-002 Planning and Property	Strata Schemes Development Act 2015 (NSW) s 55	Issue strata certificates for subdivision not involving development lots	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SSD-003 Planning and Property	Strata Schemes Development Act 2015 (NSW) Pt 10	Administer Council functions arising under the strata renewal process where applicable.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
GRA-001 Public Amenities	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
GRA-002 Public Amenities	Graffiti Control Act 2008 (NSW) Pt 4	Serve notices and arrange removal work	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
PH-001 Public Health	Public Health Act 2010 (NSW) Pt 3	Inspect regulated systems and premises	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
PH-002 Public Health	Public Health Act 2010 (NSW) ss 41–42	Issue improvement notices in accordance with the Act.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PH-003 Public Health	Public Health Act 2010 (NSW) s 45	Issue prohibition orders where lawfully authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PH-004 Public Health	Public Health Act 2010 (NSW) Pt 3 Div 3	Administer statutory requirements for public swimming pools and spa pools.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PH-005 Public Health	Public Health Act 2010 (NSW) Pt 8	Exercise authorised officer investigation powers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-001 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 2	Deal with unattended property in public places	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-002 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 3	Issue notices, directions and take possession of property	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-003 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 4	Dispose of unclaimed property	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-004 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 5	Recover costs and issue penalty notices	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LGA-019 Regulatory	Local Government Act 1993 (NSW) Ch 7 Pt 1 / s 68	Determine applications for approvals for activities listed in s 68.	Subject to concurrence, statutory criteria, local approvals policy and exclusions set by Council.	Delegation / sub-delegation
LGA-020 Regulatory	Local Government Act 1993 (NSW) s 68 Part A	Approve installation, alteration or operation of manufactured homes, moveable dwellings or associated structures.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-021 Regulatory	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-022 Regulatory	Local Government Act 1993 (NSW) s 68 Part C	Approve management of waste, sewage and human waste activities.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-023 Regulatory	Local Government Act 1993 (NSW) s 68 Part D	Approve community land activities including trading, structures, amusements and camping.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-024 Regulatory	Local Government Act 1993 (NSW) s 68 Part E	Approve public road activities involving articles, structures, swinging/hoisting items or use of public road.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-025 Regulatory	Local Government Act 1993 (NSW) s 68 Part F	Approve other activities including domestic waste, wood heaters, public entertainment, hairdressing/skin penetration and shared accommodation.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-030 Regulatory	Local Government Act 1993 (NSW) s 124	Issue orders requiring or prohibiting action in relation to premises, structures, water, waste, health or safety matters.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-031 Regulatory	Local Government Act 1993 (NSW) ss 132–135	Give notice of a proposed order, receive and consider representations, and determine the proposed order.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-032 Regulatory	Local Government Act 1993 (NSW) s 129(2)(b); s 137(2)	Give an order expressed to be given in an emergency and require immediate compliance where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-033	Local Government Act 1993 (NSW)	Modify or revoke orders in accordance	Natural justice, evidence, reasons, recordkeeping	Delegation / sub-



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Regulatory	ss 152–153	with the Act.	and enforcement policy requirements apply. Emergency powers only where statutory test is met.	delegation
LGA-034 Regulatory	Local Government Act 1993 (NSW) s 680A	Give lawful directions relating to conduct in public places where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub- delegation
LGA-035 Regulatory	Local Government Act 1993 (NSW) s 681	Remove offenders from community land where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub- delegation
LGA-036 Regulatory	Local Government Act 1993 (NSW) s 679	Issue penalty notices for prescribed Local Government Act offences where authorised.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub- delegation
BH-001 Regulatory	Boarding Houses Act 2012 (NSW) Pt 4	Inspect registrable boarding houses and undertake relevant appropriate actions	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub- delegation
RT-001 Traffic and Parking	Road Transport Act 2013 (NSW) / Road Transport (General) Regulation 2021 / Road Rules 2014 Applicable parking and traffic enforcement provisions	Exercise parking and traffic enforcement functions only where Council has the relevant statutory authority and the officer is separately appointed or authorised as required.	Exercise only where Council has statutory enforcement authority and the officer holds any required separate appointment, authorisation or enforcement-officer status.	Delegation plus separate statutory appointment/authorisation where required
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub- delegation
WS-003 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 124	Issue orders relating to water, sewerage, drainage and insanitary conditions	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub- delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred



POSITION: INFRASTRUCTURE COORDINATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-003 Contracts	Authority to Act Policy	Act as Principal's Representative, Superintendent's Representative or Contract Manager under Council contracts.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CLM-003 Crown Land	Crown Land Management Act 2016 (NSW) ss 3.21–3.23; Local Government Act 1993 Ch 6 Pt 2 Div 2	Prepare, review and administer plans of management for Council-managed Crown land.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SERM-001 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 2	Participate in emergency management planning and response functions	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
SERM-002 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 3	Provide resources and support to emergency operations where authorised	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
RF-001 Emergency Management	Rural Fires Act 1997 (NSW) Pt 4	Exercise functions relating to bush fire risk management and hazard reduction on Council land	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
RF-002 Emergency Management	Rural Fires Act 1997 (NSW) s 66	Issue or respond to hazard reduction notices affecting Council responsibilities	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-004A Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$75,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to adopted budget, Council policies, procurement requirements, conflicts controls and any specific limits in the instrument of delegation.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004	Authority to Act	Approve purchase orders and certify	Subject to adopted budget, procurement policy,	Administrative /



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Finance	Policy	receipt of goods/services.	tendering rules, conflicts controls, document execution policy and financial limits.	contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
ROAD-001 Infrastructure and Roads	Roads Act 1993 (NSW) s 7	Exercise road authority functions for public roads under Council control.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-002 Infrastructure	Roads Act 1993 (NSW) s 101	Direct or carry out restoration of a public road following excavation or	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits,	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
and Roads		damage and recover restoration costs where authorised.	engineering standards and financial delegations.	
ROAD-003 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (including s 115, as applicable)	Regulate traffic in connection with road work where Council is the roads authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-004 Infrastructure and Roads	Roads Act 1993 (NSW) s 125	Approve use of a public road in connection with food or drink premises, subject to planning and other statutory requirements.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-005 Infrastructure and Roads	Roads Act 1993 (NSW) s 138	Determine applications for works or structures in, on or over a public road or digging up/opening a public road.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-006 Infrastructure and Roads	Roads Act 1993 (NSW) s 144	Grant permits for road events on public roads under Council control, subject to any required Transport for NSW consent or other statutory approval.	Subject to road authority responsibilities, traffic management requirements, required Transport for NSW or Police approvals and Council policy.	Delegation / sub-delegation
ROAD-007 Infrastructure and Roads	Roads Act 1993 (NSW) s 162	Administer the statutory road naming/renaming process and, where final decision is reserved to Council, prepare the matter for Council determination.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-008 Infrastructure and Roads	Roads Act 1993 (NSW) s 163	Maintain the roads authority records required by the Act.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LGA-019 Regulatory	Local Government Act 1993 (NSW) Ch 7 Pt 1 / s 68	Determine applications for approvals for activities listed in s 68.	Subject to concurrence, statutory criteria, local approvals policy and exclusions set by Council.	Delegation / sub-delegation
WM-001	Water Management Act 2000	Exercise functions relating to water	Subject to strategic business plans, developer	Delegation / sub-



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Water, Sewer and Drainage	(NSW) Pt 2	management approvals affecting Council operations	servicing plans, technical standards, regulatory approvals and public health/environmental controls.	delegation
WM-002 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Ch 3	Manage access licences, approvals and water supply work matters relevant to Council	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-003 Water, Sewer and Drainage	Water Management Act 2000 (NSW) ss 306–307	Impose requirements and issue certificates of compliance as water supply authority where applicable.	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-001 Water, Sewer and Drainage	Local Government Act 1993 (NSW) Ch 6 Pt 3	Provide, manage and regulate water, sewerage and drainage services	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: MANAGER PLANNING & ENVIRONMENT

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
ALRA-001 Aboriginal Land Rights	Aboriginal Land Rights Act 1983 (NSW) Pt 4A	Assess Aboriginal land claim implications for Council land dealings	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
ALRA-002 Aboriginal Land Rights	Aboriginal Land Rights Act 1983 (NSW) s 36	Respond to Aboriginal land claims involving Council land or interests	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
BIO-001 Biosecurity	Biosecurity Act 2015 (NSW) Pt 3	Exercise functions in relation to general biosecurity duty	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
BIO-002 Biosecurity	Biosecurity Act 2015 (NSW) Pt 8	Issue biosecurity directions where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-003 Biosecurity	Biosecurity Act 2015 (NSW) Pt 9	Exercise authorised officer powers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-004 Biosecurity	Biosecurity Act 2015 (NSW) s 130	Enter into biosecurity undertakings where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-001 Building and Public Safety	Swimming Pools Act 1992 (NSW) s 22D	Issue certificates of compliance for swimming pools where Council is authorised to do so.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-002 Building and Public Safety	Swimming Pools Act 1992 (NSW) s 23	Issue notices/directions relating to swimming pool barriers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-003 Building and Public Safety	Swimming Pools Act 1992 (NSW) ss 27A–27B	Enter premises and inspect swimming pools in accordance with the statutory entry and inspection powers.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SPA-004 Building and Public Safety	Swimming Pools Act 1992 (NSW) s 35	Issue penalty notices where lawfully appointed/authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-001 Companion Animals	Companion Animals Act 1998 (NSW) Pt 2	Administer companion animal identification and registration requirements.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-002 Companion Animals	Companion Animals Act 1998 (NSW) Various provisions, including ss	Seize, secure, hold or otherwise deal with companion animals where the Act authorises the action.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	22, 36, 57 and Pt 7 (as applicable)			n where required
CAA-003 Companion Animals	Companion Animals Act 1998 (NSW) ss 31–31A; 32A–32B	Administer nuisance cat and nuisance dog processes, including notices and orders where authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-004 Companion Animals	Companion Animals Act 1998 (NSW) s 34	Make dangerous dog declarations	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-005 Companion Animals	Companion Animals Act 1998 (NSW) ss 32B, 35, 58A and related provisions	Issue notices associated with nuisance, dangerous, menacing and restricted animal processes where authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-006 Companion Animals	Companion Animals Act 1998 (NSW) s 92	Issue penalty notices where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-007 Companion Animals	Companion Animals Act 1998 (NSW) Various provisions (authorised officer functions)	Exercise Companion Animals Act authorised-officer functions only where separately authorised by Council.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CLM-001 Crown Land	Crown Land Management Act 2016 (NSW) Pt 3	Manage dedicated or reserved Crown land where Council is Crown land manager	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CLM-002 Crown Land	Crown Land Management Act 2016 (NSW) Pt 5	Grant leases, licences, permits and easements over managed Crown land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CLM-003 Crown Land	Crown Land Management Act 2016 (NSW) ss 3.21–3.23; Local Government Act 1993 Ch 6 Pt 2 Div 2	Prepare, review and administer plans of management for Council-managed Crown land.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SERM-001 Emergency	State Emergency and Rescue Management Act 1989 (NSW)	Participate in emergency management planning and response functions	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Management	Pt 2		legal, land or policy impacts.	
RF-001 Emergency Management	Rural Fires Act 1997 (NSW) Pt 4	Exercise functions relating to bush fire risk management and hazard reduction on Council land	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
RF-002 Emergency Management	Rural Fires Act 1997 (NSW) s 66	Issue or respond to hazard reduction notices affecting Council responsibilities	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
BC-001 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pts 4 and 7 (as applicable)	Administer biodiversity conservation and biodiversity assessment requirements relevant to Council functions.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-002 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pt 11	Exercise compliance and enforcement functions where Council has authority	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-003 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pt 12 (including s 12.4)	Exercise Biodiversity Conservation Act investigation/enforcement powers only where separately appointed or authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-001 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 96	Issue prevention notices.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-002 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 91	Issue clean-up notices where Council is the appropriate regulatory authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-003 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 264	Issue noise control notices where Council has authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-004 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 104	Issue compliance cost notices and recover compliance costs where authorised.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
POEO-005 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193	Require information and records where Council or an authorised officer has the statutory power.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-006 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 143	Investigate unlawful waste transportation or disposal matters.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-007 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) Pt 7 (including ss 187–203, as applicable)	Exercise entry, inspection and investigation powers only where separately appointed as an authorised officer.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-008 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193, 203	Require information, records and answers where the relevant statutory power is available.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-009 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 224 and 226	Issue penalty notices only where the officer is an enforcement officer for the relevant offence.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-010 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) Pt 9.3	Commence or recommend proceedings for environmental offences.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-001 Finance	Local Government Act 1993 (NSW) / Local Government (General) Regulation 2021 s 55; Pt 7 including cl 178; s 377(1)(i)	Accept tenders within delegated financial authority where the function is lawfully delegable.	Subject to adopted budget, Council's Procurement and Disposal Policy, Part 7 of the Regulation and financial limits. Does not extend to acceptance of tenders to provide services currently provided by Council staff (s 377(1)(i)) or any tender matter reserved to Council.	Financial delegation
FIN-003	Balranald Shire Council	Approve purchases and financial	Subject to Council policies, adopted budgets,	Financial delegation



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Finance	Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	commitments up to \$149,999, subject to adopted budget, procurement requirements and the conditions of this register.	applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
FOOD-001 Food Safety	Food Act 2003 (NSW) s 37	Exercise authorised-officer inspection powers where separately appointed under the Food Act.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
FOOD-002 Food Safety	Food Act 2003 (NSW) ss 57–58	Issue improvement notices where lawfully authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
FOOD-003 Food Safety	Food Act 2003 (NSW) s 60	Issue prohibition orders where lawfully authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
FOOD-004 Food Safety	Food Act 2003 (NSW) s 38	Seize food or things in the circumstances authorised by the Act.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
FOOD-005 Food Safety	Food Act 2003 (NSW) s 120	Issue penalty notices where appointed/authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
FOOD-006 Food Safety	Food Act 2003 (NSW) Pt 10 (including ss 118–119)	Commence proceedings where authorised under Council's legal services and prosecution	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
		arrangements.		n where required
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGA-010 Governance	Local Government Act 1993 (NSW) s 735A	Issue certificates as to outstanding notices under the Local Government Act.	Certificates must be accurate, recorded and issued in the approved form.	Delegation / sub-delegation
LGR-001 Governance	Local Government (General) Regulation 2021 (NSW) Pt 2	Administer approval, inspection and compliance functions for activities requiring approval.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
LGR-002 Governance	Local Government (General) Regulation 2021 (NSW) Pt 5	Administer community land management procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
LGR-005 Governance	Local Government (General) Regulation 2021 (NSW) Sch 1	Assess and issue approvals under prescribed specifications and standards.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to Members of Parliament	Administrative / contractual authority
CORP-006 Grants	Authority to Act Policy	Approve grant applications and accept grant funding where Council obligations are within delegation.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
HER-001 Heritage	Heritage Act 1977 (NSW) Pt 4	Administer local heritage and interim heritage matters within Council responsibilities	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
HER-002	Heritage Act 1977 (NSW)	Administer Heritage Act approval	Do not determine a Heritage Act approval unless	Third-party/statutory



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Heritage	ss 57–60 and any Heritage Council delegation applying to Council	applications and referrals affecting Council land or development, and exercise approval-body functions only where expressly delegated by the Heritage Council or other lawful authority.	Council and the delegate hold a current lawful delegation or authority for that function.	delegation required for approval-body functions
HER-003 Heritage	Heritage Act 1977 (NSW) s 139	Respond to excavation permit matters affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003 Human Resources	Local Government (State) Award Award	Manage formal disciplinary processes and determine disciplinary action for staff within the position's management responsibility, subject to CEO/HR oversight and procedural fairness.	Subject to the Local Government (State) Award, Council policy, procedural fairness and HR advice. Termination or other action reserved to the CEO must be referred to the CEO.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
ROAD-007 Infrastructure and Roads	Roads Act 1993 (NSW) s 162	Administer the statutory road naming/renaming process and, where final decision is reserved to Council,	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation



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		prepare the matter for Council determination.		
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LAJTC-001 Land Acquisition	Land Acquisition (Just Terms Compensation) Act 1991 (NSW) Pt 2	Carry out steps for acquisition of land or interests in land after Council resolution	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
LAJTC-002 Land Acquisition	Land Acquisition (Just Terms Compensation) Act 1991 (NSW) Pt 3	Issue notices, negotiate compensation and manage acquisition processes	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CORP-009 Legal	Authority to Act Policy	Engage external legal services and approve legal expenditure within limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-007 Legal / Property	Authority to Act Policy	Execute deeds, contracts, leases and other documents within delegation and signing protocols.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
NT-001 Native Title	Native Title Act 1993 (Cth) Pt 2 Div 3	Manage future act and native title notification processes affecting Council land dealings	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
NT-002 Native Title	Native Title Act 1993 (Cth) Pt 13	Respond to claims, determinations and land dealings requiring native title assessment	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
EPA-001 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.12	Receive and manage development applications and associated documents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub-delegation
EPA-002 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.15	Evaluate matters for consideration in determining development applications.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters	Delegation / sub-delegation



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			reserved to Council or a planning panel.	
EPA-003 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.16	Determine development applications by granting consent, granting consent subject to conditions or refusing consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-004 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.17	Impose, vary or confirm conditions of development consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-005 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.33	Determine Crown development applications subject to the statutory constraints applying to Crown development.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-006 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.30	Determine modification of complying development certificates where Council is certifier or relevant authority.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-007 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.53	Determine lapsing and commencement matters for development consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-008 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.54	Determine applications to extend lapsing period for development consent.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-009 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.55	Determine modification applications for development consents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-010 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.56	Determine modification applications following Court-granted consents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-011 Planning and	Environmental Planning and Assessment Act 1979 (NSW)	Give notice of determinations of development applications.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for	Delegation / sub- delegation



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Development	s 4.18		council-related development, and any matters reserved to Council or a planning panel.	
EPA-012 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Exercise certification and building compliance functions where Council acts as certifier.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-013 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Exercise building and subdivision certification functions under Part 6.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-014 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Issue construction certificates, subdivision works certificates, occupation certificates or subdivision certificates where authorised.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-015 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Issue notices and directions concerning building and subdivision certification matters.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-016 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 9	Exercise investigation and enforcement powers, including orders and notices under the Act.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation plus separate statutory appointment/authorisation where required
EPA-017 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Sch 5	Exercise investigation powers including entry, inspection and information-gathering powers.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation plus separate statutory appointment/authorisation where required
EPAR-001 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 3	Administer development application lodgement, notification, referral and information requirements.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation / sub-delegation
EPAR-002 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 4	Administer complying development certificate processes where Council is certifier.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation subject to certifier/qualification requirements
EPAR-003	Environmental Planning and	Administer building information	Subject to statutory timeframes, prescribed forms,	Delegation subject to



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Planning and Development	Assessment Regulation 2021 (NSW) s 289 and applicable certification provisions	certificate processes and related certification administration.	fees and delegations under EP&A Act.	certifier/qualification requirements
EPAR-004 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) s 290; Sch 2 and Sch 4 (as applicable)	Administer planning certificate applications and prescribed planning information.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation / sub-delegation
EPAR-005 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 4 Div 2, including ss 69 onward as applicable	Apply mandatory conditions of development consent prescribed by the Environmental Planning and Assessment Regulation 2021 and administer related certification requirements.	Apply only the conditions and certification requirements prescribed by the Regulation or otherwise authorised by the development consent and the Act.	Delegation / sub-delegation
SSD-001 Planning and Property	Strata Schemes Development Act 2015 (NSW) s 54	Issue strata certificates for subdivision of development lots	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SSD-002 Planning and Property	Strata Schemes Development Act 2015 (NSW) s 55	Issue strata certificates for subdivision not involving development lots	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SSD-003 Planning and Property	Strata Schemes Development Act 2015 (NSW) Pt 10	Administer Council functions arising under the strata renewal process where applicable.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-001 Procurement	Authority to Act Policy	Approve procurement planning, quotations, tender evaluation and contract award within financial delegation limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-002	Authority to Act	Approve contract variations within	Subject to adopted budget, procurement policy,	Administrative /



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Procurement	Policy	financial limits and project contingency approvals.	tendering rules, conflicts controls, document execution policy and financial limits.	contractual authority
LGA-016 Property	Local Government Act 1993 (NSW) Ch 6 Pt 2	Manage public land, community land plans of management and operational land administration.	Classification/reclassification of land and certain land decisions remain Council matters. Dealings subject to plans of management.	Delegation / sub-delegation
LGA-017 Property	Local Government Act 1993 (NSW) s 46	Grant leases, licences or other estates over community land.	Must comply with plan of management, public notice requirements, tender requirements and financial limits.	Delegation / sub-delegation
LGA-018 Property	Local Government Act 1993 (NSW) s 47	Grant leases, licences or other estates over community land requiring public notice.	Public notice, submissions and Ministerial consent processes to be followed where applicable.	Delegation / sub-delegation
CONV-001 Property	Conveyancing Act 1919 (NSW) s 88B	Execute or approve instruments creating easements, restrictions or covenants	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CONV-002 Property	Conveyancing Act 1919 (NSW) s 88E	Accept positive covenants or restrictions on use	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CONV-003 Property	Conveyancing Act 1919 (NSW) Pt 23	Execute dealings affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
GRA-001 Public Amenity	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
GRA-002 Public Amenity	Graffiti Control Act 2008 (NSW) Pt 4	Serve notices and arrange removal work	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
PH-001 Public Health	Public Health Act 2010 (NSW) Pt 3	Inspect regulated systems and premises	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PH-002 Public Health	Public Health Act 2010 (NSW) ss 41–42	Issue improvement notices in accordance with the Act.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural	Delegation plus separate statutory



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			fairness, evidence and recordkeeping requirements.	appointment/authorisation where required
PH-003 Public Health	Public Health Act 2010 (NSW) s 45	Issue prohibition orders where lawfully authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PH-004 Public Health	Public Health Act 2010 (NSW) Pt 3 Div 3	Administer statutory requirements for public swimming pools and spa pools.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PH-005 Public Health	Public Health Act 2010 (NSW) Pt 8	Exercise authorised officer investigation powers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-001 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 2	Deal with unattended property in public places	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-002 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 3	Issue notices, directions and take possession of property	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-003 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 4	Dispose of unclaimed property	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-004 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 5	Recover costs and issue penalty notices	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LGA-019 Regulatory	Local Government Act 1993 (NSW) Ch 7 Pt 1 / s 68	Determine applications for approvals for activities listed in s 68.	Subject to concurrence, statutory criteria, local approvals policy and exclusions set by Council.	Delegation / sub-delegation



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LGA-020 Regulatory	Local Government Act 1993 (NSW) s 68 Part A	Approve installation, alteration or operation of manufactured homes, moveable dwellings or associated structures.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-021 Regulatory	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-022 Regulatory	Local Government Act 1993 (NSW) s 68 Part C	Approve management of waste, sewage and human waste activities.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-023 Regulatory	Local Government Act 1993 (NSW) s 68 Part D	Approve community land activities including trading, structures, amusements and camping.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-024 Regulatory	Local Government Act 1993 (NSW) s 68 Part E	Approve public road activities involving articles, structures, swinging/hoisting items or use of public road.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-025 Regulatory	Local Government Act 1993 (NSW) s 68 Part F	Approve other activities including domestic waste, wood heaters, public entertainment, hairdressing/skin penetration and shared accommodation.	Subject to s 68, Local Government (General) Regulation, adopted local approvals policy and public health/environmental requirements.	Delegation / sub-delegation
LGA-030 Regulatory	Local Government Act 1993 (NSW) s 124	Issue orders requiring or prohibiting action in relation to premises, structures, water, waste, health or safety matters.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-031 Regulatory	Local Government Act 1993 (NSW) ss 132–135	Give notice of a proposed order, receive and consider representations, and determine the proposed order.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-032 Regulatory	Local Government Act 1993 (NSW) s 129(2)(b); s 137(2)	Give an order expressed to be given in an emergency and require immediate compliance where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-033 Regulatory	Local Government Act 1993 (NSW) ss 152–153	Modify or revoke orders in accordance with the Act.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LGA-034 Regulatory	Local Government Act 1993 (NSW) s 680A	Give lawful directions relating to conduct in public places where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-035 Regulatory	Local Government Act 1993 (NSW) s 681	Remove offenders from community land where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-036 Regulatory	Local Government Act 1993 (NSW) s 679	Issue penalty notices for prescribed Local Government Act offences where authorised.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
BH-001 Regulatory	Boarding Houses Act 2012 (NSW) Pt 4	Inspect registrable boarding houses and undertake relevant appropriate actions	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
RT-001 Traffic and Parking	Road Transport Act 2013 (NSW) / Road Transport (General) Regulation 2021 / Road Rules 2014 Applicable parking and traffic enforcement provisions	Exercise parking and traffic enforcement functions only where Council has the relevant statutory authority and the officer is separately appointed or authorised as required.	Exercise only where Council has statutory enforcement authority and the officer holds any required separate appointment, authorisation or enforcement-officer status.	Delegation plus separate statutory appointment/authorisation where required
RT-002 Traffic and Parking	Road Transport Act 2013 (NSW) / Road Transport (General) Regulation 2021 / Fines Act 1996 (NSW) Applicable penalty-notice and enforcement provisions	Issue parking or traffic penalty notices only where the officer is separately appointed or authorised as an enforcement officer for the relevant offence.	This register does not itself appoint an enforcement officer. A current separate appointment/authorisation must exist before penalty notices are issued.	Delegation plus separate statutory appointment/authorisation where required
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-003 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 124	Issue orders relating to water, sewerage, drainage and insanitary conditions	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and	Work Health and Safety Act 2011 (NSW)	Make or coordinate notifiable-incident notifications to SafeWork NSW on	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure	Operational responsibility — statutory WHS duty not



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Safety	s 38	Council's behalf.	notification occurs.	transferred

POSITION: MANAGER TECHNICAL & PROJECT SERVICES

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-003 Contracts	Authority to Act Policy	Act as Principal's Representative, Superintendent's Representative or Contract Manager under Council contracts.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CLM-002 Crown Land	Crown Land Management Act 2016 (NSW) Pt 5	Grant leases, licences, permits and easements over managed Crown land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CLM-003 Crown Land	Crown Land Management Act 2016 (NSW) ss 3.21–3.23; Local Government Act 1993 Ch 6 Pt 2 Div 2	Prepare, review and administer plans of management for Council-managed Crown land.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SERM-001 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 2	Participate in emergency management planning and response functions	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
SERM-002 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 3	Provide resources and support to emergency operations where authorised	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
RF-002 Emergency Management	Rural Fires Act 1997 (NSW) s 66	Issue or respond to hazard reduction notices affecting Council responsibilities	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-001 Finance	Local Government Act 1993 (NSW) / Local Government (General) Regulation 2021 s 55; Pt 7 including cl 178; s 377(1)(i)	Accept tenders within delegated financial authority where the function is lawfully delegable.	Subject to adopted budget, Council's Procurement and Disposal Policy, Part 7 of the Regulation and financial limits. Does not extend to acceptance of tenders to provide services currently provided by Council staff (s 377(1)(i)) or any tender matter	Financial delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			reserved to Council.	
FIN-003 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$149,999, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub- delegation
LGA-010 Governance	Local Government Act 1993 (NSW) s 735A	Issue certificates as to outstanding notices under the Local Government Act.	Certificates must be accurate, recorded and issued in the approved form.	Delegation / sub- delegation
LGR-002 Governance	Local Government (General) Regulation 2021 (NSW) Pt 5	Administer community land management procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to Members of Parliament	Administrative / contractual authority
CORP-006 Grants	Authority to Act Policy	Approve grant applications and accept grant funding where Council obligations are within delegation.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
HER-003 Heritage	Heritage Act 1977 (NSW) s 139	Respond to excavation permit matters affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003 Human Resources	Local Government (State) Award Award	Manage formal disciplinary processes and determine disciplinary action for staff within the position's management responsibility, subject to CEO/HR oversight and procedural fairness.	Subject to the Local Government (State) Award, Council policy, procedural fairness and HR advice. Termination or other action reserved to the CEO must be referred to the CEO.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
ROAD-001 Infrastructure and Roads	Roads Act 1993 (NSW) s 7	Exercise road authority functions for public roads under Council control.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-002 Infrastructure and Roads	Roads Act 1993 (NSW) s 101	Direct or carry out restoration of a public road following excavation or damage and recover restoration costs where authorised.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-003 Infrastructure	Roads Act 1993 (NSW) Pt 8 (including s 115, as	Regulate traffic in connection with road work where Council is the roads	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits,	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
and Roads	applicable)	authority and required approvals are obtained.	engineering standards and financial delegations.	
ROAD-004 Infrastructure and Roads	Roads Act 1993 (NSW) s 125	Approve use of a public road in connection with food or drink premises, subject to planning and other statutory requirements.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-005 Infrastructure and Roads	Roads Act 1993 (NSW) s 138	Determine applications for works or structures in, on or over a public road or digging up/opening a public road.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-006 Infrastructure and Roads	Roads Act 1993 (NSW) s 144	Grant permits for road events on public roads under Council control, subject to any required Transport for NSW consent or other statutory approval.	Subject to road authority responsibilities, traffic management requirements, required Transport for NSW or Police approvals and Council policy.	Delegation / sub-delegation
ROAD-007 Infrastructure and Roads	Roads Act 1993 (NSW) s 162	Administer the statutory road naming/renaming process and, where final decision is reserved to Council, prepare the matter for Council determination.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-008 Infrastructure and Roads	Roads Act 1993 (NSW) s 163	Maintain the roads authority records required by the Act.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LAJTC-001 Land Acquisition	Land Acquisition (Just Terms Compensation) Act 1991 (NSW) Pt 2	Carry out steps for acquisition of land or interests in land after Council resolution	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LAJTC-002 Land Acquisition	Land Acquisition (Just Terms Compensation) Act 1991 (NSW) Pt 3	Issue notices, negotiate compensation and manage acquisition processes	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CORP-007 Legal / Property	Authority to Act Policy	Execute deeds, contracts, leases and other documents within delegation and signing protocols.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
NT-001 Native Title	Native Title Act 1993 (Cth) Pt 2 Div 3	Manage future act and native title notification processes affecting Council land dealings	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
NT-002 Native Title	Native Title Act 1993 (Cth) Pt 13	Respond to claims, determinations and land dealings requiring native title assessment	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
CORP-001 Procurement	Authority to Act Policy	Approve procurement planning, quotations, tender evaluation and contract award within financial delegation limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-016 Property	Local Government Act 1993 (NSW) Ch 6 Pt 2	Manage public land, community land plans of management and operational land administration.	Classification/reclassification of land and certain land decisions remain Council matters. Dealings subject to plans of management.	Delegation / sub-delegation
CONV-001 Property	Conveyancing Act 1919 (NSW) s 88B	Execute or approve instruments creating easements, restrictions or covenants	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CONV-002 Property	Conveyancing Act 1919 (NSW) s 88E	Accept positive covenants or restrictions on use	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CONV-003 Property	Conveyancing Act 1919 (NSW) Pt 23	Execute dealings affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
GRA-002 Public Amenity	Graffiti Control Act 2008 (NSW) Pt 4	Serve notices and arrange removal work	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LGA-019 Regulatory	Local Government Act 1993 (NSW) Ch 7 Pt 1 / s 68	Determine applications for approvals for activities listed in s 68.	Subject to concurrence, statutory criteria, local approvals policy and exclusions set by Council.	Delegation / sub-delegation
WM-001 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Pt 2	Exercise functions relating to water management approvals affecting Council operations	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-002 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Ch 3	Manage access licences, approvals and water supply work matters relevant to Council	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-003 Water, Sewer and Drainage	Water Management Act 2000 (NSW) ss 306–307	Impose requirements and issue certificates of compliance as water supply authority where applicable.	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-001 Water, Sewer and Drainage	Local Government Act 1993 (NSW) Ch 6 Pt 3	Provide, manage and regulate water, sewerage and drainage services	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-003 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 124	Issue orders relating to water, sewerage, drainage and insanitary conditions	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred



BALRANALD SHIRE COUNCIL

POSITION: WATER & SEWER COORDINATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-004A Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$75,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to adopted budget, Council policies, procurement requirements, conflicts controls and any specific limits in the instrument of delegation.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002	Local Government (State) Award	Approve flexible working arrangements	Exercise subject to HR delegations, confidentiality,	Employment management



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Human Resources	Award	and variations within policy	procedural fairness, mandatory reporting and applicable policies.	authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
GRA-001 Public Amenity	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WM-001 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Pt 2	Exercise functions relating to water management approvals affecting Council operations	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-002 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Ch 3	Manage access licences, approvals and water supply work matters relevant to Council	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-003 Water, Sewer and Drainage	Water Management Act 2000 (NSW) ss 306–307	Impose requirements and issue certificates of compliance as water supply authority where applicable.	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-001 Water, Sewer and Drainage	Local Government Act 1993 (NSW) Ch 6 Pt 3	Provide, manage and regulate water, sewerage and drainage services	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-003 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 124	Issue orders relating to water, sewerage, drainage and insanitary conditions	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: WORKS SUPERINTENDENT

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CLM-001 Crown Land	Crown Land Management Act 2016 (NSW) Pt 3	Manage dedicated or reserved Crown land where Council is Crown land manager	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
SERM-002 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 3	Provide resources and support to emergency operations where authorised	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
RF-002 Emergency Management	Rural Fires Act 1997 (NSW) s 66	Issue or respond to hazard reduction notices affecting Council responsibilities	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
LGR-006 Finance	Local Government (General) Regulation 2021 (NSW) cl 165	Invite, assess and manage tenders in accordance with regulatory thresholds.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
FIN-001 Finance	Local Government Act 1993 (NSW) / Local Government (General) Regulation 2021 s 55; Pt 7 including cl 178; s	Accept tenders within delegated financial authority where the function is lawfully delegable.	Subject to adopted budget, Council's Procurement and Disposal Policy, Part 7 of the Regulation and financial limits. Does not extend to acceptance of tenders to provide services currently provided by	Financial delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	377(1)(i)		Council staff (s 377(1)(i)) or any tender matter reserved to Council.	
FIN-004 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$100,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-003 Governance	Local Government (General) Regulation 2021 (NSW) Pt 7	Administer tendering and procurement procedural requirements.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-012 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard correspondence form, style and precedent. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
AWARD-003 Human Resources	Local Government (State) Award Award	Manage formal disciplinary processes and determine disciplinary action for staff within the position's management responsibility, subject to CEO/HR oversight and procedural fairness.	Subject to the Local Government (State) Award, Council policy, procedural fairness and HR advice. Termination or other action reserved to the CEO must be referred to the CEO.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
ROAD-001 Infrastructure and Roads	Roads Act 1993 (NSW) s 7	Exercise road authority functions for public roads under Council control.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-003 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (including s 115, as applicable)	Regulate traffic in connection with road work where Council is the roads authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-008 Infrastructure and Roads	Roads Act 1993 (NSW) s 163	Maintain the roads authority records required by the Act.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
CORP-001 Procurement	Authority to Act Policy	Approve procurement planning, quotations, tender evaluation and contract award within financial delegation limits.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-002 Procurement	Authority to Act Policy	Approve contract variations within financial limits and project contingency approvals.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
GRA-001	Graffiti Control Act 2008 (NSW)	Authorise graffiti removal work by	Only by appropriately appointed/authorised officers;	Delegation / sub-



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Public Amenity	ss 11–12	agreement or, where the Act permits, without agreement.	follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WM-001 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Pt 2	Exercise functions relating to water management approvals affecting Council operations	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-002 Water, Sewer and Drainage	Water Management Act 2000 (NSW) Ch 3	Manage access licences, approvals and water supply work matters relevant to Council	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WM-003 Water, Sewer and Drainage	Water Management Act 2000 (NSW) ss 306–307	Impose requirements and issue certificates of compliance as water supply authority where applicable.	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-001 Water, Sewer and Drainage	Local Government Act 1993 (NSW) Ch 6 Pt 3	Provide, manage and regulate water, sewerage and drainage services	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WS-003 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 124	Issue orders relating to water, sewerage, drainage and insanitary conditions	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: ACTIVITIES COORDINATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
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BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
ADC-001 Aged Care and Disability	Ageing and Disability Commissioner Act 2019 (NSW) Pt 4	Report, respond to and manage allegations involving abuse, neglect or exploitation of adults with disability or older adults	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW) Sch 1	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: ADMINISTRATION OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
GIPA-005 Information Access	Government Information (Public Access) Act 2009 (NSW) s 54	Consult with third parties	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW) Sch 1	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

**POSITION: ADMINISTRATION TRAINEE**

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: APPRENTICE MECHANIC

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: ASSETS OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: BIO-SECURITY OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
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BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
BIO-001 Biosecurity	Biosecurity Act 2015 (NSW) Pt 3	Exercise functions in relation to general biosecurity duty	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-002 Biosecurity	Biosecurity Act 2015 (NSW) Pt 8	Issue biosecurity directions where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-003 Biosecurity	Biosecurity Act 2015 (NSW) Pt 9	Exercise authorised officer powers	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BIO-004 Biosecurity	Biosecurity Act 2015 (NSW) s 130	Enter into biosecurity undertakings where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-001 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 96	Issue prevention notices.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-002 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 91	Issue clean-up notices where Council is the appropriate regulatory authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-003 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 264	Issue noise control notices where Council has authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-004 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 104	Issue compliance cost notices and recover compliance costs where authorised.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-005 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193	Require information and records where Council or an authorised officer has the statutory power.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
				n where required
POEO-006 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 143	Investigate unlawful waste transportation or disposal matters.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-007 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) Pt 7 (including ss 187–203, as applicable)	Exercise entry, inspection and investigation powers only where separately appointed as an authorised officer.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-008 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193, 203	Require information, records and answers where the relevant statutory power is available.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-009 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 224 and 226	Issue penalty notices only where the officer is an enforcement officer for the relevant offence.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: BUILDING MAINTENANCE OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not	Administrative / contractual authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			include correspondence to Members of Parliament	
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: CARAVAN PARK COORDINATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-005 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$50,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human	Local Government (State) Award / Council performance	Undertake routine performance management, supervision, feedback	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-	Employment management authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Resources	management framework Award / policy	and performance improvement for direct reports.	003, the Award, procedural fairness, HR advice and CEO powers.	
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: CARAVAN PARK HOUSEKEEPER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: CATERING OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			controls.	

POSITION: CREDITORS & PAYROLL OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: CUSTOMER SERVICE OFFICER (INC SERVICE NSW)

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation



BALRANALD SHIRE COUNCIL

POSITION: DESIGN ENGINEER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: ENGINEERING TRAINEE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: EUSTON GEO/TOWN MAINTENANCE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: EUSTON OVERSEER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-005 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$50,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW)	Approve purchase orders and expenditure in accordance with	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of	Delegation / sub- delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	General	adopted budget and financial delegation.	interest controls, and any limits in the instrument of delegation.	
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
GRA-001 Public Amenity	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

**POSITION: EXECUTIVE ASSISTANT**

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: GENERAL EQUIPMENT OPERATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: HORTICULTURE TRAINEE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation

POSITION: HOUSEKEEPER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not	Administrative / contractual authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			include correspondence to Members of Parliament	
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: HUMAN RESOURCES OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CGA-001 Child Safety	Children's Guardian Act 2019 (NSW) Pt 4	Notify reportable allegations and convictions to the Office of the Children's Guardian	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
CGA-002 Child Safety	Children's Guardian Act 2019 (NSW) Pt 4	Conduct or coordinate reportable conduct investigations	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
CGA-003 Child Safety	Children's Guardian Act 2019 (NSW) Pt 5	Manage child safe scheme compliance obligations	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
WWC-001 Child Safety	Child Protection (Working with Children) Act 2012 (NSW) Pt 2	Verify and monitor working with children check requirements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
WWC-002 Child Safety	Child Protection (Working with Children) Act 2012 (NSW) Pt 4	Respond to bars, interim bars and risk management obligations	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Delegation / sub-delegation
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-001 Human Resources	Industrial Relations Act 1996 (NSW) Pt 6	Manage industrial matters, employment disputes and representation	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-002 Human Resources	Local Government (State) Award Award	Approve flexible working arrangements and variations within policy	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
PID-001 Integrity	Public Interest Disclosures Act 2022 (NSW) Pts 2–3; ss 80–81 (as applicable)	Receive and assess voluntary public interest disclosures where designated as a disclosure officer or otherwise lawfully authorised under Council's PID Policy.	Exercise only within Council's PID Policy and any designation or delegation made by the CEO as agency head.	PID role/designation or delegated function — separate CEO designation/delegation as applicable
PID-003 Integrity	Public Interest Disclosures Act 2022 (NSW) Pt 4; ss 80–81 (as applicable)	Manage confidentiality, risk assessment and protection obligations in relation to PIDs where lawfully delegated or designated.	Exercise only within Council's PID Policy and any designation or delegation made by the CEO as agency head.	PID role/designation or delegated function — separate CEO designation/delegation as applicable
ICAC-001 Integrity	Independent Commission Against Corruption Act 1988 (NSW) s 11	Receive and escalate suspected corrupt conduct to the Chief Executive Officer and support the CEO's statutory reporting to ICAC.	The s 11 reporting duty is imposed on the principal officer. This row provides administrative support only and does not transfer the CEO's statutory duty.	Administrative support only — CEO statutory duty
ICAC-002 Integrity	Independent Commission Against Corruption Act 1988 (NSW) Pt 3	Respond to ICAC notices, summonses and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			controls.	
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-003 Work Health and Safety	Work Health and Safety Act 2011 (NSW) Applicable WHS Act/Regulation provisions	Coordinate Council's response to improvement/prohibition notices and regulator matters.	Operational responsibility only. Statutory duties remain with the person or entity on whom the WHS Act imposes them.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: LIBRARIAN

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
LIB-001 Library	Library Act 1939 (NSW) Pt 3	Provide, manage and administer library services	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
LIB-002 Library	Library Act 1939 (NSW) s 10	Enter arrangements for library services and cooperation	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			where relevant, and financial limits.	
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: MECHANIC

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: PERSONAL CARE ASSISTANTS & CARER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW) Sch 1	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation



POSITION: PLANNING OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
HER-001 Heritage	Heritage Act 1977 (NSW) Pt 4	Administer local heritage and interim heritage matters within Council responsibilities	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub- delegation
HER-002 Heritage	Heritage Act 1977 (NSW) ss 57–60 and any Heritage Council delegation applying to Council	Administer Heritage Act approval applications and referrals affecting Council land or development, and exercise approval-body functions only where expressly delegated by the Heritage Council or other lawful authority.	Do not determine a Heritage Act approval unless Council and the delegate hold a current lawful delegation or authority for that function.	Third-party/statutory delegation required for approval-body functions
HER-003 Heritage	Heritage Act 1977 (NSW) s 139	Respond to excavation permit matters affecting Council land	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub- delegation
EPA-001 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.12	Receive and manage development applications and associated documents.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-002 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.15	Evaluate matters for consideration in determining development applications.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation / sub- delegation
EPA-011 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) s 4.18	Give notice of determinations of development applications.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters	Delegation / sub- delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			reserved to Council or a planning panel.	
EPA-014 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Issue construction certificates, subdivision works certificates, occupation certificates or subdivision certificates where authorised.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPA-015 Planning and Development	Environmental Planning and Assessment Act 1979 (NSW) Pt 6	Issue notices and directions concerning building and subdivision certification matters.	Subject to EP&A Act/Regulation, LEP, DCP, contributions plans, conflict of interest controls for council-related development, and any matters reserved to Council or a planning panel.	Delegation subject to certifier/qualification requirements
EPAR-001 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) Pt 3	Administer development application lodgement, notification, referral and information requirements.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation / sub- delegation
EPAR-004 Planning and Development	Environmental Planning and Assessment Regulation 2021 (NSW) s 290; Sch 2 and Sch 4 (as applicable)	Administer planning certificate applications and prescribed planning information.	Subject to statutory timeframes, prescribed forms, fees and delegations under EP&A Act.	Delegation / sub- delegation
SSD-001 Planning and Property	Strata Schemes Development Act 2015 (NSW) s 54	Issue strata certificates for subdivision of development lots	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub- delegation
SSD-002 Planning and Property	Strata Schemes Development Act 2015 (NSW) s 55	Issue strata certificates for subdivision not involving development lots	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub- delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub- delegation
LGA-030 Regulatory	Local Government Act 1993 (NSW) s 124	Issue orders requiring or prohibiting action in relation to premises, structures, water, waste, health or safety matters.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub- delegation
LGA-031 Regulatory	Local Government Act 1993 (NSW) ss 132–135	Give notice of a proposed order, receive and consider representations,	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply.	Delegation / sub- delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
		and determine the proposed order.	Emergency powers only where statutory test is met.	
LGA-032 Regulatory	Local Government Act 1993 (NSW) s 129(2)(b); s 137(2)	Give an order expressed to be given in an emergency and require immediate compliance where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-033 Regulatory	Local Government Act 1993 (NSW) ss 152–153	Modify or revoke orders in accordance with the Act.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
WS-002 Water, Sewer and Drainage	Local Government Act 1993 (NSW) s 68 Part B	Approve water supply, sewerage and stormwater drainage work	Subject to strategic business plans, developer servicing plans, technical standards, regulatory approvals and public health/environmental controls.	Delegation / sub-delegation

POSITION: PLANNING TRAINEE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: RANGER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CAA-001 Companion Animals	Companion Animals Act 1998 (NSW) Pt 2	Administer companion animal identification and registration requirements.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-002 Companion Animals	Companion Animals Act 1998 (NSW) Various provisions, including ss 22, 36, 57 and Pt 7 (as applicable)	Seize, secure, hold or otherwise deal with companion animals where the Act authorises the action.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-003 Companion Animals	Companion Animals Act 1998 (NSW) ss 31–31A; 32A–32B	Administer nuisance cat and nuisance dog processes, including notices and orders where authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-004	Companion Animals Act 1998	Make dangerous dog declarations	Only by appropriately appointed/authorised officers;	Delegation plus separate



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Companion Animals	(NSW) s 34		follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	statutory appointment/authorisation where required
CAA-005 Companion Animals	Companion Animals Act 1998 (NSW) ss 32B, 35, 58A and related provisions	Issue notices associated with nuisance, dangerous, menacing and restricted animal processes where authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-006 Companion Animals	Companion Animals Act 1998 (NSW) s 92	Issue penalty notices where authorised	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
CAA-007 Companion Animals	Companion Animals Act 1998 (NSW) Various provisions (authorised officer functions)	Exercise Companion Animals Act authorised-officer functions only where separately authorised by Council.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-002 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pt 11	Exercise compliance and enforcement functions where Council has authority	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
BC-003 Environment and Natural Resources	Biodiversity Conservation Act 2016 (NSW) Pt 12 (including s 12.4)	Exercise Biodiversity Conservation Act investigation/enforcement powers only where separately appointed or authorised.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-001 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 96	Issue prevention notices.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-002 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 91	Issue clean-up notices where Council is the appropriate regulatory authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-003 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 264	Issue noise control notices where Council has authority.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
POEO-004 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 104	Issue compliance cost notices and recover compliance costs where authorised.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-005 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193	Require information and records where Council or an authorised officer has the statutory power.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-006 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) s 143	Investigate unlawful waste transportation or disposal matters.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-007 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) Pt 7 (including ss 187–203, as applicable)	Exercise entry, inspection and investigation powers only where separately appointed as an authorised officer.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-008 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 192–193, 203	Require information, records and answers where the relevant statutory power is available.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
POEO-009 Environment and Regulatory	Protection of the Environment Operations Act 1997 (NSW) ss 224 and 226	Issue penalty notices only where the officer is an enforcement officer for the relevant offence.	Exercise only within Council's jurisdiction and authorisation; follow enforcement policy, evidence standards and escalation requirements.	Delegation plus separate statutory appointment/authorisation where required
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGR-001 Governance	Local Government (General) Regulation 2021 (NSW)	Administer approval, inspection and compliance functions for activities	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of	Delegation / sub-delegation



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Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	Pt 2	requiring approval.	interest controls, and any limits in the instrument of delegation.	
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
GRA-001 Public Amenity	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
GRA-002 Public Amenity	Graffiti Control Act 2008 (NSW) Pt 4	Serve notices and arrange removal work	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
PSUP-001 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 2	Deal with unattended property in public places	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-002 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 3	Issue notices, directions and take possession of property	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-003 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 4	Dispose of unclaimed property	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
PSUP-004 Public Places and Impounding	Public Spaces (Unattended Property) Act 2021 (NSW) Pt 5	Recover costs and issue penalty notices	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
LGA-030 Regulatory	Local Government Act 1993 (NSW) s 124	Issue orders requiring or prohibiting action in relation to premises, structures, water, waste, health or safety matters.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-031	Local Government Act 1993 (NSW)	Give notice of a proposed order,	Natural justice, evidence, reasons, recordkeeping	Delegation / sub-



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Regulatory	ss 132–135	receive and consider representations, and determine the proposed order.	and enforcement policy requirements apply. Emergency powers only where statutory test is met.	delegation
LGA-032 Regulatory	Local Government Act 1993 (NSW) s 129(2)(b); s 137(2)	Give an order expressed to be given in an emergency and require immediate compliance where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-033 Regulatory	Local Government Act 1993 (NSW) ss 152–153	Modify or revoke orders in accordance with the Act.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-034 Regulatory	Local Government Act 1993 (NSW) s 680A	Give lawful directions relating to conduct in public places where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-035 Regulatory	Local Government Act 1993 (NSW) s 681	Remove offenders from community land where the statutory conditions are met.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
LGA-036 Regulatory	Local Government Act 1993 (NSW) s 679	Issue penalty notices for prescribed Local Government Act offences where authorised.	Natural justice, evidence, reasons, recordkeeping and enforcement policy requirements apply. Emergency powers only where statutory test is met.	Delegation / sub-delegation
RT-001 Traffic and Parking	Road Transport Act 2013 (NSW) / Road Transport (General) Regulation 2021 / Road Rules 2014 Applicable parking and traffic enforcement provisions	Exercise parking and traffic enforcement functions only where Council has the relevant statutory authority and the officer is separately appointed or authorised as required.	Exercise only where Council has statutory enforcement authority and the officer holds any required separate appointment, authorisation or enforcement-officer status.	Delegation plus separate statutory appointment/authorisation where required

POSITION: RATES & DEBTORS OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
LGA-012 Finance	Local Government Act 1993 (NSW) Ch 15	Manage rates, annual charges, fees and debt recovery administration.	Making rates/charges and fixing fees remain non-delegable Council functions. Administration and recovery may be delegated.	Delegation / sub-delegation
LGA-013 Finance	Local Government Act 1993 (NSW) s 564	Enter agreements for payment of rates and annual charges.	Subject to debt recovery policy and hardship policy.	Delegation / sub-delegation
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of	Financial delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	Financial delegation	requirements and the conditions of this register.	delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub-delegation
LGA-010 Governance	Local Government Act 1993 (NSW) s 735A	Issue certificates as to outstanding notices under the Local Government Act.	Certificates must be accurate, recorded and issued in the approved form.	Delegation / sub-delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: RECORDS & IT OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
GIPA-001 Information Access	Government Information (Public Access) Act 2009 (NSW) s 6	Release open access information unless there is an overriding public interest against disclosure	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-003 Information Access	Government Information (Public Access) Act 2009 (NSW) s 8	Decide informal release requests	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-004 Information Access	Government Information (Public Access) Act 2009 (NSW) Pt 4	Determine formal access applications	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-005 Information Access	Government Information (Public Access) Act 2009 (NSW) s 54	Consult with third parties	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-006 Information Access	Government Information (Public Access) Act 2009 (NSW) ss 82-84	Conduct internal reviews, subject to the independence and seniority requirements in s 84.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls. Excluding original decision maker where required.	Delegation / authorised decision-maker authority subject to GIPA Act
ICAC-002 Integrity	Independent Commission Against Corruption Act 1988 (NSW) Pt 3	Respond to ICAC notices, summonses and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
PPIP-002 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) s 53	Conduct internal reviews of conduct involving personal information in accordance with the Act.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
PPIP-003 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) ss 54–55	Coordinate Privacy Commissioner and Tribunal review processes arising from privacy internal reviews.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW) Sch 1	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
HRIP-002 Privacy	Health Records and Information Privacy Act 2002 (NSW) s 21; PPIP Act Pt 5 including s 53	Conduct internal reviews of conduct involving health information, applying Part 5 of the Privacy and Personal Information Protection Act 1998 as picked up by s 21 of the HRIP Act.	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-002 Records	State Records Act 1998 (NSW) s 21	Authorise disposal/destruction of records in accordance with authorised disposal authorities	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-003 Records	State Records Act 1998 (NSW) Pt 4	Manage records protection, access and storage requirements	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: REGISTERED NURSE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
HRIP-001 Privacy	Health Records and Information Privacy Act 2002 (NSW)	Apply health privacy principles to Council health information	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	Sch 1		controls.	
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: RESERVATIONS OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: SENIOR EXECUTIVE ASSISTANT

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CEM-001 Cemeteries	Cemeteries and Crematoria Act 2013 (NSW) Pt 4	Manage cemetery operator functions and interment rights	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CEM-002 Cemeteries	Cemeteries and Crematoria Act 2013 (NSW) ss 52, 56, 58–61 (as applicable)	Grant, transfer, revoke or determine interment rights as cemetery operator, where authorised.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks where relevant, and financial limits.	Delegation / sub-delegation
CEM-003 Cemeteries	Cemeteries and Crematoria Act 2013 (NSW) ss 63–64	Maintain cemetery and interment-right registers and records.	Subject to Council resolutions, property strategy, public notice/consultation requirements, statutory approvals, native title/Aboriginal land claims checks	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			where relevant, and financial limits.	
FIN-005 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$50,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub- delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
LGA-009 Governance	Local Government Act 1993 (NSW) ss 699, 710 (as applicable)	Serve notices, orders and other documents in accordance with the Act.	Only for matters within the delegate's functional responsibility and in accordance with statutory service requirements	Delegation / sub- delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
GIPA-001 Information Access	Government Information (Public Access) Act 2009 (NSW) s 6	Release open access information unless there is an overriding public interest against disclosure	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
GIPA-003 Information	Government Information (Public Access) Act 2009 (NSW)	Decide informal release requests	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping	Delegation / authorised decision-maker authority



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Access	s 8		controls.	subject to GIPA Act
GIPA-005 Information Access	Government Information (Public Access) Act 2009 (NSW) s 54	Consult with third parties	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / authorised decision-maker authority subject to GIPA Act
OMB-001 Integrity	Ombudsman Act 1974 (NSW) Pt 3	Respond to Ombudsman inquiries and investigations	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
OMB-002 Integrity	Ombudsman Act 1974 (NSW) s 18	Provide information, documents and assistance to the Ombudsman	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
PIIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: SENIOR FINANCE OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW)	Approve purchase orders and expenditure in accordance with	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
	General	adopted budget and financial delegation.	interest controls, and any limits in the instrument of delegation.	
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: STORES & DEPOT SECURITY OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

POSITION: SWIMMING POOL ATTENDANTS (SEASONAL)

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: SWIMMING POOL SUPERVISOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
PH-004 Public Health	Public Health Act 2010 (NSW) Pt 3 Div 3	Administer statutory requirements for public swimming pools and spa pools.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation plus separate statutory appointment/authorisation where required
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: TOURIST INFORMATION CENTRE STAFF

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

**POSITION: TOWN MAINTENANCE OFFICER**

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: TOWN MAINTENANCE OVERSEER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004 Finance	Authority to Act Policy	Approve purchase orders and certify receipt of goods/services.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010	Authority to Act	Approve applications for leave from	Subject to adopted budget, ongoing operational	Administrative /



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Human Resources	Policy	staff	requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	contractual authority
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
GRA-001 Public Amenity	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: WATER & SEWER OPERATOR

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
			controls.	

POSITION: WATER & SEWER TRAINEE

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation

POSITION: WHS & RISK OFFICER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SERM-001 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 2	Participate in emergency management planning and response functions	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
PID-003 Integrity	Public Interest Disclosures Act 2022 (NSW) Pt 4; ss 80–81 (as applicable)	Manage confidentiality, risk assessment and protection obligations in relation to PIDs where lawfully delegated or designated.	Exercise only within Council's PID Policy and any designation or delegation made by the CEO as agency head.	PID role/designation or delegated function — separate CEO designation/delegation as applicable
PPIP-001 Privacy	Privacy and Personal Information Protection Act 1998 (NSW) Pt 2	Apply information protection principles and determine privacy handling matters	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
CORP-008 Risk	Authority to Act Policy	Approve insurance claims handling, recoveries and settlement recommendations.	Subject to adopted budget, procurement policy, tendering rules, conflicts controls, document execution policy and financial limits.	Administrative / contractual authority
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-003 Work Health and Safety	Work Health and Safety Act 2011 (NSW) Applicable WHS Act/Regulation provisions	Coordinate Council's response to improvement/prohibition notices and regulator matters.	Operational responsibility only. Statutory duties remain with the person or entity on whom the WHS Act imposes them.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 38	Make or coordinate notifiable-incident notifications to SafeWork NSW on Council's behalf.	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure notification occurs.	Operational responsibility — statutory WHS duty not transferred

POSITION: WORKS OVERSEER

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
SERM-002 Emergency Management	State Emergency and Rescue Management Act 1989 (NSW) Pt 3	Provide resources and support to emergency operations where authorised	Subject to emergency plans, approvals, specialist advice and escalation to CEO/Council for significant legal, land or policy impacts.	Delegation / sub-delegation
FIN-006 Finance	Balranald Shire Council Procurement and Disposal Policy / CEO Financial Delegation Financial delegation	Approve purchases and financial commitments up to \$25,000, subject to adopted budget, procurement requirements and the conditions of this register.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation. All actions to be in accordance with Council's Procurement and Disposal Policy and any issued Office of Local Government Guidelines.	Financial delegation
LGR-008 Finance	Local Government (General) Regulation 2021 (NSW) General	Approve purchase orders and expenditure in accordance with adopted budget and financial delegation.	Subject to Council policies, adopted budgets, applicable legislation, lawful directions, conflicts of interest controls, and any limits in the instrument of delegation.	Delegation / sub-delegation
CORP-004	Authority to Act	Approve purchase orders and certify	Subject to adopted budget, procurement policy,	Administrative /



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Finance	Policy	receipt of goods/services.	tendering rules, conflicts controls, document execution policy and financial limits.	contractual authority
CORP-013 Governance	Authority to Act Policy	Sign correspondence on behalf of Council	Correspondence only within the relevant portfolio and using standard templates only. Does not include correspondence to Members of Parliament	Administrative / contractual authority
IR-002 Human Resources	Industrial Relations Act 1996 (NSW) Ch 2	Apply employment conditions and awards for Council staff	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-001 Human Resources	Local Government (State) Award Award	Administer employment conditions, leave, allowances and workplace arrangements	Exercise subject to HR delegations, confidentiality, procedural fairness, mandatory reporting and applicable policies.	Employment management authority
AWARD-003A Human Resources	Local Government (State) Award / Council performance management framework Award / policy	Undertake routine performance management, supervision, feedback and performance improvement for direct reports.	Routine management authority only. Formal disciplinary outcomes remain subject to AWARD-003, the Award, procedural fairness, HR advice and CEO powers.	Employment management authority
CORP-010 Human Resources	Authority to Act Policy	Approve applications for leave from staff	Subject to adopted budget, ongoing operational requirements, Council policies and financial limits. Does not extend to applications for leave without pay.	Administrative / contractual authority
ROAD-009 Infrastructure and Roads	Roads Act 1993 (NSW) Pt 8 (as applicable)	Administer temporary traffic regulation or road-work arrangements where Council has statutory authority and required approvals are obtained.	Subject to Roads Act, TfNSW requirements, traffic committee processes, road opening permits, engineering standards and financial delegations.	Delegation / sub-delegation
GRA-001 Public Amenity	Graffiti Control Act 2008 (NSW) ss 11–12	Authorise graffiti removal work by agreement or, where the Act permits, without agreement.	Only by appropriately appointed/authorised officers; follow relevant enforcement policy, procedural fairness, evidence and recordkeeping requirements.	Delegation / sub-delegation
SR-001 Records	State Records Act 1998 (NSW) s 12	Make and keep full and accurate records	Subject to confidentiality, privacy, legal professional privilege, public interest and recordkeeping controls.	Delegation / sub-delegation
WHS-001 Work Health and Safety	Work Health and Safety Act 2011 (NSW) s 19 and applicable WHS Regulations	Implement Council's WHS systems, controls and risk-management requirements within the position's area of responsibility.	Operational responsibility only. This allocation does not transfer or diminish Council's PCBU duties or any person's statutory WHS duty.	Operational responsibility — statutory WHS duty not transferred
WHS-004 Work Health and	Work Health and Safety Act 2011 (NSW)	Make or coordinate notifiable-incident notifications to SafeWork NSW on	Operational authority only. This does not transfer or diminish the PCBU's statutory duty to ensure	Operational responsibility — statutory WHS duty not



BALRANALD SHIRE COUNCIL

Code / Category	Legislation / Provision	Function / Authority	Conditions / Limitations	Type of Authority
Safety	s 38	Council's behalf.	notification occurs.	transferred



NOTES

Position-based register	Delegations attach to positions, not individual employees.
Acting positions	A person formally acting in a position may exercise the position's delegation subject to any written acting limitations.
Separate statutory authority	An authorised-officer appointment, designation, registration or qualification remains separately required where legislation says so.
Financial delegations	Financial authority remains subject to Council's adopted budget, Procurement and Disposal Policy and statutory tendering requirements.
Controlled source	This public register is generated from Council's controlled Delegations Register.

**POSITIONS**

Position Title	Team	Level	Supervisor
Chief Executive Officer	Executive	Executive	Council
Chief Financial Officer	Finance	Executive	Chief Executive Officer
Executive Manager Community & Governance	Community & Governance	Executive	Chief Executive Officer
Community Projects, Tourism/Economic Development & Grants Coordinator	Economic & Community Development	Manager	Executive Manager Community & Governance
Facility Nurse Manager - Bidgee Haven	Hostel	Manager	Executive Manager Community & Governance
Health Environment & Development Coordinator	Planning & Environment	Manager	Manager Planning & Environment
Infrastructure Coordinator	Technical & Project Services	Manager	Manager Technical & Project Services
Manager Planning & Environment	Planning & Environment	Manager	Chief Executive Officer
Manager Technical & Project Services	Technical & Project Services	Manager	Chief Executive Officer
Water & Sewer Coordinator	Water & Sewer	Manager	Works Superintendent
Works Superintendent	Infrastructure	Manager	Chief Executive Officer
Activities Coordinator	Hostel	Staff	Facility Nurse Manager - Bidgee Haven
Administration Officer	Hostel	Staff	Facility Nurse Manager - Bidgee Haven
Administration Trainee	Finance	Staff	Chief Financial Officer
Apprentice Mechanic	Technical & Project Services	Staff	Mechanic
Assets Officer	Technical & Project Services	Staff	Infrastructure Coordinator
Bio-Security Officer	Planning & Environment	Staff	Manager Planning & Environment
Building Maintenance Officer	Planning & Environment	Staff	Manager Planning & Environment
Caravan Park Coordinator	Caravan Park	Staff	Executive Manager Community & Governance
Caravan Park Housekeeper	Caravan Park	Staff	Caravan Park Coordinator
Catering Officer	Hostel	Staff	Facility Nurse Manager - Bidgee Haven
Creditors & Payroll Officer	Finance	Staff	Chief Financial Officer
Customer Service Officer (inc Service NSW)	Finance	Staff	Chief Financial Officer
Design Engineer	Technical & Project Services	Staff	Infrastructure Coordinator
Engineering Trainee	Technical & Project Services	Staff	Infrastructure Coordinator



BALRANALD SHIRE COUNCIL

Position Title	Team	Level	Supervisor
Euston GEO/Town Maintenance	Water & Sewer	Staff	Euston Overseer
Euston Overseer	Water & Sewer	Staff	Water & Sewer Coordinator
Executive Assistant	Governance	Staff	Senior Executive Assistant
General Equipment Operator	Works	Staff	Works Overseer
Horticulture Trainee	Town Maintenance	Staff	Town Maintenance Overseer
Housekeeper	Hostel	Staff	Facility Nurse Manager - Bidgee Haven
Human Resources Officer	Governance	Staff	Executive Manager Community & Governance
Librarian	Library	Staff	Executive Manager Community & Governance
Mechanic	Technical & Project Services	Staff	Infrastructure Coordinator
Personal Care Assistants & Carer	Hostel	Staff	Facility Nurse Manager - Bidgee Haven
Planning Officer	Planning & Environment	Staff	Manager Planning & Environment
Planning Trainee	Planning & Environment	Staff	Planning Officer
Ranger	Planning & Environment	Staff	Manager Planning & Environment
Rates & Debtors Officer	Finance	Staff	Chief Financial Officer
Records & IT Officer	Governance	Staff	Executive Manager Community & Governance
Registered Nurse	Hostel	Staff	Facility Nurse Manager - Bidgee Haven
Reservations Officer	Caravan Park	Staff	Caravan Park Coordinator
Senior Executive Assistant	Governance	Staff	Chief Executive Officer
Senior Finance Officer	Finance	Staff	Chief Financial Officer
Stores & Depot Security Officer	Finance	Staff	Chief Financial Officer
Swimming Pool Attendants (Seasonal)	Planning & Environment	Staff	Swimming Pool Supervisor
Swimming Pool Supervisor	Planning & Environment	Staff	Manager Planning & Environment
Tourist Information Centre Staff	Economic & Community Development	Staff	Community Projects, Tourism/Economic Development & Grants Coordinator
Town Maintenance Officer	Town Maintenance	Staff	Town Maintenance Overseer
Town Maintenance Overseer	Town Maintenance	Staff	Works Superintendent
Water & Sewer Operator	Water & Sewer	Staff	Euston Overseer



BALRANALD SHIRE COUNCIL

Position Title	Team	Level	Supervisor
Water & Sewer Trainee	Water & Sewer	Staff	Euston Overseer
WHS & Risk Officer	Chief Executive Officer	Staff	Chief Executive Officer
Works Overseer	Works	Staff	Works Superintendent

Smart Glasses and Recording Devices Policy

Minute number	
Adoption date	
Review	12 months after adoption, then every 2 years or earlier if legislation materially changes

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1. Purpose

This Policy sets the rules for photography, video, audio recording, livestreaming, smart glasses and other recording devices at Balranald Shire Council facilities, workplaces, services, programs and events.

The aim is to protect privacy, dignity, children, aged-care residents, confidential information, Council workers and the public, while still allowing legitimate recording and accessibility uses where they can be managed safely.

2. Policy position

Council's approach depends on where the device is being used and what it is being used for, not the brand of device.

- Smart glasses and other wearable cameras are treated as recording devices, just like phones, cameras and body-worn cameras.
- Because smart glasses can record without someone obviously holding up a phone or camera, tighter rules may apply in high-privacy areas.
- Council will not tell people that every photograph or recording taken without consent is automatically unlawful. The legal position depends on the circumstances, including whether audio is captured, whether a conversation is private, where the recording occurs and how the material is later used.
- Extra care is required where children, older people, people receiving care, or people discussing personal or health matters may be recorded.
- Reasonable adjustments must be considered for people with disability who use smart glasses or similar technology as an aid.
- This Policy does not authorise Council staff to seize, search, unlock or access a person's device, demand a password, or delete a recording.
- Council CCTV, webcasting, media recording, body-worn video and other surveillance must have their own legal authority and procedures. This Policy does not authorise surveillance by Council.

3. Scope

This Policy applies to councillors, employees, agency staff, contractors, volunteers, facility hirers, visitors, patrons, customers and anyone else taking part in a Council service or activity.

It applies at Council-controlled buildings, workplaces, facilities, programs, events and service interactions. Hired Council facilities are covered through the conditions of hire.

The Policy does not create a blanket ban on lawful photography in streets, open reserves, roads or other public places simply because Council owns or manages the land. Specific conditions may still apply to a Council event, activity or clearly identified sensitive area.

4. Definitions

Term	Meaning
Authorised recording	Recording approved by Council for a legitimate purpose, including statutory webcasting, Council communications, approved event photography, security systems, authorised investigations or another approved operational purpose.
Council-controlled facility	A building, workplace, facility or defined area owned, occupied, operated or controlled by Council, including the Council office, Library, Swimming Pool, Bidgee Haven, Discovery Centre, Caravan Park, depots and indoor community facilities.
High-privacy area	An area where privacy, dignity, child safety, health information, personal information or confidential operations create a heightened risk. Examples are listed in section 7.
Recording	Capturing, storing, transmitting or livestreaming an image, video, sound or other sensor-derived information about a person, activity, conversation or place.
Recording device	Any device capable of recording, transmitting or livestreaming image or sound, including phones, tablets, cameras, action cameras, body-worn cameras, drones, smart glasses and other wearable devices.
Smart glasses	Eyewear or wearable head-mounted technology that can capture, store, process, transmit or livestream image, video, audio or environmental information. The definition includes prescription and non-prescription devices and devices containing AI functions.
Targeted recording	Recording directed at a particular person or group, rather than incidental background capture.

5. General recording rules

Unless a specific exception applies, a person must not record, photograph, livestream or deliberately capture audio at a Council-controlled facility, service or activity where:

- Signage or conditions of entry state that recording is prohibited or requires approval
- A Council employee gives a reasonable direction to stop recording because of privacy, confidentiality, child safety, aged-care, security, WHS or service-delivery concerns
- The recording is in a toilet, shower, change room or similar private area
- The recording deliberately captures personal, health or confidential information, including computer screens, documents, access-control information or private service discussions
- The recording targets a child or young person who is not the recorder's own child or a child for whom the recorder has parental/carer responsibility, unless Council and the relevant parent/carer have authorised the recording
- The recording is harassing, intimidating, sexualised, discriminatory, threatening, obstructive or otherwise unreasonably interferes with another person's use of the facility or a worker's duties

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- The recording would breach a law, court order, statutory direction, contractual condition or other binding requirement

Consent to one type of recording does not automatically amount to consent to livestreaming, online publication, facial recognition, AI processing or another secondary use.

6. Smart glasses and wearable recording devices

The difficulty with smart glasses and other hands-free devices is that other people may not know whether they are recording. The following rules apply:

- In a high-privacy area, smart glasses or another wearable camera must not be left in a recording-capable mode unless an accessibility adjustment or specific approval applies.
- A person may be asked to remove, store, power down or disable the recording function of smart glasses before entering or remaining in a high-privacy area.
- In a general Council public area, smart glasses may be worn, but recording must comply with this Policy and any local signage or staff direction.
- If staff reasonably believe a wearable device is recording contrary to this Policy, they may ask the person whether recording is occurring and direct that recording stop. Staff are not to demand access to the device to prove compliance.
- A recording light, or a statement that footage is "not being saved", does not override a signed no-recording condition in a high-privacy area.

7. High-privacy and controlled areas

Zone	Examples	Rule
RED: No unauthorised recording / wearable cameras restricted	Toilets; showers; changing rooms; pool change facilities; private care/treatment areas; resident bedrooms where the resident has not consented; confidential interview/complaint rooms; secure staff-only areas; areas displaying confidential Council information.	No recording. Smart glasses/wearable cameras must be removed, stored or disabled unless a lawful accessibility or operational exception applies. Any handheld recording requires express approval/consent appropriate to the circumstances.
AMBER: Controlled recording	Balranald Swimming Pool including pool deck; Bidgee Haven common areas; Council service counters and meetings with staff; Library programs; organised child/youth activities; Council-run community events; indoor community facilities.	Recording is only permitted in accordance with local conditions, consent, event rules and reasonable staff directions. Smart-glasses recording is off unless approved or part of an accessibility adjustment.
GREEN: General public areas	Ordinary open public areas such as streets, open parks and reserves where Council is not conducting a restricted program or event.	This Policy does not create a blanket photography ban. General law applies. Council may still act on harassment, obstruction, child-safety concerns at a Council activity, or recording that captures confidential Council operations.

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8. Children and young people

Council will manage recording risks in line with Child Safe Standard 8, which covers both physical and online environments.

- Targeted or covert recording of a child or young person unrelated to the recorder is not permitted at Council-run child-focused services, programs or signed child-safety areas unless specifically authorised.
- A parent or carer may ordinarily photograph or record their own child where venue or event rules permit, provided they do not deliberately focus on other children and comply with any direction given by staff or the event organiser.
- Council may designate an event or activity as no-recording, limited-recording or official-photography-only where a risk assessment identifies a need.
- Any concern that recording may involve grooming, sexualised conduct, child exploitation material, stalking, threats or another child-safety risk must be escalated immediately under Council's Child Protection Policy and, where required, to Police, the Office of the Children's Guardian or another appropriate authority.

9. Balranald Swimming Pool and aquatic activities

The Swimming Pool needs tighter recording rules because it is used by children and families and people are often in swimwear.

- No recording of any kind is permitted in toilets, showers or change rooms.
- Smart glasses and other wearable cameras must not be used to record anywhere within the facility and may be required to be removed, stored or disabled as a condition of entry, subject to reasonable accessibility adjustments.
- Photography or video elsewhere in the facility is limited to a person's own family/group and must not deliberately focus on unrelated patrons. Staff may require recording to stop where other patrons are being captured or where the activity is creating concern.
- Commercial, media, promotional or organised filming requires prior Council approval.

10. Bidjee Haven and aged-care settings

Bidjee Haven is residents' home as well as a workplace. Their rights to privacy, dignity, information, choice and communication must be respected alongside the rights and safety of other residents, visitors and staff.

- Residents may use personal technology in their own lives, subject to the law and the rights of other people. This Policy does not remove a resident's lawful rights.
- Visitors must obtain the resident's consent before recording the resident. Recording another resident requires that person's informed consent or other lawful authority.
- Recording staff, care activities, health discussions, medication processes, records, computer screens or other residents requires prior agreement or another lawful basis. If a resident or representative wants to record for accuracy, advocacy or a complaint, management should work out a practical arrangement rather than automatically refuse.
- Visitors using smart glasses must keep recording functions disabled in common and care areas unless an accessibility adjustment or specific approval applies.
- Local clinical, care, privacy or security procedures may impose additional restrictions where reasonably necessary.

11. Customer service interactions and recording Council staff

A face-to-face interaction with Council staff inside a Council workplace or service setting may only be recorded with consent or prior approval, unless another law gives the person a right or authority to record.

If a person wants to record for accessibility, accuracy, a complaint, advocacy or evidence, staff should consider an agreed recording or another practical option. This may include:

- An agreed audio recording made openly
- A support person or advocate
- A written summary or confirmation email
- Conducting the interaction in a private room
- Another reasonable adjustment agreed with the person

If a person keeps recording after a reasonable direction to stop, staff should end or relocate the interaction if it is safe to do so, involve a supervisor and follow section 17. Staff should not physically confront the person over the device.

12. Library, community facilities and events

- Ordinary personal photography may be permitted where it does not target other patrons, capture confidential information, disrupt the service or breach an event rule.
- Child-focused Library activities and other child/youth programs may be designated no-recording, official-photography-only or parent/carer limited-recording activities.
- Facility hirers must comply with this Policy and are responsible for informing participants of applicable recording conditions.
- Commercial filming, formal media activity and organised productions require prior Council approval and any other permit or hire requirement.

13. Council meetings, committees and public forums

Council meetings, committee meetings and public forums are dealt with separately under the Local Government Act 1993, the Local Government (General) Regulation, Council's Code of Meeting Practice and any lawful direction of the chairperson. Statutory webcasting and recording requirements continue to apply.

This Policy does not authorise a person to record a part of a meeting that is lawfully closed to the public or to disregard the Code of Meeting Practice or a lawful direction of the chairperson.

14. Disability and accessibility adjustments

Smart glasses can also be an accessibility aid, including for visual description, navigation, live transcription and communication.

- A person may request an adjustment without being required to disclose unnecessary medical details. Staff may ask what function is required and what recording or transmission the device performs so that risks can be managed.
- Where practical, the adjustment should allow the accessibility function while limiting the recording, storage or transmission of other people's images, voices or personal information.
- Possible controls include using a defined area, turning off storage/livestreaming, positioning away from other patrons, staff assistance, an alternative device or another method agreed with the person.
- If the requested adjustment cannot be safely accommodated in a particular high-privacy area, staff should offer a reasonable alternative where possible and escalate the decision to a manager.

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15. Council employees, contractors and volunteers

- Personal recording devices must not be used to record Council business, customers, residents, children, co-workers, records or workplaces without approval or another lawful basis.
- Employees using smart glasses for ordinary non-recording or accessibility purposes remain subject to this Policy, the Code of Conduct, privacy obligations, records requirements, WHS requirements and reasonable management directions.
- Council recording for operational purposes must still comply with privacy, workplace-surveillance, surveillance-device, records and security requirements. Approval under this Policy alone is not enough.
- Recordings created as part of Council business are Council records and must be handled in accordance with Council's records-management and privacy requirements.

16. Authorised recording and exceptions

Subject to applicable law, this Policy does not prevent:

- Council's statutory recording and webcasting of Council or committee meetings;
- Council-approved communications, media, promotional, evidence-gathering or operational recording;
- CCTV or other approved security systems operating under their governing policy and legal framework;
- Police, inspectors, emergency services or other authorities exercising lawful statutory powers;
- recording expressly authorised by a court, tribunal, warrant, law or binding direction;
- a reasonable disability adjustment approved or managed under section 14; or
- personal photography or recording that is expressly permitted under sections 8 to 12 and local venue conditions.

17. Responding to a breach

Staff should keep the response calm and practical. The aim is to stop the problem, not debate the law or the device.

1. Explain the applicable condition or concern and ask the person to stop recording, disable the recording function, or remove/store the wearable device as appropriate.
2. If accessibility is raised, move to the reasonable-adjustment process in section 14.
3. If the person complies, allow the service or visit to continue unless another issue remains.
4. If the person refuses, involve a supervisor or facility manager and, where practicable, offer an alternative way to receive the service.
5. Where the condition of entry is reasonable and the person continues to refuse, the person may be asked to leave the controlled premises. Staff must follow Council procedures and must not use force except where separately authorised by law and trained to do so.
6. If there is an immediate safety risk, suspected criminal conduct, suspected child exploitation, stalking, threats or similar serious behaviour, contact Police/emergency services as appropriate.
7. Record the incident in Council's incident/complaint system and notify the Privacy Officer, Child Safety contact, WHS contact or facility manager as relevant.

Staff must not: seize a personal device, search its contents, demand a password, impersonate a law-enforcement officer, or attempt to delete a recording.

18. Privacy, data breach and online publication

If a recording may have captured personal or health information held by Council, confidential Council information, or a person in circumstances creating a serious privacy risk, staff must promptly refer the matter to the officer responsible for privacy and data breaches.

Where unauthorised disclosure of personal or health information held by Council may have occurred, Council must assess the matter under its Data Breach Policy and the Mandatory Notification of Data Breach scheme in Part 6A of the Privacy and Personal Information Protection Act 1998.

If footage has been uploaded, or someone is threatening to upload it, and the matter may involve image-based abuse, cyberbullying of a child or other serious online harm, Council may help the affected person identify reporting options, including Police and the eSafety Commissioner. Council should not investigate matters outside its role.

19. Responsibilities

Role	Responsibility
Council	Adopt and review the Policy and consider substantive amendments.
Chief Executive Officer	Implement the Policy; approve operational procedures/signage; determine escalated exemptions or restrictions; ensure relevant training and review.
Managers/facility supervisors	Complete local risk assessments, display appropriate signage, brief staff, manage exemptions and incident escalation.
Employees/contractors/volunteers	Follow the Policy, give reasonable directions consistently, protect confidential information and record/report incidents.
Facility hirers/event organisers	Communicate and enforce applicable recording conditions within their activity and refer serious incidents to Council.
Patrons/visitors/customers	Comply with conditions of entry, lawful staff directions, consent requirements and the privacy and safety of others.

20. Related Council documents

- Child Protection Policy
- Privacy Management Plan
- Data Breach Policy
- Code of Conduct
- Code of Meeting Practice
- Records Management Policy
- Work Health and Safety policies/procedures
- Complaints Management procedures
- Facility conditions of entry and hire agreements
- Bidgee Haven privacy, clinical and resident-rights procedures

21. Legislation and external guidance

- Surveillance Devices Act 2007 (NSW)
- Privacy and Personal Information Protection Act 1998 (NSW)
- Privacy Code of Practice for Local Government
- Health Records and Information Privacy Act 2002 (NSW)
- Work Health and Safety Act 2011 (NSW)
- Workplace Surveillance Act 2005 (NSW)
- Enclosed Lands Protection Act 1901 (NSW)
- Local Government Act 1993 (NSW) and Local Government (General) Regulation
- Disability Discrimination Act 1992 (Cth)
- Aged Care Act 2024 (Cth) and Aged Care Rules 2025
- NSW Office of the Children's Guardian - Child Safe Standards, particularly Standard 8
- Australian eSafety Commissioner - Smart glasses and online safety guidance

22. Review

The Policy will be reviewed 12 months after adoption and at least every two years after that. It should be reviewed earlier if relevant law changes or an incident show that the Policy is not working as intended.

Appendix A - Standard signage wording

General controlled facility

RECORDING DEVICES AND SMART GLASSES

Photography, video, audio recording and livestreaming are subject to Council's conditions of entry. Smart glasses and wearable cameras must not be used to record without approval. Please follow staff directions. If you use the device for accessibility, speak to a staff member.

High-privacy area

NO RECORDING - HIGH PRIVACY AREA

No photography, video, audio recording or livestreaming. Smart glasses and wearable cameras must be removed, stored or have recording switched off before entry, unless an approved accessibility arrangement applies.

Swimming Pool

CAMERAS / SMART GLASSES

No recording in toilets, showers or change rooms. Elsewhere, only photograph or record your own family or group and do not deliberately capture other patrons. Recording with smart glasses or wearable cameras is not permitted. Follow staff directions. Accessibility adjustments are available.

Appendix B - Frontline staff script

Suggested first response:

"Council has rules about recording in this area because of privacy and safety. Please stop recording and switch off or remove the recording device while you are here. If you use it for accessibility, let me know what function you need, and we will work out an arrangement."

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If the person says it is legal to record:

"I am not saying you have broken the law. I am explaining Council's condition for using this facility or service. I can get my supervisor if you want to discuss another arrangement."

If the person refuses:

"If you keep recording contrary to the condition of entry, I will need to end this interaction and refer it to the facility manager. I am not asking to inspect your device."



MINUTES

**Ordinary Council Meeting
Tuesday, 21 October 2025**

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Ordinary Council Meeting Minutes

21 October 2025

**MINUTES OF BALRANALD SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, MARKET STREET BALRANALD
ON TUESDAY, 21 OCTOBER 2025 AT 5PM**

1 OPENING OF MEETING

The Mayor opened the meeting at 5.05pm

2 PRAYER & ACKNOWLEDGMENT OF COUNTRY**Prayer**

Almighty and eternal God, give us the grace to faithfully fulfil the duties of our office.

Shed the light of your wisdom and counsel upon us so that, strengthened by these gifts, we will, in the administration of the affairs of the council, always do what is right and just.

We ask that our deliberations will be both fruitful and wise.

Amen

Acknowledgement of Country

We pay our respect to the Traditional Custodians of the Lands where we hold this meeting to Elders past, present and emerging.

PRESENT:

Mayor Louie Zaffina, Deputy Mayor Dwaine Scott, Cr Iain Lindsay-Field, Cr Alison Linnett, Cr Tracy O'Halloran, Cr Phillip Pippin and Cr German Ugarte

Cr Leigh Byron via zoom.

IN ATTENDANCE:

Peter Bascomb (Interim Chief Executive Officer), David McKinley (Director of Infrastructure & Planning Services), Edna Mendes (Chief Financial Officer), Hodi Beauliv (Executive Manager - Community & Governance) and Carol Holmes (Senior Executive Assistant).

3 APOLOGIES

Nil

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21 October 2025

4 CONFIRMATION OF MINUTES**4.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON TUESDAY, 16 SEPTEMBER 2025****RESOLUTION 2025/180**

Moved: Cr German Ugarte

Seconded: Deputy Mayor Dwaine Scott

That Council confirms the Minutes of the Ordinary Council Meeting held on Tuesday 16 September as a true and accurate recording of that meeting.

CARRIED**5 DISCLOSURE OF INTEREST** There were no Disclosures of Interest submitted to this meeting.**6 MAYORAL/COUNCILLOR REPORT****6.1 MAYORAL REPORT - UPDATE OCTOBER 2025****RESOLUTION 2025/181**

Moved: Deputy Mayor Dwaine Scott

Seconded: Cr Phillip Pippin

That The Mayoral Update for October be received and noted.

CARRIED**7 COMMITTEE REPORTS****7.1 TOURISM & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE HELD ON WEDNESDAY 20 AUGUST 2025****RESOLUTION 2025/182**

Moved: Cr Tracy O'Halloran

Seconded: Cr Alison Linnett

That Council

1. notes the Minutes of the Tourism & Economic Development Advisory Committee meeting held on Wednesday 20 August 2025;
2. explore options for the burnt building at Theatre Royal; and
3. send letters to all retiring Advisory Committee members acknowledging their services of their respective committees.

CARRIED

Initial

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7.2 EUSTON PROGRESSIVE ADVISORY COMMITTEE - MONDAY 25 AUGUST 2025

RESOLUTION 2025/183

Moved: Cr Iain Lindsay-Field

Seconded: Cr Tracy O'Halloran

That Council note the Minutes of the Euston Progressive Advisory Committee meeting held on Monday 28 July 2025.

CARRIED

7.3 STRENGTHENING COMMUNITY ACCESS INCLUSION & WELLBEING ADVISORY COMMITTEE MEETING HELD ON THURSDAY 25 SEPTEMBER 2025

RESOLUTION 2025/184

Moved: Cr German Ugarte

Seconded: Cr Alison Linnett

That Council

- 1. Notes the Minutes of the Strengthening Community Access Inclusion & Wellbeing Advisory Committee (SWCAIWAC) meeting held on Thursday 25 September 2025; and**
- 2. SCAIWAC draft a letter to transport NSW in support of LiveBetter services be extended and managed in Balranald and the Mayor to endorse and sign.**

CARRIED**8 NOTICE OF MOTION****8.1 NOTICE OF MOTION - SELWYN STREET, EUSTON**

I, Councillor Louie Zaffina, give notice that at the next Ordinary Meeting of Council to be held on 21 October 2025, I intend to move the following motion:

MOTION

Moved: Cr Iain Lindsay-Field

Seconded: Cr German Ugarte

That the remainder of Selwyn Street Euston, to Broughton Street, be sealed.

AMENDMENT

Moved: Cr Tracy O'Halloran

That grant funding be explored to seal the remainder of Selwyn Street to Broughton Street, Euston.

MOTION

RESOLUTION 2025/185

Moved: Cr Iain Lindsay-Field

Seconded: Cr German Ugarte

That Council seek grant funding for the sealing of Selwyn Street to Broughton St, Euston, if unsuccessful in this financial year, an allocation be reserved in the 2026/ funding allocation be 2027 budget.

CARRIED

9 NOTICE OF RESCISSION Nil**CHIEF EXECUTIVE OFFICERS REPORTS (INCORPORATING ALL STAFF REPORTS)****PART A – ITEMS REQUIRING DECISION****10 CHIEF EXECUTIVE OFFICER'S REPORTS****10.1 RESTRICTED FUNDS 2025****RESOLUTION 2025/186**

Moved: Cr Tracy O'Halloran

Seconded: Cr Alison Linnett

That Council:

1. Receives the report and notes the balances for Restricted Funds (Reserves).
2. Endorses the Internal Restrictions (Funds) balances as at 30 June 2025.

CARRIED

10.2 REVISED CODE OF MEETING PRACTICE**RESOLUTION 2025/187**

Moved: Cr Tracy O'Halloran

Seconded: Cr Iain Lindsay-Field

That Council

1. Adopts, for the purposes of public exhibition, the Draft Code of Meeting Practice attached to this report
2. Considers any submissions at its December 2025 meeting with a view to adopting the Code of Meeting Practice with any modifications arising from community submissions.

CARRIED

10.3 ADDITIONAL OFFICE ACCOMMODATION**RESOLUTION 2025/188**

Moved: Cr German Ugarte

Seconded: Deputy Mayor Dwaine Scott

That Council

1. Reiterates its preference for a permanent solution that maximises the opportunities for staff interaction and the attraction of staff from nearby larger towns and cities
2. Endorses the use of the Theatre Royal building to meet immediate office needs and allocate \$77,000 from the Infrastructure Reserve.

CARRIED

10.4 CONSTRUCTION OF GARAGE**RESOLUTION 2025/189**

Moved: Cr Tracy O'Halloran

Seconded: Cr Iain Lindsay-Field

That Council

1. Accept the Red Ross Rural Balranald as preferred supplier for the procurement and construction of a new lockable two-car garage at 83 Court Street and
2. Allocate \$35,000 (GST Incl.) plus 10% contingency from the Infrastructure Reserve for the procurement and installation of a new lockable two-car garage at 83 Court Street Balranald.

CARRIED

10.5 DONATION REQUEST - SPORTING PARTICIPANT**RESOLUTION 2025/190**

Moved: Cr Iain Lindsay-Field

Seconded: Deputy Mayor Dwaine Scott

That Council donates \$150.00 to Ashlea Bodinnar as Leslie Noah Bodinnar meets the guidelines of the Donations, Subsidies & Financial Assistance Policy for his participation in this event.

CARRIED

10.6 PROPOSED CHRISTMAS AND NEW YEAR CLOSURE**RESOLUTION 2025/191**

Moved: Cr German Ugarte

Seconded: Cr Iain Lindsay-Field

That Council:

- i) Approves of the closure of all of its office and Depot over the Christmas and New Year period, commencing at 12 noon on Wednesday, 24 December 2025 until 9.00am Monday, 5 January 2026;
- ii) Approves the closure of the library from 5.30pm Friday 19 December until Monday 12 January; and
- iii) Maintains staffing for essential services and emergency call outs over the Christmas and New Year period.

CARRIED

10.7 BALRANALD LIBRARY PEDESTRIAN CONNECTIVITY IMPROVEMENT PROPOSAL**RESOLUTION 2025/192**

Moved: Cr German Ugarte

Seconded: Cr Tracy O'Halloran

That Council authorises an application for funding from the NSW Government to construct a raised pedestrian crossing on We Street, Balranald directly in front of the Balranald Library.

CARRIED

10.8 ACQUISITION OF LAND FOR HOUSING**MOTION**

Moved: Cr Tracy O'Halloran

Seconded: Cr Alison Linnett

That Council:

1. acquire land identified in the confidential attachment for the purpose of construction of a mix of suitable housing to assist in the attraction of staff; and
2. that land so acquired be classified as operational.

AMENDMENT

Moved: Cr Tracy O'Halloran

Seconded: Cr Alison Linnett

That Council defer this item to the Confidential Section for further discussions.

The amendment was put to Council and became the motion and was carried.

Ordinary Council Meeting Minutes

21 October 2025

NOTE: *This item was discussed in the confidential session but no resolution was made.*

10.9 TEMPORARY REDUCTION IN OPERATIONAL HOURS - DISCOVERY CENTRE CAFE

RESOLUTION 2025/193

Moved: Cr Iain Lindsay-Field

Seconded: Cr Leigh Byron

That Council approve the Discovery Centre Café to reduce its operational hours to 7am-2:30pm for two weeks following the birth of the operators' second child.

CARRIED

10.10 DISCOVERY CENTRE CAFE LEASE AGREEMENT

RESOLUTION 2025/194

Moved: Cr Iain Lindsay-Field

Seconded: Cr German Ugarte

That Council:

- note the tenants are exercising their option on the Discovery Centre Café lease and
- authorise the Interim CEO to vary the operating hours of the lease to 6am-3pm.

CARRIED

10.11 ENTERPRISE RISK MANAGEMENT POLICY, FRAMEWORK AND STRATEGIC RISK REGISTER

RESOLUTION 2025/195

Moved: Cr Tracy O'Halloran

Seconded: Cr Iain Lindsay-Field

That Council:

- approve the new Enterprise Risk Management Policy, Framework, Strategic Risk Register and Work Health and Safety Policy to be publicly exhibited for a period of 28 days to seek public comment and
- approve the policies, framework and register without significant public submissions to be adopted immediately by Council following the exhibition period and
- note that any policies with significant public submissions will be reported back to the December 2025 Ordinary Council meeting.

CARRIED

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10.12 BIDGEE HAVEN RETIREMENT HOSTEL REDEVELOPMENT**RESOLUTION 2025/196**

Moved: Cr German Ugarte

Seconded: Cr Leigh Byron

That Council note the current status of the Bidgee Haven Retirement Hostel Redevelopment, and that tenders will be presented to the December 2025 meeting for approval

CARRIED

10.13 SUPPORT TO BALRANALD EARLY LEARNING CENTRE**RESOLUTION 2025/197**

Moved: Cr Alison Linnett

Seconded: Cr Tracy O'Halloran

OFFICER RECOMMENDATION

That Council:

- approve the short-term extension of Council staff, to provide the role of a nominated supervisor up to 10 hours per week until 19 December 2025, so the Balranald Early Learning Centre can continue to operate until the end of the year
- note the BELC's gratitude to Council and Janaya Gaston to allow the Balranald Early Learning Centre to continue to operate

CARRIED

PART B – ITEMS FOR INFORMATION**11 CHIEF EXECUTIVE OFFICER'S REPORTS****11.1 REPORT OF FINANCIAL INFORMATION****RESOLUTION 2025/198**

Moved: Cr Leigh Byron

Seconded: Deputy Mayor Dwaine Scott

That Council notes the financial information contained in this report for the period ending, 30 September 2025.

CARRIED

11.2 MONTHLY INVESTMENTS REPORT**RESOLUTION 2025/199**

Moved: Cr Iain Lindsay-Field

Seconded: Cr Tracy O'Halloran

That Council note the information provided in this report.**CARRIED****11.3 OUTSTANDING RATES AND USAGE CHARGES AS AT 30 SEPTEMBER 2025****RESOLUTION 2025/200**

Moved: Cr Iain Lindsay-Field

Seconded: Deputy Mayor Dwaine Scott

That Council notes the information contained within this report.**CARRIED****11.4 OUTSTANDING DEBTORS AS AT 30 SEPTEMBER 2025****RESOLUTION 2025/201**

Moved: Cr Tracy O'Halloran

Seconded: Cr Iain Lindsay-Field

That Council note the report.**CARRIED****11.5 BALRANALD SHIRE COUNCIL 2024/2025 ANNUAL REPORT****RESOLUTION 2025/202**

Moved: Cr German Ugarte

Seconded: Deputy Mayor Dwaine Scott

That Council receives and notes the Annual Report.**CARRIED**

11.6 ACTIVITIES UNDERTAKEN WITHIN THE PLANNING DEPARTMENT**RESOLUTION 2025/203**

Moved: Cr Leigh Byron

Seconded: Cr Tracy O'Halloran

That Council notes the report.**CARRIED****11.7 INFRASTRUCTURE UPDATE FOR SEPTEMBER 2025****RESOLUTION 2025/204**

Moved: Deputy Mayor Dwaine Scott

Seconded: Cr German Ugarte

That Council notes the report.**CARRIED****11.8 GRANT FUNDED PROJECTS STATUS UPDATE****RESOLUTION 2025/205**

Moved: Cr Iain Lindsay-Field

Seconded: Deputy Mayor Dwaine Scott

That Council notes the report.**CARRIED****11.9 MEETINGS ATTENDED BY THE MAYOR, THE CHIEF EXECUTIVE OFFICER AND THE EXECUTIVE TEAM****RESOLUTION 2025/206**

Moved: Cr Tracy O'Halloran

Seconded: Cr Iain Lindsay-Field

That Council notes the report.**CARRIED**

11.10 CIRCULARS FROM THE OFFICE OF LOCAL GOVERNMENT**RESOLUTION 2025/207**

Moved: Deputy Mayor Dwaine Scott

Seconded: Cr Tracy O'Halloran

That Council notes the report.

CARRIED

11.11 OUTSTANDING ACTIONS OCTOBER 2025**RESOLUTION 2025/208**

Moved: Cr Iain Lindsay-Field

Seconded: Cr Alison Linnett

That Council notes the report.

CARRIED

12 NOTICE OF MOTION / QUESTIONS ON NOTICE

Nil

13 CONFIDENTIAL MATTERS**RESOLUTION 2025/209**

Moved: Cr Iain Lindsay-Field

Seconded: Cr Leigh Byron

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

13.1 Balranald Shire General Practice (GP) Services

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

13.2 Acquisition of Land for Balranald Airstrip Extension

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

CARRIED

Ordinary Council Meeting Minutes

21 October 2025

RESOLUTION 2025/210

Moved: Cr Alison Linnett

Seconded: Cr Leigh Byron

That Council moves out of Closed Council into Open Council.

The Chief Executive Officer read out the resolutions from the Closed Committee.

10.8 Acquisition of Land for Housing

This item was deferred to the November 2025 Ordinary Council meeting pending further information.

13.1 Balranald Shire General Practice (GP) Services

The Council authorise financial assistance of \$45,000 this year, 50% of \$45,000 next year, 25% the following year and the doctor needs to commit for 5 years with signing of a contract.

13.2 Acquisition of Land for Balranald Airstrip Extension

1. That Council make a counter-offer as identified in the report for the approximately 50ha parcel of land identified in the attached plan to facilitate the planned extension of the Balranald Aerodrome.
2. That council check the boundary of lot 14, to ensure that the runway doesn't appear too close to the western boundary,

CARRIED

The Meeting closed at 8.01pm.

The minutes of this meeting were confirmed at the Council Meeting held on 18 November 2025.

.....
MAYOR

Initial

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Local Government Act 1993 No 30

Current version for 10 June 2026 to date (accessed 9 October 2026 at 15:46)

[Chapter 12](#) > [Part 1](#) > [Section 356](#)

356 Can a council financially assist others?

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.
- (3) However, public notice is not required if—
 - (a) the financial assistance is part of a specific program, and
 - (b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
 - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
 - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.
- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.

Note.

Part 4 of the [Graffiti Control Act 2008](#) deals with graffiti removal work.

GENERAL PRACTICE HOUSING ASSISTANCE AGREEMENT

Council	Balranald Shire Council (Council)
Doctor	Dr Vitalis Ihuarulam (Doctor)
Purpose	Support the continued availability of a resident general practitioner in Balranald.
Assistance end date	30 June 2028 – no automatic extension.
Annual ceiling	\$42,600, including up to \$4,800 restricted housing and grounds-maintenance contingency; electricity excluded.

1. Background

Council helped establish general practice services in Balranald through housing and related assistance. At its meeting on 21 October 2025, Council approved financial assistance that was to be reduced in later years and required a five-year contractual commitment from the Doctor.

The parties wish to record any later, lawfully approved continuation of housing and agreed grounds-maintenance assistance at an amended annual ceiling of \$42,600, after removing the former \$2,400 electricity allowance. This agreement is intended to retain local access to medical services; it does not employ the Doctor or purchase clinical services from him.

2. Purpose and outcomes

The assistance is intended to help retain a resident general practitioner providing regular, in-person services in Balranald. It is not a general business subsidy, a guarantee of patient numbers or an entitlement to a cash payment.

3. When the revised arrangement starts

3.1 This agreement takes effect on the last of:

- (a) Council passing its final resolution authorising the revised assistance after satisfying section 356 of the Local Government Act 1993;
- (b) both parties signing this agreement; and
- (c) any necessary written amendment of an existing housing or assistance agreement. This date is the Commencement Date.

3.2 Until that date, the Council decision of 21 October 2025 and any existing binding agreement continue to govern assistance. No change is made retrospectively by this document.

3.3 The agreement ends on 30 June 2028. Assistance stops then without further notice and continues beyond that date only if Council makes a lawful fresh decision and the parties sign a further agreement.

4. What Council will provide

4.1 From the Commencement Date, Council will provide a housing benefit for the residence identified in Schedule 1 and may meet reasonable grounds-maintenance costs expressly listed there. The benefit may consist of Council meeting rent or providing the residence at less than its assessed rental value, depending on the property arrangements.

4.2 The combined value of assistance must not exceed \$42,600 in a full Council financial year (1 July to 30 June), including any applicable GST. This is a maximum, not an amount Council is obliged to spend or pay to the Doctor. For a partial year it is reduced in proportion to the number of days this agreement is in force.

4.3 The base annual estimate is \$36,000 for the housing benefit and \$1,800 for approved grounds maintenance, a combined \$37,800. Up to \$4,800 above this estimated base may be used only for evidenced changes in the housing benefit or grounds-maintenance costs, approved in writing by the Chief Executive Officer before the cost is incurred. The combined benefit, including this restricted contingency, must remain within clause 4.2. The Doctor has no right to an unused contingency amount.

4.4 Electricity is excluded entirely. No relocation payments, clinical practice expenses, household costs, unrelated benefits or cash payments to the Doctor are authorised by this agreement. Any additional benefit requires a separate lawful Council decision and written variation.

5. Electricity, other utilities and care of the residence

5.1 The Doctor is responsible for electricity at the residence from 1 November 2026, or the earliest practicable transfer date. The electricity account is to be placed in his name as soon as practicable. If Council must initially pay a bill covering the Doctor's responsibility period, it may recover the relevant charge on providing a copy of the bill. Electricity is not assistance under this agreement.

5.2 The Doctor is responsible for personal utilities and household running costs except any item expressly identified as Council assistance in Schedule 1. Occupation, rent, repairs, property access and any deposit remain governed by the separate lawful tenancy or occupancy agreement. This agreement does not override residential tenancy legislation or permit an unlawful rent change.

6. The Doctor's commitments

6.1 The Doctor will maintain an active general practice in Balranald offering regular face-to-face consultations, subject to reasonable leave, illness, emergencies and circumstances beyond his control. The agreed practice address and usual availability are recorded in Schedule 1.

6.2 The Doctor must maintain the professional registration, insurance and other approvals required to practise; notify Council promptly of any material interruption to local services; and provide simple confirmation every six months that the practice continues to operate locally. Council will not ask for patient records or identifiable patient information.

6.3 Council's resolution of 21 October 2025 required a five-year contractual commitment. The Doctor has indicated he does not wish to enter a new five-year obligation. This agreement instead records his service obligations during its term to 30 June 2028, on the express basis that the final Council resolution authorises that change to the 2025 requirement. If an earlier signed five-year commitment exists, its legal effect continues unless the parties separately and lawfully vary it in writing. This agreement does not silently replace or cancel an earlier binding commitment.

7. Review, changes and records

7.1 Council may meet with the Doctor every six months to review the continuation of local services, actual assistance costs and any practical issues. A review does not itself alter the annual ceiling or end date.

7.2 Any change to the type, value or period of assistance must be in writing, signed by both parties, and supported by any further Council resolution and statutory process required by law. No verbal statement or informal arrangement changes this agreement.

7.3 Council may make the disclosures required by legislation, public reporting, audit or lawful information-access requests. Each party will otherwise handle genuinely sensitive business information with reasonable care.

8. Ending the agreement early

8.1 Council may suspend future assistance while it investigates a significant failure to operate the local practice, loss of professional registration or a material breach. Except where urgent action is reasonably necessary, Council will give the Doctor written reasons and at least 14 days to respond and remedy a breach capable of remedy.

8.2 Council may terminate by written notice if the Doctor permanently ceases practising in Balranald, loses the legal right to practise, or fails to remedy a material breach after an opportunity to do so. The parties may also end the arrangement by mutual written consent. The Doctor may cease this assistance arrangement by giving Council at least 30 days' written notice, without changing any separate earlier binding commitment.

8.3 On termination, assistance stops on the effective termination date. Council and the Doctor must account for any amount properly due, including repayment of assistance mistakenly paid for periods after services or eligibility ended. There is no automatic penalty or clawback of properly provided past assistance merely because the agreement ends early.

8.4 Ending this agreement does not itself end a tenancy. Vacating or changing the residence must comply with the separate housing agreement and applicable law. Nor does termination extinguish any rights under an earlier signed commitment.

9. General terms

9.1 The Doctor conducts his practice independently. Council does not direct clinical decisions, guarantee income or patients, assume responsibility for healthcare provided or establish an employment relationship.

9.2 The parties will first try to resolve a dispute through a meeting between the Doctor and the Chief Executive Officer within 15 business days of a written request. Either party may then exercise its ordinary legal rights.

9.3 Each party will give notices in writing to the addresses in Schedule 1. New South Wales law governs this agreement. If a provision conflicts with legislation, the legislation prevails.

DRAFT

Schedule 1 – Agreed details

Council resolution	Final resolution number and date: [complete after statutory process]
Commencement Date	Last date of the events in clause 3.1: [insert after execution]
End date	30 June 2028
Landlord/Agent	xxxxx
Housing instrument	[existing tenancy/occupancy agreement and any signed variation]
Value of housing support	Estimated \$36,000 per full year, to be confirmed against the actual rent or supported rental valuation.
Grounds maintenance	Approved lawn/grounds services; \$1,800 per full year.
Restricted contingency	Up to \$4,800 per full year solely for written-approved, evidenced housing or grounds-maintenance cost variations; no cash benefit.
Annual assistance ceiling	\$42,600 per full financial year, including any restricted contingency. Prorated for a partial year; no automatic entitlement.
Excluded costs	Electricity (\$2,400 in the former estimate), other utilities, practice costs, household bills and other assistance not expressly included.
Usual Balranald practice	[practice address and normal consultation days]
Five-year commitment	No new five-year commitment under this agreement, if expressly authorised by the final Council resolution.
Doctor notice address	[postal/email]
Council notice address	70 Market Street, Balranald NSW 2715; [email for notices]

Signing

Signed for Balranald Shire Council by its duly authorised representative:

Signature: _____

Name/title: _____

Date: _____

Signed by Dr Vitalis Ihuarulam:

Signature: _____

Date: _____

Witness (optional): _____

Name: _____



POLICY REGISTER

Donations, Subsidies and Financial Assistance

Policy adopted: 17 December 2024

Reviewed: 2024/286

File Ref: D23.79550

Donations, Subsidies and Financial Assistance Policy

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Document Control

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	23.06.2016	First Edition	Minute No. 02.17.3924
2.0	12.04.2022	Second Edition	
3.0	02.12.2024	Third Edition	Minute No. 2024-286
4.0	07.10.2026	DRAFT for Council Report/Exhibition Comprehensive review: shire-wide equity principle, major-event non-profit focus, individual limit increased to \$200, legislative and procedural updates	

POLICY OBJECTIVE

To provide a clear and fair framework for Council when considering requests for donations, subsidies and other financial assistance from individuals and organisations within the Balranald Shire.

The policy is intended to make sure Council's limited funds are used where they provide a genuine community benefit and are considered from a shire wide perspective of community need, access and equity.

LEGISLATIVE FRAMEWORK

Financial assistance provided by Council is principally governed by section 356 of the Local Government Act 1993. Where assistance involves the waiver or reduction of a Council fee, section 610E may also apply. Any delegation used in administering this policy must be consistent with section 377 of the Act and Council's adopted delegations.

Council may provide financial assistance where it is connected with the exercise of Council's functions and has been properly authorised. A proposal involving a recipient acting for private gain must also satisfy any public notice or other requirement applying under section 356.

BACKGROUND

Council receives requests from schools, sporting bodies, community groups, event organisers and individuals seeking donations, subsidies or other assistance. Council values the work these people and organisations do, but the amount available each year is limited and Council cannot fund every worthwhile request.

The purpose of this policy is therefore not simply to decide whether an individual request is worthwhile. Council must also look at how its available assistance is being distributed across the whole Shire and whether, taken together, those decisions are meeting community need fairly.

POLICY STATEMENT

Donations, Subsidies and Financial Assistance Policy

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Council may consider financial assistance for educational, cultural, sporting, tourism, health, welfare and community activities where there is a demonstrated community need or benefit.

For ordinary donations, a limit of one application per applicant per financial year will generally apply, up to a maximum of \$500. Amounts above \$500 may be considered by Council where the circumstances warrant it, particularly where the request relates to a major community event and sufficient funds are available in the adopted budget.

Approval under this policy is discretionary. Meeting the eligibility criteria does not create an entitlement to funding.

In assessing a request, the following guidelines will apply:

- Organisations must be incorporated, or auspiced by an incorporated organisation, and formally structured to service the residents in the Balranald Shire Council area and be based in the Balranald Shire, or have a regional focus that will benefit the residents within the Shire.
- Organisations receiving assistance should generally be non-profit organisations involved in cultural, tourism, sporting, educational, health, welfare or community activities.
- Applicants must provide enough information for Council to understand what the assistance will be used for, the people or community likely to benefit and any other funding available.
- Council may take previous financial assistance into account when considering a new application.
- Council may consider one-off contributions outside the Shire in response to a significant natural disaster or similar event.
- Council may offer part funding rather than the full amount requested.
- Assistance is always subject to the availability of funds in Council's adopted budget.

APPLICATIONS

Organisations must complete Council's prescribed donations or financial assistance application form.

Council will ordinarily consider applications twice each year:

- February, for applications received by 31 January; and
- August, for applications received by 31 July.

- Council will consider applications from school children that will be competing at State or Regional events at any time throughout the year.

SHIRE-WIDE COMMUNITY NEED, ACCESS AND EQUITY

In considering applications, Council will take a shire-wide perspective of community need, access and equity. Applications will not be looked at in isolation where the overall pattern of funding is relevant to a fair decision.

Council may have regard to:

- The community need being addressed and the number of Shire residents likely to benefit
- Whether the activity is reasonably accessible to the broader community
- The geographic spread of assistance already provided and the need to ensure smaller or more remote communities are not overlooked
- Whether one organisation, locality, event, sporting code or interest group has already received a significant share of the available assistance
- Whether the applicant has received Council assistance previously and, if so, the amount and frequency of that support
- Other funding reasonably available to the applicant, including grants, sponsorship and fundraising;
- The contribution being made by the applicant, whether financial or in-kind
- Whether Council assistance is likely to provide a lasting or wider community benefit
- The amount remaining in Council's adopted donations and financial assistance budget

Equity does not necessarily mean providing the same dollar amount to every organisation, town or locality. It means considering relative need, access to other resources and community benefit across the whole Shire.

REQUESTS FOR ASSISTANCE FOR MAJOR EVENTS

Council's major event assistance is specifically targeted at non-profits conducting events that provide a demonstrated benefit to the Balranald Shire community. Commercial events or proposals primarily directed to private gain do not fall within the normal intent of this part of the policy and would require separate consideration against the Local Government Act 1993. Requests of \$500 or more for a major event should be submitted in writing by 31 March preceding the financial year in which the event is proposed to occur. This allows Council to consider the request as part of its annual budget process.

Requests received after 31 March may be considered, but funding cannot be guaranteed and will depend on the remaining budget.

The funding pool for major events will be determined annually by Council. In assessing major event applications, Council will consider the event's community benefit, likely participation and visitation, contribution to the Shire, previous Council support, other funding available and the overall distribution of assistance across the Shire.

Funding an event in one year does not create an entitlement to funding in later years. Council may vary the amount provided from year to year having regard to its budget and a shire wide perspective of community need, access and equity.

APPROVAL LIMITS

Category	Eligibility / circumstance	Maximum assistance
School and Sporting Groups	Competitors attending State or regional events at venues more than 350 km from their location within the Shire.	\$200 per competitor, up to \$1,000 per group
Individuals	Individual competing at a State or regional event at a venue more than 350 km from their location within the Shire.	\$200
NSW / Australian Representation – Individuals	NSW representation.	\$250
NSW / Australian Representation – Individuals	Interstate representation.	\$250
NSW / Australian Representation – Individuals	Overseas representation.	\$500
Organisations	Ordinary donation, unless otherwise resolved by Council or considered under the Major Events provisions.	\$500 per financial year

PROCEDURES

- Donations or contributions specifically identified and funded in Council's adopted Operational Plan may be approved in accordance with Council's adopted delegations and the Local Government Act 1993.
- Individual applications up to \$200 that meet this policy may be approved only where Council has lawfully delegated that function and the relevant program satisfies the statutory requirements for delegation. Otherwise, the application is to be referred to Council.
- All other requests and applications requiring a Council decision are to be reported to Council for consideration under this policy.
- Where applications exceed the funds available, Council is not required to fund applications in the order received. Council may determine the allocation that, in its view, provides the fairest overall outcome for the Shire.
- Council may attach reasonable conditions to assistance, including acknowledgement of Council support or evidence that the funding was used for the approved purpose.

- Recipients of major-event assistance above \$500 must provide Council with a short acquittal or other reasonable evidence of how the assistance was used within 60 days of the event or activity, unless Council determines otherwise.
- Applicants or recipients with an outstanding acquittal may be ineligible for further assistance until the outstanding matter is resolved.
- Councillors and staff must deal with conflicts of interest arising from applications in accordance with the Code of Conduct and applicable legislation.

RELATED LEGISLATION AND GUIDANCE

- Local Government Act 1993 – sections 356, 377 and 610E.
- Office of Local Government – guidance on requests for financial assistance.
- Council’s adopted Operational Plan, Fees and Charges, delegations and Code of Conduct.



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Mr Terry Dodds
Chief Executive Officer
Balranald Shire Council
PO Box 120
BALRANALD NSW 2715

15 September 2026

Dear Mr Dodds

I write today on behalf of Wentworth Meals on Wheels.

You may be aware that our organisation undertakes the governance of Balranald Meals on Wheels, along with the Wentworth chapter of Meals on Wheels.

We have a Board of nine volunteers and an office in Wentworth with 2 (two) part-time staff members and a casual to cover leave and sick leave. We also have 38 volunteers working with us to deliver meals in the Wentworth Shire.

Approximately 30 dedicated and passionate Balranald volunteers – many of whom are elderly, but able to drive and are keen to give back to the community in which they live and love - deliver nourishing, appropriate meals, conduct welfare checks and offer friendly and non-judgemental communication and contact to clients who in many cases have no other contact with the outside world, and who wish to continue living in their own homes, in their own Community.

At present there are 9 (nine) clients receiving meals 5 (five) days per week. The meals are provided by the Balranald Hospital, which we reimburse them for.

We are partially funded by NSW Government, clients pay a minimal amount for the delivery and supply of meals, but our main source of finance comes from fund raising. We have many loyal sponsors within our Shire supporting this service.

Perpetual sponsors - Wentworth Shire Council, Wentworth Bendigo Bank, Coomealla Memorial Club and Wentworth Rotary.

We then seek support from other businesses within our Shire for money to cover such items as replacement of office equipment, cleaning of the office, and the Christmas lunch we undertake for each of our sets of volunteers.

It is for the Balranald Christmas lunch I am writing to you today, to request your financial assistance to the amount of \$500 (or an amount you would be comfortable to give) to cover the cost of that function.

Each year, members of the Board travel to Balranald several times to support the volunteers, assist with the completion of documents required such as police checks, and give them access to assistance should they require it. We also undertake to celebrate the volunteers with morning teas – which the Wentworth Board cater (and pay for) held at the Balranald Presbyterian Church hall, and a Christmas lunch that we hold at the Balranald Club each year.

We ask that you look favourably at this request, considering that the beneficiaries are members of your community who spend much of their own time giving back to your community, not expecting any reward for doing it.

We feel they deserve some recognition and the lunch is a small thank you.

Should you require any further information or wish to discuss any matter related to this request, please contact me as noted below. I have also noted below our banking details should you require them.

Yours most sincerely

Barb George – President, Wentworth Meals on Wheels.

barbarageorge2@bigpond.com

Mobile: 0408 681 685

Banking details:

Account: Wentworth Meals on Wheels.

BSB: 633000

Acc. No: 231 452 848

Ref: Sponsorship.



Balranald Murrumbidgee
Classic

Balranald, NSW, 2715

President Marshall Bodinnar

Ph: 0448842766

To whom it may concern,

Proposal: Free Caravan Park Entry for Fishing Competition Weekend

Dear Shire Council,

I am writing to propose that the caravan park offer **free entry for visitors participating in the upcoming fishing competition weekend in 2027.**

The fishing competition is a fantastic opportunity to bring visitors, families and fishing enthusiasts into our community. Offering free entry to the caravan park for the weekend would be a welcoming gesture that could encourage more competitors and their families to attend and stay locally.

While visitors are in town, they will contribute to the local economy by supporting our shops, service stations, cafes, hotels and other local businesses. It would also help promote our town as a great destination for fishing, camping and family-friendly events.

We believe this initiative could provide a positive flow-on effect for the entire community while helping make the fishing competition an even bigger success.

We would therefore like to respectfully request that Council consider **waiving the caravan park entry/camping fees for the competition weekend**, either for competitors or for a designated period surrounding the event. As we have a lunch and closing of the competition on the Sunday, we would also like you to take into consideration the possibility of extending Sunday check out times.

We would be happy to discuss the proposal further and work with Council to find an arrangement that is beneficial to both the community and the caravan park.

Thank you for considering this proposal and for your continued support of community events

Warm regards,

Marshall Bodinnar

President - 0448842766

Balranald Murrumbidgee Classic



POLICY REGISTER

Contract Management

Policy adopted:

Reviewed:

File Ref: D26.123160

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DOCUMENT CONTROL

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	Raju Ranjit -May 2026	First edition	Council Minute No.

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1. INTRODUCTION

The Contract Management Policy provides standardised practices for negotiating, executing, and monitoring contracts. It ensures compliance with legal requirements, minimises risks, and fosters efficient resource allocation. By promoting transparency and accountability, the policy enhances stakeholder relationships and supports continuous improvement for organisational success.

2. PURPOSE

The purpose of the Contract Management Policy ('Policy') and associated procedures is to provide a clear and standardised approach to managing and administering contracts for goods and services purchased from suppliers and revenue generating contracts for the Council.

Effective management of contracts is essential to the Council in maximising the benefits and achieving the required objectives from contracts entered into by the Council.

Benefits of Contract Management include:

Business Benefits	Maximises outcomes to the Council and our customers (i.e. the council "gets what it is paying for") by managing supplier performance, maintaining quality, improving productivity and identifying opportunities for improvement and innovation
Value for Money	- Enables savings and benefits opportunities identified during the procurement or contract management process to be realised, whilst also ensuring the achievement of expected procurement outcomes. - Enables further benefits through ongoing performance reviews, service improvements, supply chain improvements, innovation, etc.
Risk management	- Reduces contractual risks through the robust contract management practices of the Contract Management Policy - Ensures the Council is aware of, and complies with, its own contractual and legislated obligations

3. POLICY OBJECTIVES

The Policy objectives are to ensure:

- End-to-end management of the purchase of goods and services, beginning with good procurement practices.
- Contracts are managed in a manner that facilitates business delivery while minimising risk.
- A standard contract management approach is undertaken.
- Contracts are managed by maximising financial and operational performance for both expenditure and revenue generating contracts.
- Role and task clarity are provided.
- Probity and fairness in contract management is achieved.
- Legislative compliance.

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4. LEGISLATION

The Policy relates to the following:

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Local Government Code of Accounting Practice and Financial Reporting (Guidelines), Update No. 23 – March 2015
- Government Information (Public Access) Act 2009
- The Building and Construction Industry Security of Payment Act 2002
- Government Information (Public Access) Act 2009 ('GIPA Act')

5. SCOPE

This Policy applies to all Balranald Shire Council staff, contractors, consultants, and elected officials involved in the procurement or management of contracts on behalf of Council, regardless of the funding source.

It covers the full contract lifecycle: planning and procurement strategy, market engagement, contract award, performance monitoring, variation management, dispute resolution, and contract close-out.

This Policy applies to all contract types including, but not limited to:

- Construction and civil infrastructure works
- Professional services and consulting (engineering, planning, legal, financial)
- Goods and materials supply
- Operational and maintenance services
- Grant-funded projects (Federal and State)
- Emergency work and urgent procurements

This Policy does not govern the employment of persons as employees of Council (see Workforce Management Policy) or contracts exempt under Section 55(3) of the Local Government Act 1993.

6. DEFINITIONS

Term	Definition
Contract	A legally binding agreement between Council and a supplier, contractor, or consultant for the provision of goods, services, or works.
Contract Manager	The Council officer is designated with primary responsibility for administering a specific contract throughout its lifecycle.
Procurement	The process of identifying, selecting, engaging, and managing external parties to provide goods, services, or works.

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Tender Threshold	The monetary value above which Council must invite public tenders; currently \$250,000 (inclusive of GST) under the Local Government Act 1993 (NSW) and the Local Government General Regulation 2005 Part 7 tender.
Quotation Threshold	The lower monetary band in which written quotations rather than formal tenders are required, as prescribed by the Council's Procurement Policy.
Variation	A formal change to the scope, price, or terms of an existing contract, executed in accordance with the contract's variation clause.
Value for Money (VfM)	The optimal combination of quality, cost, risk, and service delivery outcomes relative to the use of public funds.
Probity	Integrity, uprightness, and ethical behaviour in the procurement process, free from bias, fraud, and conflicts of interest.
LGP	Local Government Procurement – a prescribed buying organisation under s55(3) of the LGA 1993 (NSW), enabling panel contract use without separate tender.
Panel Contract	A standing arrangement with pre-qualified suppliers from which Council may procure, subject to individual call-offs.
Principal Contractor	Council or its appointed contractor bearing the primary WHS duty on a construction site under the WHS Act 2011.
Modern Slavery Risk	The risk that forced labour, child labour, or other forms of modern slavery exist within a supplier's operations or supply chain.

7. GUIDING PRINCIPLES

All contracting and procurement activities at Balranald Shire Council shall be guided by the following principles:

7.1 Value for Money

Council will assess value for money on a whole-of-life basis, considering price, quality, fitness for purpose, service delivery capacity, risk, and whole-of-life costs. Value for money does not simply mean the lowest price.

7.2 Transparency and Accountability

All procurement decisions will be documented, impartial, and capable of withstanding public scrutiny. Council will maintain complete audit trails from planning through to contract close-out.

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7.3 Probity and Ethical Conduct

Council officers must avoid actual, perceived, or potential conflicts of interest. Declarations of interest must be made before participation in any procurement evaluation or decision. Gifts and benefits from tenderers or suppliers must be refused or declared in accordance with Council's Code of Conduct.

7.4 Open Competition

Council will promote competitive procurement to obtain the best available outcomes. Contract splitting to avoid tendering obligations is strictly prohibited.

7.5 Local and Regional Preference

Council recognises the economic and social benefits of supporting local Balranald Shire businesses and the broader Murrumbidgee-Murray region. Where all other evaluation criteria are comparable, preference will be given to local suppliers. This preference will be applied transparently and in accordance with Council's evaluation methodology.

7.6 Risk Management

A risk-based approach will be applied at each stage of the contract lifecycle. Contracts involving significant expenditure, complexity, or public safety implications require more rigorous risk assessment, contractor evaluation, and performance monitoring.

7.7 Sustainability

Council will consider environmental sustainability, social outcomes, and long-term community value in procurement decisions, including waste minimisation, carbon footprint, and supply chain ethics.

7.8 Modern Slavery

Council will take reasonable steps to identify and manage modern slavery risks in its supply chains, consistent with the Modern Slavery Act 2018 (Cth) and the NSW Anti-Slavery Commissioner guidance effective January 2024.

8. PROCUREMENT THRESHOLDS AND METHODS

The following thresholds define the minimum procurement method for goods, services, and works. All values are exclusive of GST unless otherwise stated. Council officers must not split procurements to circumvent applicable thresholds.

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Tier	Estimated Value (ex GST)	Required Method	Approval Authority
Tier 1	Up to \$3,000	Petty cash/direct purchase from preferred supplier	Relevant Manager/Supervisor
Tier 2	\$3,001 – \$ 15,000	Minimum two (2) written quotations	Relevant Manager
Tier 3	\$ 15,001 – \$50,000	Minimum three (3) written quotations	Manager
Tier 4	\$50,001 – \$249,999	Minimum three (3) formal written quotations (Request for Quotation)	Chief Executive Officer or Delegate
Tier 5	Above \$250,000	Public tender (mandatory) or LGP/prescribed panel	Council Resolution
Emergency	Any value	Direct engagement; report to Council within 28 days	Chief Executive Officer (emergency only)

Note: Tender threshold of \$250,000 (incl. GST) applies under Section 55 of the Local Government Act 1993 (NSW). When using LGP panel contracts, the relevant LGP call-off procedure applies in lieu of separate tendering.

9. CONTRACT PLANNING

9.1 Need Identification and Specification

Before commencing any procurement, the initiating officer must clearly define:

- The business needs and objectives to be fulfilled
- The technical and functional specifications (Statement of Requirements or Scope of Works)
- The estimated contract value, including GST, variations, and extensions
- The proposed contract term and any extension options
- Budget availability and funding source (including grant conditions if applicable)
- Key risks, including WHS, probity, environmental, and delivery risks

9.2 Procurement Strategy

For contracts above \$50,000, the Contract Manager shall prepare a Procurement Plan prior to market engagement. The Procurement Plan must address:

- Appropriate procurement method and justification
- Market analysis (availability of suppliers, LGP panel applicability)
- Evaluation criteria and weightings (including local preference weighting where applicable)

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- Risk assessment and mitigation strategies
- Probity requirements, including whether an independent probity adviser is needed
- Insurance and licensing requirements for contractors
- WHS management requirements

9.3 Avoiding Contract Splitting

Officers must estimate the total anticipated expenditure for the same or related goods, services, or works and select the appropriate threshold. Deliberately dividing contracts to circumvent tendering obligations is a serious breach of this Policy and the Local Government Act 1993 and may constitute corrupt conduct.

10. TENDERING PROCESS

10.1 Tender Documentation

All tender documents must be clear, unambiguous, and include:

- Scope of works/services specification
- Conditions of tendering and general conditions of contract
- Evaluation criteria and relative weightings
- Mandatory requirements (licenses, insurances, WHS policies)
- Pricing schedule and any schedule of rates
- Contract term, milestones, and key performance indicators

10.2 Advertising

Open tenders must be advertised on Council's website and at least one local newspaper serving the Balranald area. For works over \$250,000, Council may also advertise on NSW Vendor Panel or other platforms to broaden market reach.

10.3 Evaluation Panel

A minimum of two (2) Council officers must constitute the evaluation panel for Tier 3 and above. All panel members must sign a Conflict-of-Interest Declaration prior to commencing evaluation. For high-value or complex contracts, an independent probity adviser may be engaged.

10.4 Evaluation Criteria

Tenders shall be evaluated on a value-for-money basis using a weighted scoring matrix addressing:

- | | |
|--|--------|
| • Technical capability and relevant experience | - 25 % |
| • Price/whole-of-life cost | - 40% |
| • WHS management system and record | - 20 % |
| • Local and regional content/economic benefit | - 5 % |
| • Methodology, program, and resources | - 5% |
| • Financial capacity and insurance | - 5 % |

Weightings are to be stated in the tender documents before release and must not be altered after receipt of tenders.

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10.5 Contract Award

Tenders exceeding \$250,000 require a Council resolution for award. The Chief Executive Officer may award contracts within their delegation as set by Council. All contract award decisions must be documented with full evaluation records retained. Unsuccessful tenderers must be notified in writing and offered a debrief.

10.6 Register of Contracts (GIPA)

Council must maintain a Register of Contracts for all contracts $\geq$ \$150,000 as required by Section 29 of the Government Information (Public Access) Act 2009. The register must include contractor name, contract description, value, commencement date, and term, and must be publicly available on Council's website.

11. CONTRACT ADMINISTRATION

11.1 Contract Manager Responsibilities

Each contract must have a designated Contract Manager appointed in writing prior to contract execution. The Contract Manager is responsible for:

- Ensuring the contractor performs in accordance with the contract terms
- Monitoring and documenting performance against KPIs and milestones
- Processing payment claims in accordance with the Security of Payment Act obligations
- Managing the relationship with the contractor professionally and impartially
- Maintaining a complete contract administration file
- Escalating emerging risks, disputes, or performance issues to the relevant Director

11.2 Contract Commencement

Prior to the contractor commencing on-site or delivering services, the Contract Manager must verify:

- Signed contract executed by all parties
- Evidence of current insurance certificates (public liability, professional indemnity, workers' compensation)
- Evidence of current licenses and registrations (contractor, tradespeople)
- WHS Management Plan and Safe Work Method Statements (SWMS) provided and approved
- Security (performance bond or retention) provided as required
- Environmental approvals and conditions confirmed

11.3 Performance Monitoring

The Contract Manager shall monitor contractor performance on an ongoing basis. For contracts exceeding \$250,000, formal performance reviews shall be conducted at a minimum of:

- Project commencement (kick-off meeting)
- Midpoint of the contract term or at major milestones
- Practical completion
- Post-completion review (within 3 months of final payment)

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Performance records shall be documented using Council's standard Contract Performance Review form and retained on the contract file.

11.4 Payment

Payment claims shall be assessed in accordance with the contract terms and the Building and Construction Industry Security of Payment Act 1999 (NSW). Progress payment claims shall be reviewed for:

- Conformance with the contract scope and specifications
- Achievement of milestones or agreed quantities
- Supporting documentation (delivery dockets, inspection records)
- Correct GST treatment

Retention monies shall be held and released strictly in accordance with the contract terms.

12. VARIATION MANAGEMENT

Variations to contract scope, price, or terms must be managed in accordance with this section to protect Council's interests and maintain budget integrity.

12.1 Approval of Variations

Variation Value (ex GST)	Approval Authority	Requirements
Up to \$5,000	Contract Manager	Written instruction; record on contract file
\$5,001 – \$25,000	Relevant Manager	Written variation order; cost justification
\$25,001 – \$100,000	Chief Executive Officer	Written variation order; full cost assessment; budget confirmation
Above \$100,000 or >10% of contract value	Council Resolution	Report to Council; independent assessment may be required

12.2 Variation Principles

Variations must be:

- Authorised in writing before the contractor commences varied works or services
- Priced based on contract rates or, where not applicable, fair market rates
- Assessed for impact on contract program and milestones
- Recorded in the contract administration file with full documentation

Variations shall not be approved if they substantially change the character or scope of the original contract in a way that would have required a new tender process.

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13. RISK MANAGEMENT

A risk-based approach shall be applied throughout the contract lifecycle. Contract risk categories include:

- Financial risk: cost overruns, contractor insolvency, bond inadequacy
- Delivery risk: program delays, milestone failures, supply chain disruptions
- Safety risk: site incidents, inadequate SWMS, unlicensed subcontractors
- Quality risk: non-conforming works, defective materials
- Reputational risk: contractor misconduct, community complaints
- Legal and compliance risk: contract disputes, regulatory non-compliance
- Environmental risk: heritage, flora/fauna, acid sulfate soils, contamination

For contracts above \$250,000, a formal Contract Risk Register must be maintained and reviewed at each monitoring point. High-rated risks must be reported to the relevant Director.

14. DISPUTE RESOLUTION

Council will seek to resolve contract disputes at the earliest opportunity and at the lowest possible level of escalation. The preferred resolution pathway is:

1. Negotiation between the Contract Manager and the contractor's representative (within 14 days of written notice of dispute)
2. Escalation to Director level negotiation (within a further 14 days)
3. Mediation through a mutually agreed independent mediator (within 28 days)
4. Legal proceedings as a last resort, following Chief Executive Officer and legal counsel advice

The Security of Payment Act 1999 (NSW) adjudication process is available to contractors for payment disputes and Council must comply with adjudication determinations within prescribed timeframes.

All dispute correspondence shall be conducted in writing and retained on the contract file. The Chief Executive Officer must be notified of any dispute that may result in legal proceedings or financial exposure exceeding \$50,000.

15. CONTRACT CLOSE-OUT

15.1 Practical Completion

Practical completion shall be certified by the Contract Manager (or a qualified superintendent/certifier for capital works) only when:

- All works or services have been completed in accordance with the contract requirements
- Outstanding defects or minor outstanding items are documented in a defects list
- Required completion documentation has been received (as-built drawings, O&M manuals, warranties, compliance certificates)
- WHS compliance documentation is complete

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15.2 Defects Liability Period

The Defects Liability Period (DLP) is the period during which the contractor remains obligated to rectify defects at no cost to Council. The DLP is typically 12 months for civil works and as specified in the contract for other services. The Contract Manager shall:

- Maintain the performance bond/retention until expiry of the DLP
- Inspect the works towards the end of the DLP and issue a final defects list
- Release security and retention only after satisfactory rectification of all defects

15.3 Final Account

The final account shall be agreed between Council and the contractor before release of the final retention. The final account must reconcile all contract amounts, variations, deductions, and retention.

15.4 Post-Contract Review

For contracts above \$250,000, a Post-Contract Review shall be completed within 90 days of contract close-out. The review shall assess:

- Achievement of the original procurement objectives
- Contractor performance against KPIs
- Budget outturn versus approved budget
- Lessons learned for future procurement
- Whether the contractor should be recommended (or not recommended) for future engagements

Post-Contract Reviews shall be filed and made available to inform future procurement planning.

16. WORK HEALTH AND SAFETY

Balranald Shire Council takes its WHS obligations seriously as a principal contractor, client, and employer. All contracts involving physical works or activities on Council-controlled land or infrastructure must address WHS requirements.

16.1 Pre-Contract WHS Requirements

Contractors must provide before commencement:

- WHS Management Plan (for works above \$250,000 or high-risk construction work)
- Safe Work Method Statements for all identified high-risk activities
- Evidence of current workers' compensation insurance
- Evidence of contractor's WHS induction records
- Sub-contractor management plan (where subcontractors are engaged)

16.2 During Contract

The Safety Coordinator shall conduct periodic WHS site inspections or desk-top audits proportional to the risk of the works. Any serious incident or near-miss must be reported to the Director and notified to SafeWork NSW as required.

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16.3 Principal Contractor Designation

Where Council engages a head contractor for construction work, the head contractor is ordinarily designated as the Principal Contractor for the site. Council retains a duty to ensure the head contractor discharges these obligations.

17. CONTRACTOR INSURANCE REQUIREMENTS

Insurance Type	Minimum Limit	Applicable Contracts
Public Liability	\$20 million per occurrence	All contracts involving work on Council land or public spaces
Professional Indemnity	\$5 million per claim/aggregate	All professional services, engineering, and consultancy contracts
Workers Compensation	Statutory (NSW)	All contracts involving employees working in NSW
Motor Vehicle (Third Party Property)	\$20 million	Contracts involving use of vehicles on Council roads or land
Contract Works/Builder's All Risk	Full replacement value	Construction contracts above \$250,000

The Contract Manager must sight and verify current insurance certificates before contract commencement and at each renewal date during the contract term. Expired or insufficient insurance certificates must be rectified before work or services continue.

18. CONFLICTS OF INTEREST AND ETHICAL OBLIGATIONS

All Council officers and elected members involved in procurement must comply with the Model Code of Conduct for Local Councils in NSW 2020 and declare any actual, perceived, or potential conflicts of interest.

18.1 Conflict of Interest Declarations

Conflict of interest declarations must be made:

- Before participation in tender evaluation panels
- Before recommending or approving a contract award
- When any personal, financial, or professional relationship exists with a tenderer or supplier

Declarations must be in writing and filed with the Chief Executive Officer. Officers who have declared a conflict must not participate in the relevant procurement decision.

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18.2 Gifts and Benefits

Council officers must not solicit or accept gifts, benefits, or hospitality from tenderers, suppliers, or contractors. Any unsolicited gift must be declared on the Gifts and Benefits Register and dealt with in accordance with the Code of Conduct.

18.3 Reporting Corruption

Council officers who suspect corrupt conduct in the procurement process must report their concerns to the Chief Executive Officer or directly to the NSW Independent Commission Against Corruption (ICAC). Whistleblower protections apply under the Public Interest Disclosures Act 2022 (NSW).

19. RECORDS MANAGEMENT

A complete and auditable contract file must be maintained for all contracts from Tier 3 upwards. The contract file must include:

- Procurement Plan (Tier 3 and above)
- Request for Quotation or Tender documents issued
- All submissions or quotes received (sealed until opening)
- Conflict of interest declarations for all evaluation panel members
- Evaluation matrix and scoring with supporting rationale
- Recommendation report and approval documentation
- Signed contract and all contract schedules
- Insurance certificates and licenses
- Variation orders and supporting documentation
- Payment certificates and invoices
- Performance review records
- Correspondence file
- Defect lists and rectification records
- Post-Contract Review

Contract records must be retained for a minimum of 7 years after contract close-out, or longer if required by the funding body, auditors, or litigation hold. Records shall be managed in accordance with the Council's Records Management Policy and State Records Act 1998 (NSW).

20. ROLES AND RESPONSIBILITIES

Role	Key Responsibilities
Council (Elected Body)	Adopt and review this Policy; approve contracts exceeding the Chief Executive Officer's delegation; receive reports on major contract performance.
Chief Executive Officer	Ensure Policy is implemented; approve contracts within delegation; appoint Contract Managers for high-value contracts; report to Council on contract matters.

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Directors/Senior Managers	Oversee procurement activities within their business units; approve variations within delegation; ensure staff comply with this Policy.
Contract Manager	Day-to-day contract administration; performance monitoring; variation management; records maintenance; escalation of issues.
Finance Manager	Budget confirmation; payment processing in accordance with contract terms and Security of Payment obligations; maintain Contracts Register (GIPA).
Work Health & Safety Officer	Review contractor WHS documentation; conduct or coordinate site WHS audits; advise on WHS risk management.
Legal Counsel/Solicitors	Advise on contract drafting, disputes, and legal compliance; review high-risk or high-value contracts as required.

21. POLICY REVIEW AND CONTINUOUS IMPROVEMENT

This Policy shall be reviewed:

- No later than two (2) years from the date of adoption;
- Following any significant change in relevant legislation or funding conditions.
- Where significant project failures or audit findings indicate a need for revision; or
- As directed by the Chief Executive Officer or Council

Amendments to this Policy require adoption by Council. Minor administrative updates (e.g. position title changes) may be approved by the Chief Executive Officer and reported to Council at the next ordinary meeting.

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Appendix A – Procurement Decision Flowchart

The following decision framework assists Council officers in selecting the appropriate procurement pathway:

Step	Action	Responsible Officer	Ref
1	Identify need; define scope and specifications	Initiating Officer	§ 9.1
2	Estimate total contract value (incl. extensions)	Initiating Officer	§ 8
3	Determine procurement tier and method	Contract Manager	§ 8
4	Check LGP panel contract availability (if Tier 4–5)	Contract Manager	§ 8
5	Prepare Procurement Plan (Tier 4 and above)	Contract Manager	§ 9.2
6	Seek quotes/issue tender documents	Contract Manager	§ 10.1-10.2
7	Receive, open, and evaluate responses	Evaluation Panel	§ 10.3-10.4
8	Prepare a recommendation report	Contract Manager	§10.5
9	Obtain approval/Council resolution	CEO/Council	§ 10.5
10	Execute contract; verify pre-start requirements	Contract Manager	§11.2
11	Administer contract; monitor performance	Contract Manager	§11.3
12	Process payments; manage variations	Contract Manager/Finance	§11.4, §12
13	Practical completion; defects liability period	Contract Manager	§15.1-15.2
14	Final account; release retention/security	Contract Manager/Finance	§15.3
15	Post-Contract Review; update Contracts Register	Contract Manager	§15.4

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Appendix B – Financial Delegation Summary

The following is a summary of financial delegations applicable to contract award and variation approval. These delegations must be read in conjunction with Council's adopted Instrument of Delegation.

Decision	Contract Manager	Director/CEO	Council Resolution
Award contract – up to \$5,000	Yes	—	—
Award contract – \$5,001 to \$50,000	Yes	—	—
Award contract – \$50,001 to delegated limit	Yes	-	—
Award contract – above the CEO delegation	—	—	Required
Approve variation – up to \$ 50,000	Yes	—	—
Approve variation – \$50,001 to \$ 249,999	—	Yes (CEO)	—
Approve variation – > 250,000	—	-	Required
Approve variation – above \$100,000 or >10% value	—	—	Required
Certify Practical Completion	Yes (qualified)	—	—
Release of retention/security	Recommend	Yes (CEO)	—
Emergency procurement	—	Yes (CEO)	Report within 28 days

Note: The Chief Executive Officer's specific financial delegation is as set by Council's Instrument of Delegation. Officers must confirm the current delegated limit before approving any contract or variation.

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POLICY REGISTER

Project Management

Policy adopted:

Reviewed:

File Ref: D26.123159

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DOCUMENT CONTROL

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	Raju Ranjit -April 2025	First Edition	Council Minute No.

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1. INTRODUCTION

This Policy establishes the framework, principles, and minimum standards for the management of projects undertaken by Balranald Shire Council. It ensures that projects are planned, approved, delivered, and closed in a consistent, transparent, and accountable manner that delivers value for ratepayers and aligns with Council's strategic objectives.

The Policy applies to all capital works, infrastructure renewal, grant-funded programs, service improvement initiatives, and other significant projects managed by or on behalf of the Council, regardless of funding source

2. OBJECTIVE

The purpose of this policy is to establish a corporate approach to initiating, planning, delivery and closing of Council projects.

The objectives of this policy are to ensure that:

- Projects are effectively managed within the limitations of Scope, Quality, Environment, Resources (Time and Budget) and Risk, and in accordance with legislative requirements
- Appropriate governance and controls are established
- Communication, quality environmental and risk management plans are developed and executed throughout a project's life, as appropriate
- Appropriate authorisation and acceptance are established throughout the life of a project
- Stakeholder communication is inclusive
- Post implementation reviews are conducted and actively used to improve the conduct of project delivery

To achieve these objectives, this Project Management Policy must be included in the initiation, planning, delivery and completion/handover of all Council projects.

3. SCOPE

This Policy applies to:

- All Council staff, contractors, and consultants involved in the planning, approval, delivery, or oversight of Council projects
- All capital works projects and grant-funded programs irrespective of value; Operational projects exceeding \$150,000 in total estimated cost or where Council resolution is required
- Any project identified by the Chief Executive Officer or Manager requesting formal project management disciplines

The Policy is supported by the Balranald Shire Council Project Management Framework (the Framework), which provides detailed procedures, templates, and guidelines.

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4. DEFINITIONS

Term	Definition
Project	A temporary, unique undertaking with a defined scope, timeline, budget, and deliverable(s) undertaken to achieve a specific outcome.
Project brief	The project brief contains a brief description of the objective and background/context for the overall project, and outlines the project management framework to be adopted for the initiation phase, including how to measure the success of the phase; deliverables, budget and resources; project activities and milestones; governance and reporting requirements; communication with stakeholders; risk and issues management; assumptions and constraints; related projects and interdependencies; guidelines/standards; levels of review; quality assurance and capturing lessons learned.
Project Sponsor	The project sponsor is an individual (often a manager or executive) with overall accountability for the project and acts as the link between the project, the stakeholders, and strategic level decision making groups.
Project Manager	The officer or consultant assigned responsibility for day-to-day planning, execution, monitoring, and reporting of a specific project.
Project Steering Committee	A governance body established for complex or high-value projects, comprising the Project Sponsor, relevant Managers, and where appropriate, external representatives.
Capital Works Project	Any project involving construction, upgrade, renewal, or acquisition of infrastructure assets such as roads, bridges, water and wastewater systems, aerodromes, public buildings, or parks.
Grant-Funded Project	Any project that receives external funding from State or Federal Government programs, subject to a funding agreement.
Business Case	A documented justification for a project, including need, options analysis, cost-benefit, risk, and recommended approach.
Project close out report	A report that reviews the performance of the completed project against the project plan and project objectives, noting any lessons learnt and recommendations for improvement.
Project governance	The framework of authority and accountability that defines and controls the outputs, outcomes and benefits from projects, programmes and portfolios. The mechanism whereby the Council exerts financial and technical control over the deployment of the work and the realisation of value.
Project management	Project management involves planning, control and co-ordination of a project from inception to completion, ensuring timeframes, budget, administrative obligations and quality are met.

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Change Control	The formal process for assessing, approving, and documenting changes to a project's approved scope, budget, or schedule.
Variation	An authorised change to an approved project parameter (scope, budget, or schedule).
WHS	Work Health and Safety as governed by the Work Health and Safety Act 2011 (NSW).
Lessons Learned	Documented insights from a completed or in-progress project that can improve future project delivery.
Gantt Chart	A Gantt chart is a visual bar chart used to plan and track a project's progress. It acts as a timeline that shows the list of tasks involved, their start and end dates, milestones, dependencies between tasks, and assignees.
High Value High Risk Report	A report that provides information on Council projects that are considered by the Chief Executive Officer or Council to be a high value/high risk project for the organisation.
Project stakeholder	Any individual that has a direct or indirect interest in a project is known as a project stakeholder. They usually affect or are affected by the project decisions being taken over the course of the project lifecycle. A stakeholder can be anyone from the project team, executives, sponsors, customers, or the end-users.

5. POLICY STATEMENT

Balranald Shire Council is committed to:

- Delivering projects that are aligned with the Community Strategic Plan, Delivery Program, and Operational Plan
- Making sound investment decisions based on transparent business cases, cost-benefit analysis, and risk assessment
- Managing projects within approved scope, schedule, budget, and quality parameters
- Engaging with community stakeholders and affected parties throughout the project lifecycle
- Complying with all legislative, grant acquittal, and reporting obligations
- Continuously improving project management capability across the organisation
- Maintaining accurate records of project decisions, variations, and outcomes

6. LEGISLATIVE AND POLICY CONTEXT

This Policy is consistent with and should be read in conjunction with:

- Local Government Act 1993 (NSW)
- Local Government (General) Regulation 2021 (NSW)
- AS ISO 20500:2016 Guidance on Project Management
- A Guide to the Project Management Body of Knowledge (PMBOK) 2021
- The IPWEA Project Management Toolkit – Tools and Techniques for Managing Local Government Projects (IPWEA: Institute of Public Works Engineering Australasia - NSW)

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Division), Address: 447 Kent St SYDNEY 2000, Phone:02 82673001, Email: admin@ipweansw.org

- Work Health and Safety Act 2011 (NSW)
- Environmental Planning and Assessment Act 1979 (NSW)
- Government Information (Public Access) Act 2009 (NSW) (GIPA)
- Balranald Shire Council Community Strategic Plan 2035
- Balranald Shire Council Delivery Program and Operational Plan
- Balranald Shire Council Long-Term Financial Plan
- Balranald Shire Council Asset Management Strategy and Plans
- Balranald Shire Council Procurement Policy
- Balranald Shire Council Risk Management Policy
- Relevant Grant Funding Agreements and Program Guidelines

7. PROJECT CATEGORIES AND GOVERNANCE THRESHOLDS

Projects shall be classified into tiers based on total estimated cost and strategic significance to determine the appropriate level of governance, approval, and reporting.

Category	Total Project Value	Governance Requirements
Tier 1 – Minor	Up to \$100,000	Manager approval; Monthly reporting to CEO; Post-project review recommended.
Tier 2 – Moderate	\$100,001 – \$250,000	CEO approval; Project Brief required; Fortnightly reporting; post-project review required.
Tier 3 – Major	\$250,001 or over	Council resolution required.

Regardless of value, any project that carries significant community, environmental, reputational, or financial risk may be elevated to a higher tier at the discretion of the Chief Executive Officer.

8. PROJECT LIFECYCLE

All Council projects shall follow a structured lifecycle comprising five phases. Each phase has defined entry and exit criteria, and progression between phases requires appropriate authorisation.

PROJECT LIFECYCLE OVERVIEW

Phase 1: Project identification, needs assessment, and Business Case/Project Brief preparation.

Phase 2: PLANNING Detailed project planning covering scope, schedule, budget, risk, procurement, and stakeholder engagement.

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Phase 3: EXECUTION Procurement, construction or service delivery, progress monitoring, and change management.

Phase 4: MONITORING Ongoing performance reporting, risk reviews, budget tracking, and issue management.

Phase 5: CLOSURE Practical completion, defects management, asset handover, financial acquittal, and lessons learned.

8.1. Phase 1 – Initiation

The Initiation phase establishes whether a project is viable, justified, and aligned with Council's strategic direction. Key activities include:

1. Identifying the need, problem, or opportunity to be addressed
2. Developing a Business Case (Tier 2/3) or Project Brief (Tier 1/2) that documents objectives, options considered, estimated costs and benefits, risks, and recommended approach
3. Identifying the Project Sponsor and proposed Project Manager
4. Confirming budget allocation or funding source
5. Obtaining the required level of approval to proceed to Planning

8.2. Phase 2 – Planning

Before execution commences, a Project Plan shall be prepared and approved. The Project Plan shall include, as appropriate to the project tier:

1. Detailed scope of works and deliverables
2. Work Breakdown Structure (WBS)
3. Project schedule with milestones and critical path
4. Budget with contingency provisions
5. Procurement strategy and probity requirements
6. Risk register and mitigation strategies
7. WHS Management Plan and safety-in-design considerations
8. Environmental and heritage management requirements
9. Community and stakeholder engagement plan
10. Communications and reporting plan
11. Resource and staffing plan
12. Change control and variation management procedures

8.3. Phase 3 – Execution

The Execution phase involves the delivery of project scope through procurement, construction, and other project activities. Responsibilities during this phase include:

1. Managing contractors and consultants in accordance with Council's Procurement Policy and relevant agreements
2. Maintaining the project schedule and taking corrective action where deviations occur
3. Managing project costs against the approved budget and contingency

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4. Implementing and monitoring WHS management requirements
5. Processing and approving progress claims in accordance with contract terms
6. Managing project risks and issues as they arise
7. Identifying and processing variations through the Change Control process

8.4. Phase 4 – Monitoring and Control

Monitoring and control activities run concurrently with execution throughout the project lifecycle.

The Project Manager shall:

1. Prepare and distribute progress reports at intervals appropriate to the project tier
2. Maintain and update the project risk register
3. Track expenditure against the approved budget and forecast final cost
4. Escalate emerging issues or risks to the Project Sponsor in a timely manner
5. Ensure all project changes are processed through the Change Control procedure
6. Maintain a complete project record in Council's document management system

8.5. Phase 5 – Project Closure

All projects shall be formally closed. Closure activities shall include:

1. Confirming practical completion and managing any defects liability period
2. Updating Council's asset register with completed asset data (condition, value, location)
3. Finalising all contracts, payments, and retentions
4. Completing grant acquittal reports and documentation as required by the funding agreement
5. Archiving all project records in accordance with Council's Records Management Policy
6. Preparing and distributing a Project Closure Report
7. Conducting a Lessons Learned review and recording outcomes for future improvement

9. PROJECT MANAGEMENT FRAMEWORK

Council projects are to be managed in accordance with this policy and best practice methodology through the four phases of the project lifecycle.

This policy has been prepared in accordance with the following:

- ISO 21500, an international standard that provides guidelines for project management
 - the standard was developed to help organizations plan, implement and complete projects effectively and efficiently
- IPWEA Project Management Toolkit – Tools and Techniques for Managing Local Government Projects
 - this toolkit provides numerous templates as may be required to assist throughout the four phases of a project
- A Guide to the Project Management Body of Knowledge (PMBOK) 2021

All projects must be planned, monitored and tracked, and saved to required Council systems. Council currently utilises software including the Pulse Project Management Module to facilitate electronic entry and reporting of the four phases of a project. Additionally, Excel is utilised as required for project planning and monitoring. Software requirements may change over time to meet Council requirements.

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A Business Case is required for larger projects, or where the project is considered by the Chief Executive Officer or Council to be a high risk to the Council, or when required by the funding body, and for all projects with a value greater than \$ 250,000 if not already endorsed by Council for inclusion in the Delivery Program/Operational Plan.

Approval of the Business Case is required by the relevant Manager, the Executive Leadership Team, and/or Chief Executive Officer. Once approved, the project can be submitted for consideration by Council for inclusion into the Delivery Program and Operational Plans.

All projects must have:

- required approvals
- a nominated Project Manager and an identified Project Governance Body (as appropriate).
- a project plan - a formal document that consists of approved cost, schedule, risk assessment, resources and project scope
 - The project plan guides the execution of a project from initiation to project closure and lays the foundation for all kinds of communication among the stakeholders, where applicable, project plans should include:
 - a stakeholder engagement and communications section that addresses consultation,
 - media releases,
 - social media,
 - website updates (for major projects)
 - any funding requirements for notifications and opening ceremonies as may be required
- Gantt charts (or similar) prepared as part of the programming and monitoring of the project – a visual plan to track a project's progress with a timeline that shows the list of tasks involved, their start and end dates, milestones, dependencies between tasks, and assignees.
 - A Gantt Chart can be prepared in Excel or using specialist software as appropriately (Appendix 2a and 2b)
- Regular reporting on the project plan, including any proposed variances, to be prepared by the project manager to the Project Governance Body (refer 6.6 below and Appendix 1)

10. PROJECT APPROVALS

Only projects approved by Council and included in Council endorsed Delivery Program and Operational Plans are permitted to proceed. Any proposed projects outside of the Delivery Program or Operational Plan will require specific approval from the Chief Executive Officer or Council depending on the scale of the proposed project.

Private Works can be approved by the relevant Manager/ Chief Executive Officer depending on cost, in accordance with Council procedures.

All projects with a value greater than \$250,000 must have a project plan approved by the relevant

Manager and/or the Executive Leadership Team. This project plan must be approved before the project can commence.

There may be other approvals required by other agencies such as Transport for NSW and relevant funding bodies, or Council procedures, depending on the nature of the project.

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11. REPORTING AND MONITORING

Project monitoring is required throughout the project and particularly during the delivery phase, with reference to the project plan and in accordance with funding body requirements.

Regular reporting on project progress is required at least quarterly, or more frequently as may be determined.

A Project Governance Body is to be identified for any specific project.

A Project Report is to be submitted to Council monthly or as required by the Project Governance Body or Council, but at least quarterly - for monitoring large projects, or projects determined as high risk and/or high public interest.

A sample project reporting format is included at Appendix 1.

12. HANDOVER/COMPLETION

The handover process to the Project Owner/Service Owner must be carried out as detailed in the project plan before the project can be closed out.

A project close-out report is required for all projects with a value greater than \$100,000 within three (3) months of the project completion

13. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Council (Elected Body)	Approves projects requiring Council resolution (Tier 3 and 4); Approves budgets in the Delivery Program and annual Operational Plan; Receives progress reports on major and complex projects; Approves significant variations in scope or budget that exceed delegated authority.
Chief Executive Officer	Provides executive oversight of the project portfolio; Approves Tier 3 projects within delegated authority; Ensures Council is informed of project performance; Approves overall project management policy and framework.
Manager of Technical & Project Services	Maintains responsibility for capital works and infrastructure project portfolio; Approves Tier 2 projects within delegated authority; Ensures Project Managers comply with this Policy; Reviews and endorses Business Cases and Project Briefs before submission for approval; Reports monthly on project portfolio performance.

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Role	Responsibilities
Project Sponsor	Responsible for project funding and ensuring the project achieves its objectives and benefits.
Project Owner/Service Owner	Responsible for realisation of project outcomes, ongoing asset management implications and any identified benefits.
Project Manager	Plans, coordinates, and delivers the project to approved scope, schedule, budget, and quality; Prepares project documentation, progress reports, and the Project Closure Report; Manages contractors, consultants, and project team members; Monitors and manages risks, issues, and changes; Maintains project records; Escalates issues promptly.
Project Steering Committee (where established)	Provides strategic guidance and oversight; Reviews project performance against objectives; Makes decisions on major risks, issues, or variations; Supports the Project Sponsor in stakeholder engagement; Meets at defined intervals as specified in the Project Plan.
Finance Manager	Provides financial management guidance and oversight; Reviews project budgets and expenditure reports; Ensures correct accounting treatment of capital versus operational expenditure; Supports grant acquittal and financial reporting requirements.
All Council Staff	Cooperate with project activities and requirements; Report project issues and risks to the Project Manager; Comply with this Policy and supporting procedures.

14. BUDGET AND FINANCIAL MANAGEMENT

Sound financial management is essential to achieving value for money and accountability to ratepayers. The following requirements apply to all Council projects:

14.1. Budget Establishment

All projects must have an approved budget before expenditure is committed:

1. Project budgets shall include an appropriate contingency allowance, which shall be no less than 10% for Tier 1 and 2 projects and 5–15% (risk-adjusted) for Tier 3 and 4 projects
2. Budget allocations shall be included in the Delivery Program and annual Operational Plan, or approved by Council resolution for projects not already included
3. Grant-funded projects must clearly identify the funding contribution, any required Council co-contribution, and GST treatment

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14.2. Expenditure Control

1. Expenditure must be committed within delegated financial authority limits
2. Project Managers shall maintain a running cost report tracking commitments and actuals against approved budget
3. Contingency may only be drawn down with the approval of the Project Sponsor (Tier 1/2) or Manager (Tier 2/3)
4. Budget overruns exceeding the contingency must be reported to the Manager and, where applicable, to Council

14.3. Variations and Change Control

1. All changes to approved project scope, budget, or schedule shall be assessed through the formal Change Control process
2. The Project Manager shall document the proposed change, impact assessment, and recommended action on a Project Variation Form
3. Approval of variations shall follow the delegation thresholds prescribed in Council's Delegations Register
4. Where a variation results in total project cost exceeding approved budget by more than 10% or \$50,000 (whichever is greater), the matter shall be reported to Council

15. PROCUREMENT

Project procurement shall comply with Council's Procurement Policy and applicable legislation. Key requirements include:

1. A procurement strategy appropriate to the project value, complexity, and risk shall be documented in the Project Plan
2. All procurement shall be conducted with probity, transparency, and value for money as guiding principles
3. Where grant funding is involved, procurement shall also comply with the conditions of the relevant funding agreement
4. Contract management responsibilities shall be clearly assigned and documented
5. Council shall maintain records of all procurement decisions, evaluation processes, and contract awards

16. RISK MANAGEMENT

Risk management is integral to effective project delivery. The following requirements apply:

1. A Risk Register shall be established at project initiation and maintained throughout the project lifecycle
2. Risks shall be assessed using the consequence and likelihood criteria in Council's Risk Management Framework
3. Risk treatment strategies shall be developed for all high and extreme risks
4. The Risk Register shall be reviewed at every progress reporting interval and updated as new risks are identified
5. Significant risks (rated High or Extreme) shall be reported to the Project Sponsor
6. Where a risk event occurs, the Project Manager shall implement the agreed treatment strategy and document outcomes

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17. WORK HEALTH AND SAFETY

Balranald Shire Council is committed to the health and safety of all persons involved in or affected by Council projects. Project Managers and contractors shall:

1. Comply with all requirements of the Work Health and Safety Act 2011 (NSW) and applicable WHS Regulations
2. Ensure safety-in-design principles are applied to capital works projects from the earliest stages of planning
3. Develop and implement a WHS Management Plan for all Tier 2, 3, and 4 projects prior to commencement of construction
4. Conduct project-specific inductions for all workers on Council project sites
5. Report all workplace incidents, near misses, and safety observations in accordance with Council's incident reporting procedure
6. Ensure Principal Contractor obligations are clearly assigned in construction contracts

18. COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council recognises the importance of engaging the community and key stakeholders in project planning and delivery. Project Managers shall:

1. Identify all project stakeholders at the Initiation phase, including community members, businesses, government agencies, and utility providers
2. Develop a Stakeholder Engagement Plan proportionate to the project's complexity and community impact
3. Engage stakeholders at key project milestones as required by the engagement plan
4. Maintain a record of all stakeholder communications and feedback
5. Ensure community notifications are issued in advance of works that will affect residents or road users, including disruptions to traffic, utilities, or access

19. REPORTING

Transparent and timely reporting is fundamental to good project governance. Reporting requirements by tier are as follows:

Project Tier	Reporting Frequency	Reporting Requirements
Tier 1 – Minor	Monthly	Brief status report to Manager (schedule, budget, key issues)
Tier 2 – Moderate	Fortnightly	Project Status Report to Manager including progress, budget, risks, and issues
Tier 3 – Major	Monthly	Full Project Status Report to Steering Committee; Quarterly report to Council; Manager's monthly operational update

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20. GRANT-FUNDED PROJECTS

Given Balranald Shire Council's reliance on grant funding from programs such as the Local Roads and Community Infrastructure (LRCI) Program, Fixing Local Roads, Roads to Recovery, Regional and Local Infrastructure Program, and others, the following additional requirements apply to grant-funded projects:

- A copy of the executed funding agreement shall be held on file before project expenditure is committed
- All grant conditions, including eligible expenditure, milestones, reporting obligations, and acquittal requirements, shall be recorded in the Project Plan
- Expenditure records shall be maintained to enable accurate and timely grant acquittal
- Progress and acquittal reports shall be submitted to the funding body within the required timeframes
- Any proposed change that may affect grant eligibility must be referred to the Manager and the funding body before implementation
- On project completion, a grant acquittal report shall be prepared and submitted in accordance with the funding agreement

21. ASSET MANAGEMENT AND HANDOVER

Council is responsible for the long-term stewardship of community assets. The following requirements apply to projects that create or renew infrastructure assets:

1. Asset data (location, type, dimensions, condition, estimated useful life, replacement cost) shall be captured during construction and recorded in Council's asset management system upon project completion
2. As-constructed drawings and specifications shall be obtained from the contractor and archived
3. Asset handover shall be completed before the Project Closure Report is finalised
4. The depreciation treatment and asset capitalisation shall be confirmed with the Finance Manager
5. Any new maintenance obligations arising from the completed asset shall be identified and incorporated into the relevant asset management plan and future operational budgets

22. DOCUMENT AND RECORDS MANAGEMENT

All project documents shall be managed in accordance with Council's Records Management Policy and State Records Act 1998 (NSW) obligations. This includes:

- Establishing a project file in Council's Content Management (CM) at project initiation
- Storing all project documentation, correspondence, contracts, variations, approvals, minutes, and reports on the project file
- Retaining all project records for the minimum prescribed period
- Ensuring that documents classified as confidential are managed with appropriate access controls

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23. POLICY COMPLIANCE, MONITORING, AND REVIEW

23.1. Compliance

All Council officers are responsible for complying with this Policy. Non-compliance shall be managed through Council's performance management and, where necessary, disciplinary procedures. Systemic non-compliance shall be reported to the Chief Executive Officer.

23.2. Monitoring

The Manager Planning and Infrastructure shall monitor compliance with this Policy across the project portfolio and report on project portfolio performance to the Chief Executive Officer on a quarterly basis.

23.3. Review

This Policy shall be reviewed:

- No later than three (4) years from the date of adoption
- Following any significant change in relevant legislation or funding conditions
- Where significant project failures or audit findings indicate a need for revision
- Within 12 months of the appointment of a new Council
- As directed by the Chief Executive Officer or Council

24. RELATED DOCUMENTS AND TEMPLATES

The following documents support the implementation of this Policy and are maintained by the Manager of Technical & Project Services:

Document	Purpose
Project Management Framework	Detailed procedures, guidance, and tools supporting this Policy
Project Brief Template	For Tier 1 and Tier 2 project initiation
Business Case Template	For Tier 3
Project Plan Template	Comprehensive project planning document
Project Status Report Template	Standard progress reporting format
Risk Register Template	Identification and management of project risks
Project Variation Form	Change control and variation approval

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1				N/A		D26.123159

Document	Purpose
Stakeholder Engagement Plan Template	Planning stakeholder engagement activities
Project Closure Report Template	Formal closure and lessons learned documentation
WHS Project Management Plan Template	WHS obligations for construction projects
Grant Acquittal Checklist	Ensuring compliance with funding agreement reporting
Procurement Policy	
Risk Management Policy	
Asset Management Policy	
Code of conduct	
Gifts, Benefits and Bribes Policy	
Related Parties Disclosure Policy	

25. RIGHT TO VARY/TERMINATE

Council reserves the right to vary or terminate this policy at any time.

APPROVAL AND ADOPTION

This Policy was adopted by Balranald Shire Council at its Ordinary Meeting on [Date of Adoption].

Chief Executive Officer : _____ Date: _____

Mayor: _____ Date: _____

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APPENDIX 1 – PROJECT PERFORMANCE REPORT

PROJECT PERFORMANCE REPORT

Distribution List

Record the details of all project stakeholders accessing this document.

Name	Position	Signature	Date

Version Control

Record all approved changes to this document.

Revision #	Change Description	Approval Date	Author

Project Name

Record the project name in a way that clearly communicates what it is about.

Project

Record a unique identifier for the project that enables appropriate referencing.

Sponsor/Client

Record the name and contact details of the project sponsor/client.

Project Manager

Record the name and contact details of the project manager.

Progress

Record relevant and concise information from the project's commencement through to the reporting date, including reference to any of the following (add your own), if required:

- deliverables achieved
- issues resolved
- milestones reached

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- risks managed
- stakeholder involvement
- team performance

Summary Dashboard

Schedule ☐ Behind ☐ On ☐ Ahead		Budget ☐ Under ☐ On ☐ Over	
Planned work		Planned \$	
Actual work		Actual \$	
% work complete		\$ Budget spent	
Remaining work		Remaining \$	

Record in the dashboard the relevant information to enable accurate reporting of actual performance against both planned work complete (schedule) and planned costs incurred (budget).

Status

Record relevant and concise information as at the reporting date identifying both the schedule and budget baseline data measured against actual performance and budget to-date. Justify any variations between planned and actual results and the corrective actions (if required). Include a graphical baseline project schedule including time-phased budgeting for comparison purposes.

Completion

Record all work outstanding and budget requirements for completion. Reference should include potential risks, contingencies, proposed changes, approvals and other escalating issues, potential delays and/or anticipated cost over-runs impacting successful completion — on time, on budget and as specified.

Authorisation/Sign off

Record the name, signature and date of all appropriate stakeholders signing this performance report.

Updates

Record confirmation the following documents have been amended in line with the performance report.

- ☐ Project Scope
- ☐ Project Plan
- ☐ Project Risk Register

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☐ Project Change Request

☐ Contract (if variation required)

Appendices

Record the details of any other information and/or documentation supporting the performance report.

Source: IPWEA Toolkit

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APPENDIX 2A: PROJECT PLANNING - SAMPLE GANTT CHART USING EXCEL (SIMPLE)

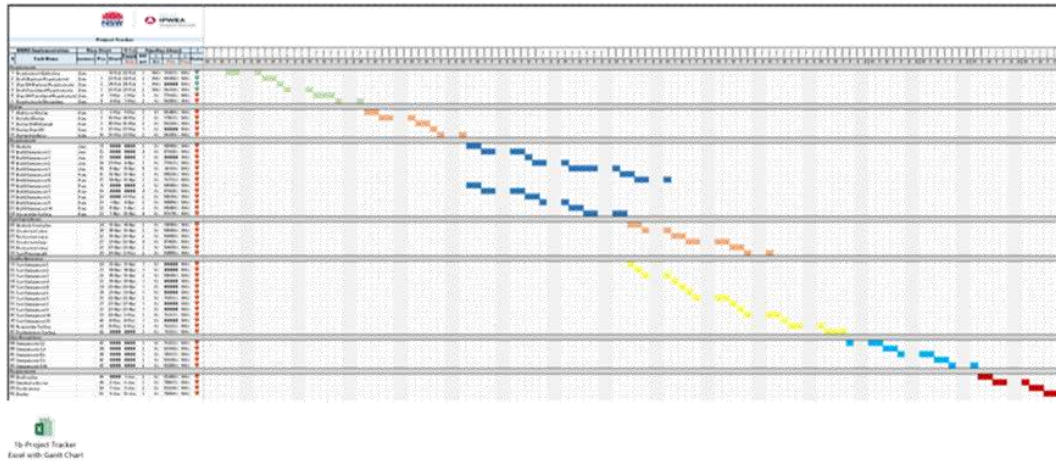


2a-Gantt Chart
Excel.xlsx

(Source: IPWEA Toolkit)

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APPENDIX 2B: SAMPLE PROJECT TRACKER EXCEL GANTT CHART



Source: IPWEA Toolkit

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Terms and Reasons for Conditions

Under section 88(1)(c) of the EP&A Regulation, the consent authority must provide the terms of all conditions and reasons for imposing the conditions other than the conditions prescribed under section 4.17(11) of the EP&A Act. The terms of the conditions and reasons are set out below.

General Conditions

1	Alterations to approved plans and specifications		
	No alteration to approved plans and specifications is allowed unless separately approved by Council.		
	Condition reason: To ensure all parties are aware of the approved plans and supporting documentation that applies to the development.		
2	Approved plans and supporting documents		
	The development authorised by this consent must be carried out in accordance with the conditions of this consent and the listed approved documents:		
	Plan Title / Supporting Document	Reference / Version	Prepared By
	Final DA Plans - Sheets DA.01 - DA.10	23_549	Narell Peacock Design
	BASIX Certificate	1853100S	C G Ryan Constructions Pty Ltd
	Statement of Environmental Effects (includes Clause 4.6 Variation request)	Rev 1	Acre Town Planning
	Flood Level and Feature Survey Letter	N/A	Northern Land Solutions
	Building in Bushfire Prone Areas, Single Dwelling Application Kit Report	N/A	A & R Standen C/O Acre Town Planning
	Aboriginal Heritage Information Management System Search and Due Diligence Assessment	N/A	Acre Town Planning
			15/04/2025 and 17/06/2026

	Where there is inconsistency between the Statement of Environmental Effects and supporting documentation and the conditions of approval, the conditions of approval prevail to the extent of inconsistency. Condition reason: To ensure all parties are aware of the approved plans and supporting documentation that applies to the development.
3	Building material storage & delivery No building materials shall be stored on the road reserve. All deliveries are to be placed immediately behind the property boundary. Condition reason: To protect the amenity of neighbouring properties
4	Compliance with legislation All building work shall be carried out in accordance with the provisions of the Local Government Act 1993, the National Construction Code 2022, relevant Australian Standards and the Environmental Planning & Assessment Act 1979, regardless of any omission in the documentation submitted for approval. Condition reason: To ensure compliance with relevant legislation.
5	Easements The applicant is required to ensure that any easements registered over the title to the land are complied with. Condition reason: To ensure compliance with easements
6	Repairs to Council infrastructure or services Any damage to Council's infrastructure or other services is the full responsibility of the proponent. Condition reason: To ensure any damage to public infrastructure is rectified.
7	Requirement for approval prior to occupation The building shall NOT BE USED OR OCCUPIED until completed and an occupation certificate has been issued by the principal certifying authority or until approval has been granted by the principal certifying authority to occupy an incomplete building. Condition reason: To ensure compliance with relevant statutory requirements.
8	Road Opening Permit A road opening permit is to be obtained from Council prior to the commencement of any proposed works on the nature strip road reserve. The applicant is responsible for full cost of repairs to rectify any damage to kerb, guttering, footpath, bitumen seal or nature strip.

	Condition reason: To ensure compliance with relevant statutory requirements.
9	Utilities and services All work must be carried out in accordance with the Building/ Development Approval and any connections required to any: a) public electricity supply, b) water supply, c) septic tank and drainage system, or d) public telecommunications system, must be made in accordance with the requirements of the relevant authority.
	Condition reason: To ensure compliance with relevant statutory requirements.
10	Variation to proposed use Any variation to the proposed use as approved in this documentation requires the further consent of Council.
	Condition reason: To ensure changes of use are assessed appropriately.
11	Demolition Works All demolition work shall be carried out in accordance with SafeWork NSW's <i>Code of Practice Demolition Work August 2019</i> .
	Condition reason: To ensure compliance with Work Health & Safety Regulations.

Building Work

Before issue of a construction certificate

12	Bush fire attack level design and construction Before the issue of a construction certificate, detailed plans must be submitted to the certifier that demonstrate compliance with the BAL-12.5 BAL construction standards in the following: a) Australian Standard AS3959-2018 'Construction of buildings in bush fire-prone area', and b) 'Planning for Bush Fire Protection 2019' issued by the NSW Rural Fire Service.
	Condition reason: To ensure the building is suitably constructed for potential bush fire attack.

13	Long Service Levy
	In accordance with Section 34 of the Building and Construction Industry Long Service Payments Act 1986, the applicant must pay a long service levy at the prescribed rate of 0.25% of the total cost of the work to either the Long Service Payments Corporation or Council for any work costing \$250,000 or more. The Long Service Levy is payable prior to the issue of a Construction Certificate or Section 68 Approval. Details demonstrating compliance are to be submitted to the Certifying Authority.
	Condition reason: To ensure the long service levy is paid

Before building work commences

14	Bush fire asset protection zones
	Before any site work commences, the boundaries of the asset protection zone must be surveyed and marked on the ground by a registered surveyor.
	Condition reason: To provide a buffer to protect life and property from bush fire attack.
15	Construction Certificate to be issued
	In accordance with the provisions of the Environmental Planning and Assessment Act 1979 construction works approved by this consent must not commence until:
	a) A Construction Certificate has been issued by Council or an Accredited Certifier. Either Council or an Accredited Certifier can act as the "Principal Certifying Authority".
	b) A Principal Certifying Authority has been appointed and Council has been notified in writing of the appointment.
	c) At least two days' notice, in writing has been given to Council of the intention to commence work.
	The documentation required under this condition must show that the proposal complies with all Development Consent conditions and is not inconsistent with the approved plans, the National Construction Code and the relevant Australian Standards.
	Condition reason: To ensure all parties are aware of the requirement to obtain a Construction Certificate prior to work commencing on the project
16	Hoardings
	Suitable hoardings to ensure the protection of the public are to be erected prior to commencement of work.
	Condition reason: To protect the public during construction works
17	Section 68 Certificate

	In accordance with the provisions of the Local Government Act 1993, works approved by this consent must not commence until a Section 68 Certificate has been issued by Council. Condition reason: To ensure all parties are aware of the requirement to obtain a Section 68 Certificate prior to work commencing on the project.
18	Signage A sign must be erected in a prominent position on the work site showing: a) The name address and telephone number of the Principal Certifying Authority for the work. b) The name of the principal contractor and a telephone number on which that person may be contacted on outside working hours. c) That unauthorised entry to the work site is prohibited. Any such sign must be maintained while the building work is being carried out, but must be removed when the work has been completed. Condition reason: To ensure compliance with relevant statutory requirements.

During building work

19	Clearing for asset protection zones (APZ) While site work is being carried out, clearing or modifying vegetation to establish the APZ must be confined within the marked APZ boundary in accordance with the supporting documentation approved under this consent, to the satisfaction of the principal certifier. Condition reason: To ensure vegetation clearance or modification during construction is confined within the APZ.
20	Soil management While site work is being carried out, the principal certifier must be satisfied that all soil removed from or imported to the site is managed in accordance with the following requirements: a. All excavated material removed from the site must be classified in accordance with the Environment Protection Authority's Waste Classification Guidelines before it is disposed of at an approved waste management facility or otherwise lawfully managed, and the classification, and the volume of material removed, and the receival facility's details must be reported to the principal certifier. b. All fill material imported to the site must be: a. Virgin Excavated Natural Material as defined in Schedule 1 of the <i>Protection of the Environment Operations Act 1997</i>; or b. a material identified as being subject to a resource recovery exemption by the NSW EPA; or

	c. a combination of Virgin Excavated Natural Material as defined in Schedule 1 of the <i>Protection of the Environment Operations Act 1997</i> and a material identified as being subject to a resource recovery exemption by the NSW EPA. Condition reason: To ensure soil removed from the site is appropriately disposed of and soil imported to the site is not contaminated and is safe for future occupants.
21	Approved documents to be available onsite The applicant must ensure that a copy of the plans, specifications, Consultant Engineers Report and other documents approved by Council are available on the site during the 24 hours following any compulsory notification. Condition reason: To ensure that approved documents are available onsite
22	Compliance with approved site plan The applicant is responsible to ensure that the building is sited on the allotment as specified on the approved site plan. Condition reason: To ensure buildings and/or infrastructure are sited and positioned in the approved location.
23	Discovery of relics and Aboriginal objects If any Aboriginal object is discovered and/or harmed in, or under the land, while undertaking the proposed development activities, the proponent must: • Not further harm the object • Immediately cease all work at the particular location • Secure the area so as to avoid further harm to the Aboriginal object • Notify Heritage NSW as soon as practical on 131555, providing any details of the Aboriginal object and its location • Not recommence any work at the particular location unless authorised in writing by Heritage NSW. In the event that skeletal remains are unexpectedly encountered during the activity, work must stop immediately, the area secured to prevent unauthorised access and NSW Police and Heritage NSW contacted. Condition reason: To ensure the protection of objects of potential significance during works
24	Fuel Combustion Heater Any fuel combustion heater shall be installed in accordance with AS 2918. Condition reason: To ensure compliance with statutory requirements.
25	Hours of work

	All works associated with the implementation / construction of the proposed activity (not operation of the proposal post occupational certificate), involving electric or pneumatic tools, or other noisy operations, shall be restricted to the following hours of operation: - Monday to Friday: 7am to 6pm - Saturdays: 8am to 1pm - Sundays and Public Holidays: no work permitted The following activities may be carried out in association with construction outside of these hours: - any works that do not cause noise emissions to be audible at any nearby residences not located on the premises; - the delivery of materials as requested by Police or other authorities for safety reasons; and - emergency work to avoid the loss of lives, property and/or to prevent environmental harm. Note: All noise generating activities are subject to the requirements of the Protection of the Environment Operations Act 1997. This condition of consent does not relieve the proponent including developers, contractors or their agents from the requirements under the relevant noise control legislation (POEO Act 1997). Condition reason: To protect the amenity of the surrounding area
26	Metal cladding All external metal cladding shall be of suitable colour and finish so as not to cause reflection or glare. Condition reason: To prevent the proposed development having a detrimental effect on adjoining land uses.
27	Nuisance management No work is to be carried out which would cause nuisance by way of emission of noise, vibration, smell, fumes, smoke vapour, steam, soot, ash, dust, grit, oil, waste-water, waste products or otherwise. Condition reason: To protect the amenity of the local area.
28	Second Hand Materials No second hand materials are to be used unless separately approved by Council and then made available for inspection prior to use. Condition reason: To ensure a quality urban design for the development which complements the surrounding environment.
29	Stormwater Drainage

	Roof water drainage is to be disposed of onsite so as not to cause nuisance to neighbouring properties and not cause water quality or erosion impacts to the Wakool River or its drainage pathways.
	Condition reason: To prevent the proposed development having a detrimental effect on adjoining land uses.
30	Temporary toilet accommodation
	The applicant is responsible for the supply and maintenance of temporary toilet accommodation for use by persons working on the site.
	Condition reason: To ensure appropriate facilities are provided for workers
31	Waste and excavated material management
	Any waste or excavated material removed from the site is to be taken to an authorised site for disposal. No fill is to be deposited on other land without the prior consent of Council.
	Condition reason: To ensure waste & excavated material removed from the site is appropriately disposed of.
32	Floor Level
	The finished floor level of all habitable areas of the proposed development must be constructed a minimum of 500mm above the 1% AEP flood level.
	Prior to the issue of an Occupation Certificate, certification from a registered surveyor or suitably qualified engineer must be provided to Council confirming compliance with this condition.
	Condition reason: To protect the development from stormwater inundation.

Before issue of an occupation certificate

33	Bush fire attack level certification
	Before the issue of an occupation certificate, the certifier must be satisfied that the structure is constructed to BAL-12.5 BAL construction standards in the following: a) Australian Standard AS3959-2018 'Construction of buildings in bush fire-prone area', and b) 'Planning for Bush Fire Protection 2019' issued by the NSW Rural Fire Service.
	Condition reason: To ensure the building is suitably constructed for potential bush fire attack.
34	Provision of drainage diagram
	A site drainage diagram is to be provided to Council prior to an occupation certificate being issued. This diagram is to be to scale and include sub-floor or under slab drain layout,

	together with measurements for drains taken to permanent corners or lines.
	Condition reason: To ensure that appropriate documentation relating to underground services is provided to Council.

Occupation and ongoing use

35	Management of asset protection zones (APZ)
	During ongoing use of the site, the APZ must be managed in accordance with Planning for Bushfire Protection 2019 and the NSW Rural Fire Service's Standards for Asset Protection Zones.
	Condition reason: To ensure ongoing protection from bush fires.
36	Nuisance management
	The use of the site post occupation certificate must not cause nuisance by way of emission of noise, vibration, smell, fumes, smoke vapour, steam, soot, ash, dust, grit, oil, waste-water, waste products or otherwise.
	Condition reason: To protect the amenity of the local area.

Demolition Work

Before demolition work commences

37	Asbestos removal signage
	Before demolition work commences involving the removal of asbestos, a standard commercially manufactured sign containing the words 'DANGER: Asbestos removal in progress' (measuring not less than 400mm x 300mm) must be erected in a prominent position at the entry point/s of the site and maintained for the entire duration of the removal of the asbestos.
	Condition reason: To alert the public to any danger arising from the removal of asbestos
38	Demolition management plan
	Before demolition work commences, a demolition management plan must be prepared by a suitably qualified person.
	The demolition management plan must be prepared in accordance with Australian Standard 2601 – The Demolition of Structures and the Code of Practice – Demolition Work, and

	must include the following matters: 1. The proposed demolition methods 2. The materials for and location of protective fencing and any hoardings to the perimeter of the site 3. Details on the provision of safe access to and from the site during demolition work, including pedestrian and vehicular site access points and construction activity zones 4. Details of demolition traffic management, including proposed truck movements to and from the site, estimated frequency of those movements, and compliance with AS 1742.3 Traffic Control for Works on Roads and parking for vehicles 5. Protective measures for on-site tree preservation and trees in adjoining public domain (if applicable (including in accordance with AS 4970-2009 Protection of trees on development sites 6. Erosion and sediment control measures which are to be implemented during demolition and methods to prevent material being tracked off the site onto surrounding roadways 7. Noise and vibration control measures 8. Details of the equipment that is to be used to carry out demolition work and the method of loading and unloading excavation and other machines 9. Details of any bulk earthworks to be carried out 10. Details of re-use and disposal of demolition waste material 11. Location of any reusable demolition waste materials to be stored on-site (pending future use) 12. Location and type of temporary toilets onsite 13. A garbage container with a tight-fitting lid. Condition reason: To provide details of measures for the safe and appropriate disposal of demolition waste and the protection of the public and surrounding environment during the carrying out of demolition works on the site
39	Disconnection of services before demolition work Before demolition work commences, all services, such as water, telecommunications, gas, electricity and sewerage, must be disconnected in accordance with the relevant authority's requirements. Condition reason: To protect life, infrastructure and services
40	Erosion and sediment control plan Before site work commences, an erosion and sediment control plan must be prepared by a suitably qualified person in accordance with the following documents and provided to the principal certifier: a. the guidelines set out in 'Managing Urban Stormwater: Soils and Construction' prepared by Landcom (the Blue Book) (as amended from time to time), and b. the 'Guidelines for Erosion and Sediment Control on Building Sites' (Department of Planning, Housing and Infrastructure) (dated 2024, as amended from time to time).

	Condition reason: To ensure no substance other than rainwater enters the stormwater system and waterways.
41	Erosion and sediment controls in place Before any site work commences, the principal certifier must be satisfied that the erosion and sediment controls in the erosion and sediment control plan which was provided to the principal certifier are in place. These controls must remain in place until any bare earth has been restabilised in accordance with the erosion and sediment control plan. Condition reason: To ensure sediment laden runoff and site debris do not impact local stormwater systems and waterways.
42	Notice of commencement for demolition At least one week before demolition work commences, written notice must be provided to council and the occupiers of neighbouring premises of the work commencing. The notice must include: 1. name 2. address, 3. contact telephone number, 4. licence type and license number of any demolition waste removal contractor and, if applicable, asbestos removal contractor, and 5. the contact telephone number of council and 6. the contact telephone number of SafeWork NSW (4921 2900). Condition reason: To advise neighbours about the commencement of demolition work and provide contact details for enquiries

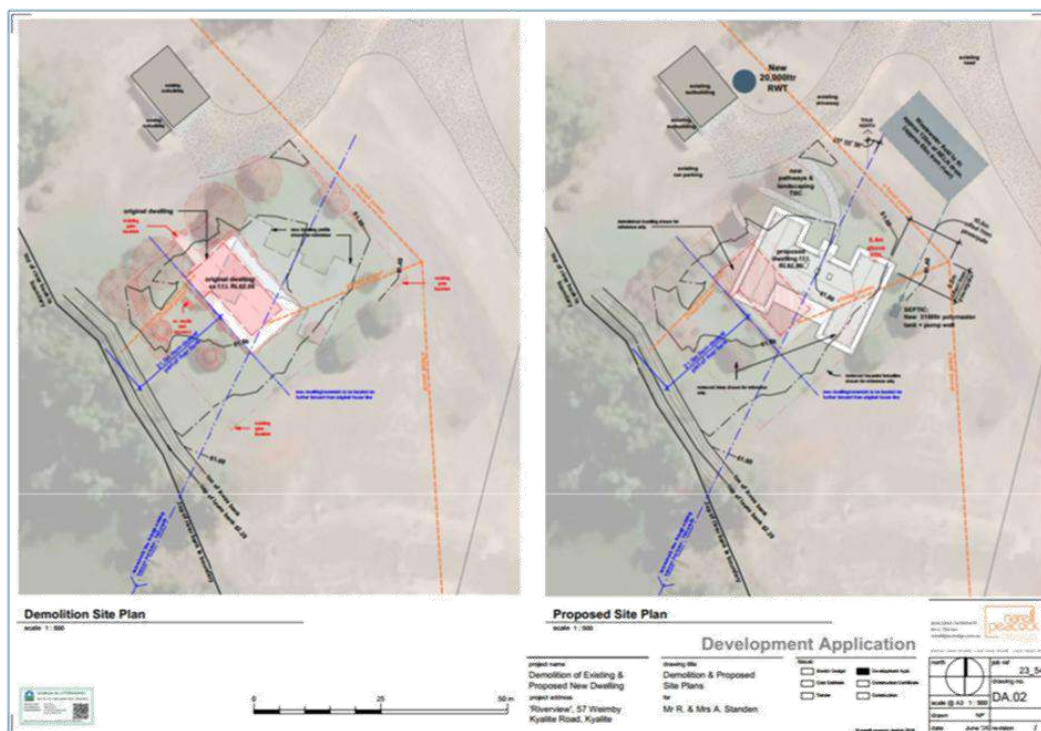
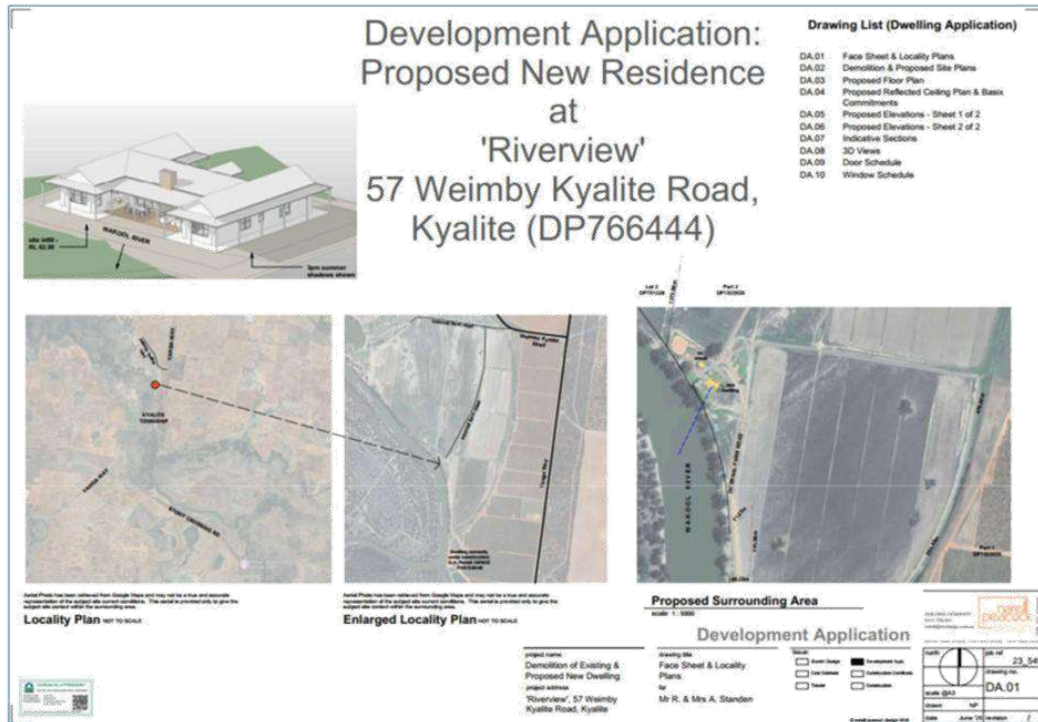
During demolition work

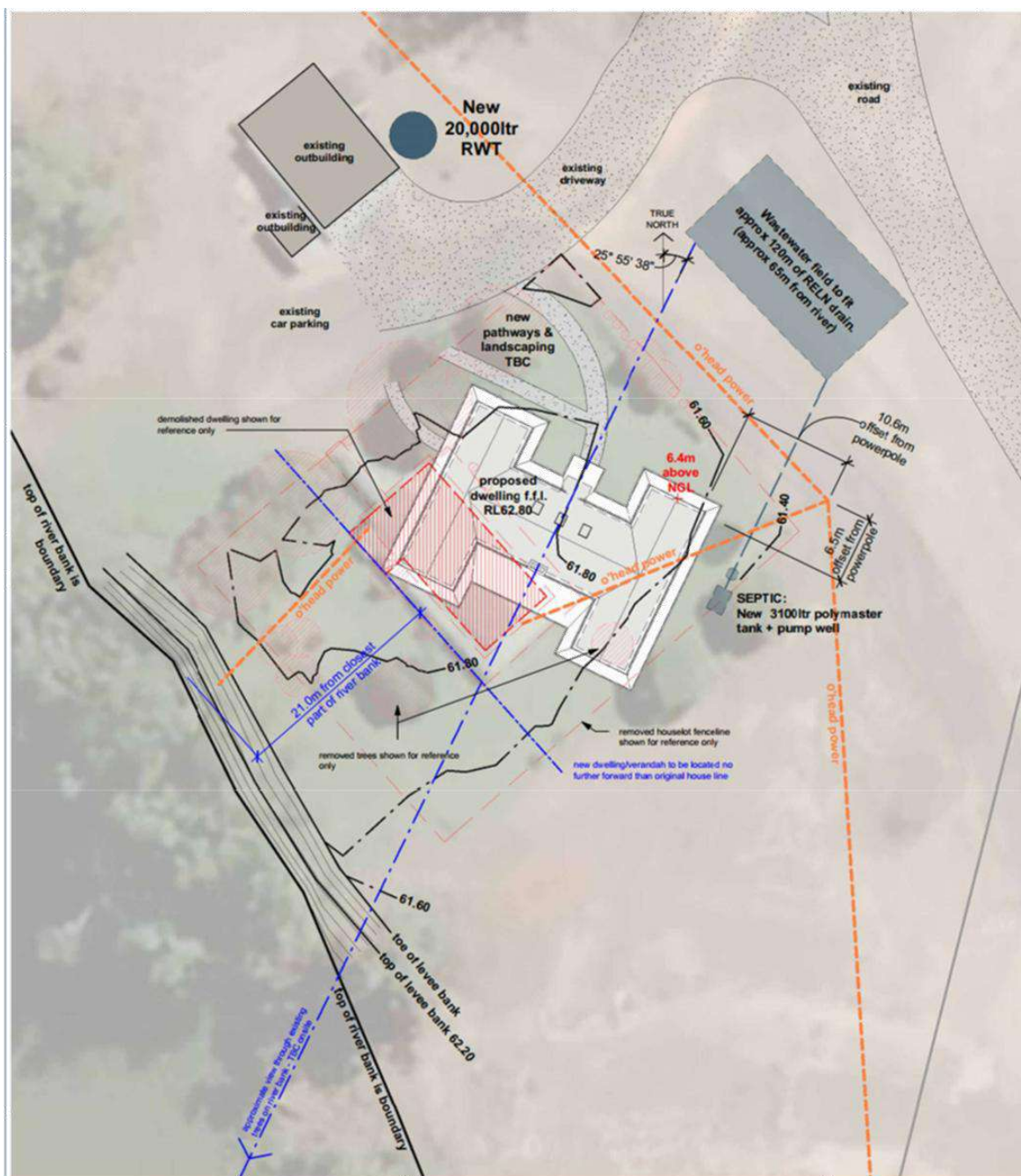
43	Handling of asbestos during demolition While demolition work is being carried out, any work involving the removal of asbestos must comply with the following requirements: 1. Only an asbestos removal contractor who holds the required class of Asbestos Licence issued by SafeWork NSW must carry out the removal, handling and disposal of any asbestos material; 2. Asbestos waste in any form must be disposed of at a waste facility licensed by the NSW Environment Protection Authority to accept asbestos waste; and 3. Any asbestos waste load over 100kg (including asbestos contaminated soil) or 10m² or more of asbestos sheeting must be registered with the EPA on-line reporting tool WasteLocate. Condition reason: To ensure that the removal of asbestos is undertaken safely and
----	---

	professionally
44	Site maintenance While demolition work is being carried out, the following requirements, as specified in the approved demolition management plan, must be maintained until the demolition work and demolition waste removal are complete: 1. Protective fencing and any hoardings to the perimeter on the site 2. Access to and from the site 3. Construction traffic management measures 4. Protective measures for on-site tree preservation and trees in adjoining public domain 5. Onsite temporary toilets 6. A garbage container with a tight-fitting lid Condition reason: To protect workers, the public and the environment
45	Waste management While site work is being carried out: 1. all waste management must be undertaken in accordance with SafeWork NSW's Code of Practice Demolition Work August 2019; and 2. upon disposal or removal of the waste, records of the disposal or other fate (such as re-use on site) must be compiled in the form of a statutory declaration and provided to Council. The document should detail the following: a. The name and contact details of the person(s) who removed the waste, b. The waste carrier vehicle registration, c. The date and time of waste collection, d. A description of the waste (type of waste, classification and estimated quantity) and whether the waste is to be reused, recycled, go to landfill or other fate. e. The contact details and address of the disposal location or other offsite location(s) where the waste was taken, f. The corresponding tip docket/receipt from the site(s) to which the waste is transferred, noting date and time of delivery, description (type and quantity) of waste. 3. The waste generated on site during construction must be classified in accordance with the Environment Protection Authority's Waste Classification Guidelines, 2014 (as amended from time to time) and disposed of to an approved waste management facility or otherwise lawfully managed. If waste has been removed from the site where the waste is under an Environment Protection Authority Resource Recovery Order or Exemption, records in relation to and required by that Order or Exemption must be maintained and provided to the principal certifier and council. Condition reason: To require records to be provided, during site work, documenting the lawful disposal of waste.

On completion of demolition work

46	Removal of waste upon completion
	After completion of all site work: a. all refuse, spoil and material unsuitable for use on-site must be removed from the site and disposed of in accordance with the approved waste management plan; and b. written evidence of the waste removal must be provided to the satisfaction of the principal certifier. c. Any chemical waste generated throughout construction must be disposed of to an approved waste management facility or otherwise lawfully managed.
	Condition reason: To ensure waste material is appropriately disposed or satisfactorily stored.





Extract of Site Plan



STATEMENT OF ENVIRONMENTAL EFFECTS

57 Weimby Kyalite Rd, Kyalite

Replacement dwelling

June 2026

Prepared for Amy &
Ryan Standen

This report was prepared by



Eliza Eastman
0458 579 109

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ABN: 7266 492 1367

Issue	Date	Prepared by	Checked by
Draft	17/06/26	EE	KO
Rev 1			

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Executive Summary

This report is prepared on behalf of Amy & Ryan Standen in support of a proposal for the construction of a replacement dwelling.

This Statement of Environmental Effects provides an assessment of the proposal against relevant Environmental Planning Instruments including but not limited to relevant Statement Environmental Protection Policies (SEPP's), Balranald Local Environmental Plan 2010 and the matters for consideration at Section 4.15(1) of the *Environmental Planning and Assessment Act 1979*.

The application includes a request to vary the LEP requirements for setback from the Wakool River. The report concludes that the proposed use and development of the land for a dwelling is appropriate taking into account the sites characteristics and development history of the area.

This report recommends that the proposal be supported by Council subject to any conditions deemed appropriate.



Introduction

Table 1 below provides a summary of the site and a high level overview of the proposal submitted to Council for assessment.

TABLE 1: SITE AND APPLICATION SUMMARY

ADDRESS	57 Weimby Kyalite Rd, Kyalite
TITLE DESCRIPTION	Lot 2 in DP1323535
LOCAL GOVERNMENT AREA	Balranald Shire Council
LOCAL PLANNING INSTRUMENT	Balranald Local Environmental Plan 2010
ZONE	RU1 – Primary Production
EXISTING USE	Agriculture
PROPOSED BUILDINGS AND WORKS	Demolition of existing and construction of a replacement dwelling
CONSENT AUTHORITY	Balranald Shire Council
DESIGNATED DEVELOPMENT	no
INTEGRATED DEVELOPMENT	no
CONCURRENCE AGENCIES	no
APPLICANT	Amy & Ryan Standen
APPLICANT CONTACT DETAILS (DELETE IF APPLICANT PLANS TO SUBMIT)	C/- Acre Town Planning Eliza Eastman 0458 579 109 eliza@acretp.com.au

acre

Site Description

The Site is identified at figures 1-2 below. Table 2 provides a summary of the key attributes of the site and surrounding locality.

TABLE 2: SITE ATTRIBUTES

SITE AREA	398.6 hectares
CURRENT USE AND IMPROVEMENTS	Agriculture with associated infrastructure including an existing dwelling, shedding and irrigation.
TITLE RESTRICTIONS	There are easements for water supply & access across the allotment. None of which are relevant to the siting of the proposed dwelling. See DP Plan & s88b instrument provided.
TOPOGRAPHY	The site generally consists of undulating riverine sandhills. A survey plan is provided showing levels at the proposed dwelling site.
AVAILABILITY OF SERVICES	Site has existing access to water and power.
ACCESS AND PARKING	Access to the dwelling will be via existing driveway off Weimby Kyalite Road.
SURROUNDING LAND USES AND ZONING	Surrounding land is in agricultural production with land to the north farmed by the applicant for broadacre cropping and land to the south and east planted with Pistachio trees.

Figure1 – The Site



acre

Figure 2 – Site Context





Planning Summary

Table 3 below summarises the key planning controls applicable to the Site and surrounding land.

TABLE 3: ZONING AND PLANNING CONSTRAINTS

ZONE	RU1 – Primary Production
MAXIMUM BUILDING HEIGHT	N/A
FLOOR SPACE RATIO	N/A
MINIMUM LOT SIZE	40 hectares
CONSTRAINT MAPPING	Terrestrial Biodiversity (very small portion in north east corner) – N/A to this DA Wetlands (portion of riparian along Murray River) – N/A to this DA Bushfire Prone Land – BAL assessment provided
FLOOD PRONE LAND	The replacement dwelling site is protected by an existing levee – see flood level advice & feature survey provided.
SURROUNDING LAND USES AND ZONING	The subject site and surrounding land is zoned RU1 Primary Production. All surrounding land is in agricultural production with land to the north farmed by the applicant for broadacre cropping and land to the east planted with Pistachio trees in a partnership with the applicant and adjoining landholder. Land to the south is planted with pistachio trees in separate ownership. The site abuts the Wakool River to the west.



Proposal

The application is to demolish the existing dwelling and construct a single storey 4 bedroom dwelling with office, rumpus, open plan living area, verandah and roofed outdoor living area. The dwelling will have a total floor area of 575sqm. The dwelling will be constructed of weatherboard wall cladding with a pitched colorbond roof.

The dwelling is orientated towards the river to take full advantage of views. The dwelling will be setback a minimum of 21m from the nearest point of the top bank of the Wakool River (see figure 3 below). This is consistent with the minimum setback of the existing dwelling (see figure 4).

The demolition will include removal of garden vegetation as identified on the demolition plan provided. The garden vegetation to be removed consists of trees and shrubs including cedar trees and palms (see figure 5). The applicant has advised that no native vegetation will be removed. The development site is not identified as biodiversity values and the vegetation removal will not exceed the clearing threshold, see BMAT report provided.

There is existing connection to electricity and water connection and will be serviced with a new Polymaster septic system. Access will remain as existing, provided via an existing driveway off Weimby Kyalite Road (see figure 6).

The site is bushfire prone land and a BAL assessment has been provided.

It is noted that dwellings are exempt from the requirement for a controlled activity approval pursuant to the Water Management Act 2000.



Figure 3 – Proposed siting

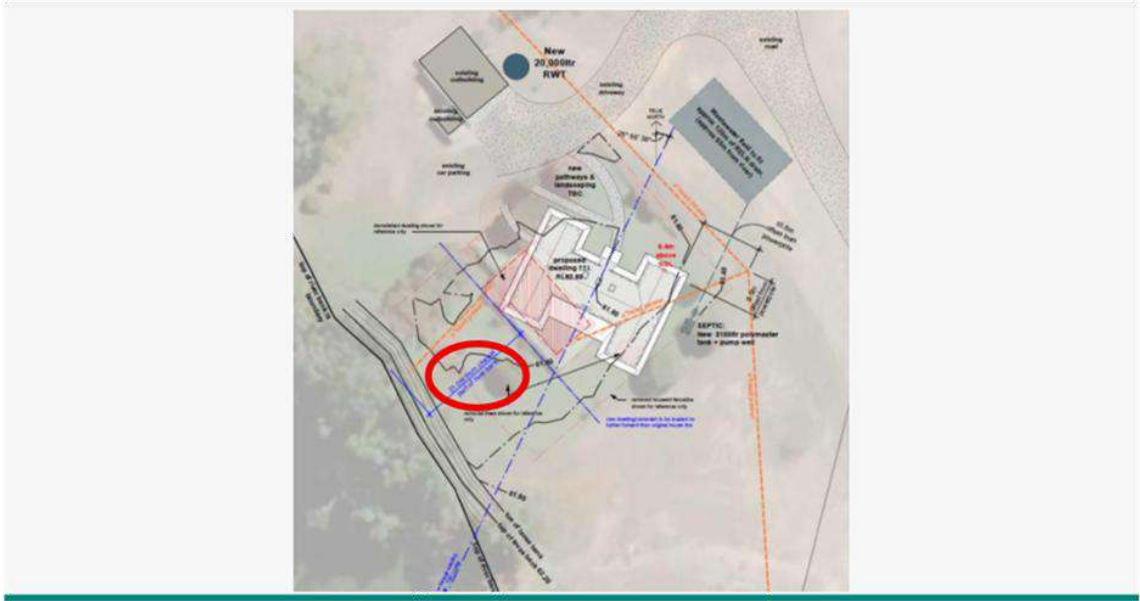


Figure 4 – Existing dwelling siting



acre

Figure 5 – Existing garden vegetation





Figure 6 – Access





Assessment

State Environmental Planning Policies (SEPPs)

SEPP (Sustainable Buildings) 2022

Basix/Nathers Certificate is submitted with this Development Application as required.

State Environmental Planning Policy (Biodiversity and Conservation) 2021

Chapter 5 River Murray lands

This clause is relevant to **River Murray** which means the Murray River, the waters and the bed and banks of its tributaries and associated water bodies (including related anabranches, creeks, lagoons, lakes, billabongs and wetlands), as shown on the map. It is understood this includes the Wakool River.

Whilst the subject site is located within the Murray REP area it is considered unlikely the proposed development will have any impact on the water quality, bank or riverine landscape of the Wakool River. The replacement dwelling will be sited in the same location as the existing dwelling, within established garden and protected by the existing levee. The proposed development is consistent with the aims, objectives and planning principles of this Chapter.

State Environmental Planning Policy (Resilience and Hazards) 2021

Chapter 4 Remediation of Land

The application is for a replacement dwelling in the same location as the existing. No known contaminating activities have been undertaken at this site.

Accordingly, the land is not expected to be contaminated.

Balranald Local Environmental Plan 2010

1.2 Aims of Plan

The proposed development will not contravene the following relevant aim of the Balranald LEP 2010:

- (a) to encourage sustainable economic growth and development,
- (b) to encourage the retention of productive rural land in agriculture,
- (c) to identify, protect, conserve and enhance Balranald's natural assets,

2.3 Zone objectives and Land Use Table

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Zone RU1 Primary Production

1 Objectives of zone

- *To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*
- *To encourage diversity in primary industry enterprises and systems appropriate for the area.*
- *To minimise the fragmentation and alienation of resource lands.*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*
- *To encourage development that is in accordance with sound management and land capability practices, and that takes into account the environmental sensitivity and biodiversity of the locality.*
- *To support rural communities.*
- *To ensure the provision of accommodation for itinerant workers.*

The proposed development is consistent with the aims of the RU1 zone, subject to appropriate conditions of consent.

‘Dwelling houses’ are permitted with consent in the RU1 zone.

2.7 Demolition requires development consent

The demolition of a building or work may be carried out only with development consent. This application includes the demolition of the existing dwelling, consistent with the requirement clause.

4.2B Erection of dwellings in rural zones

The minimum lots size map identifies this site as having a 40ha minimum lot size for a dwelling. The proposed site has a total area of 641ha, which exceeds the requirements of this provision.

Notwithstanding this, this application is for a replacement dwelling, of which land use permissibility for the dwelling has already been established.

4.6 Exceptions to development standards

A Clause 4.6 variation is requested to vary the following development controls:

- The river setback control of Clause 6.5 which requires a dwelling to be setback 100m from the Wakool River, the proposed variation is for a minimum 21m setback from the high bank of the Wakool River.



Clause 4.6 of the LEP requires the applicant to demonstrate the following in relation to a development standard variation:

(a) compliance with the development standard is unreasonable or unnecessary in the circumstances

The objectives of **Clause 6.5 Development on river front areas** are as follows—

(a) support the natural riverine processes, including the migration of the river channel, and

(b) protect and improve the bed and bank stability of rivers, and

(c) manage and maintain the water quality of rivers, and

(d) protect the amenity, scenic landscape values, cultural heritage of rivers and public access to riverine corridors, and

(e) conserve and protect riverine corridors, including wildlife habitat.

The development proposes a minimum 21m setback from the Wakool River. A dwelling within the riverfront area on this site is an existing arrangement with the proposed dwelling replacing an existing dwelling on the site, also setback 21m from the Murray River. The proposed river setback does not encroach on the setback of the of the existing dwelling.

The siting of the dwelling is protected from flood by an existing levee. Infrastructure is already available with connection to water, electricity and access already established. The dwelling is single storey and the proposed colours and materials are considerate to the riverine environment. The dwelling is in a relatively remote location and will have minimal impact on amenity and scenic landscape values. An AHIMS and due diligence assessment is submitted with the DA which does not identify any items of aboriginal cultural significance in the vicinity. The site is private property therefore the DA will have no impact on public access to the river.

Vegetation removal is limited to exotic garden vegetation within the established garden fenceline. No native vegetation removal is required, therefore impact on riverine corridors and wildlife habitat is unlikely.

It is noted DA approval was granted in 2025 for a second dwelling on the allotment (DA 26/2025), approximately 1km to the south of the proposed replacement dwelling. This second dwelling also encroaches the 100m setback requirement, with a setback of 15.8m to the river (see figure 7). As well as shedding around the existing dwelling site, with 3 sheds within the 100m setback requirement (see figure 8).

Historic precedence of the existing dwelling on the site within the 100m setback indicate the risk of impact from natural riverine processes to be low.

acre

Figure 7 – Approved second dwelling siting



Figure 8 – Existing dwelling and shedding within riverfront area



It is considered that despite non-compliance with the Wakool River setback control, the objectives of Clause 6.5 remain to be achieved. Detrimental impacts on the river corridor can be avoided during construction phase through preparation of a construction management plan. A dwelling within the riverfront area on this site is an

57 Weimby Kyalite Rd, Kyalite

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existing arrangement with the proposed dwelling replacing an existing dwelling on the site, also setback 21m from the Murray River. The proposed river setback does not encroach on the setback of the existing dwelling. It is therefore considered *unreasonable and unnecessary in the circumstances* to enforce compliance with the 100m setback requirement.

(b) there are sufficient environmental planning grounds to justify the contravention of the development standard

There is precedence on the land holding of infrastructure, including the existing dwelling within the 100m setback requirement. No native vegetation removal is required and it is considered unlikely that the replacement dwelling will have any detrimental impact on wildlife habitats. Impacts to the Wakool River are not considered likely and could be mitigated through a construction management plan.

The proposed siting is not flood prone and has a low BAL rating of 12.5. Existing infrastructure is available at the dwelling site with an existing driveway off Yanga Way, power and water available.

In conclusion it is considered the development is consistent with the relevant objectives of Clause 4.2B and Clause 6.6. The proposal is also considered to be consistent with the relevant objectives of the RU1 zone.

5.21 Flood planning

The dwelling site is protected from flood by an existing levey (see figure 9). The levey has a top level of 62.2 AHD, above the 1:100 year flood height of 61.95 AHD, as identified in flood level advice provided. Note the flood level advice was prepared for the previous DA for the second dwelling on the site in 2025, and remains relevant. Further to this the finished flood level of the replacement dwelling will be 62.8 AHD, 850mm above the 1:100 year flood height.



Figure 9 – Levy bank



6.1 Biodiversity

A portion of the site to the north is identified on the *Natural Resources Sensitivity—Biodiversity Map*.. The proposed dwelling will not be located within this protection overlay, therefore this clause is not relevant.

6.2 Riparian land, waterways and groundwater vulnerability

The development is designed, sited and will be managed to avoid any significant adverse environmental impact on riparian land and the Wakool River.

6.5 Development on river front areas

This clause limits development of the land within 100 metres of the high bank of the river. This application includes a Clause 4.6 variation request to vary the 100m setback requirement.

See Clause 4.6 above.

6.7 Earthworks

The footings of the proposed development will involve earthworks of a minimal extent. Standard construction management protocols will mitigate any adverse impact.



Matters for Consideration

Clause 4.15 of the *Environmental Planning and Assessment Act 1979* details the matters for consideration required to be used by a consent authority in determining a development application. These are addressed as follows;

(a) the provisions of—

(i) any environmental planning instrument, and

The provisions of the Balranald LEP 2010 and applicable SEPP's have been addressed elsewhere in this report, with the proposal being identified as consistent with the provisions of these environmental planning instruments.

(ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and

Not applicable. There is no draft EPI relevant to this application.

(iii) any development control plan, and

Not applicable. There is no DCP relevant to this area.

(iii) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and

Not applicable. There are no Planning Agreement relevant to this application.

(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph),

(v) (Repealed)

that apply to the land to which the development application relates,

(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,

The proposed replacement dwelling is unlikely to result in any adverse environmental, social or economic impacts. The proposal will provide a modern dwelling on the property to be occupied by family members who work in the family farming enterprise. The proposal will have a positive impact on the local economy.

(c) the suitability of the site for the development,



The proposed siting of the replacement dwelling is in the same location as the existing dwelling to be demolished. It is protected by a levey and has an existing accessway, water and power connections.. The site is considered suitable for residential development.

(d) any submissions made in accordance with this Act or the regulations,

In the event that submissions are received, these would need to be taken into account in the assessment of this application.

(e) the public interest.

Given the nature of the proposed development, being for a replacement dwelling it is unlikely to result in an unacceptable impact on the wider public interest at this location.



Balranald
Shire
COUNCIL

PLAN OF MANAGEMENT

BALRANALD CARAVAN PARK RESERVE

RESERVE No. 68009

Plan of ManagementBalranald Caravan Park Reserve
Reserve No. 68009**PLAN OF MANAGEMENT DOCUMENT CONTROL**

Responsible Officer				
Reviewed By				
Date Adopted				
Council Resolution				
Review Due Date				
Current Version	Version 3.2			
Version	Description of Amendments	Author	Review	Council Minute No. (If Relevant)
1-2	Original drafts	John Conallin	Ray Mitchell	
3.0	Updates required by Crown Lands	John Conallin	Ray Mitchell	
3.1	Updates required by Crown Lands	Nikkita Manning-Rayner	Ray Mitchell	
3.2	Updates required by Crown Lands	Nikkita Manning-Rayner	Ray Mitchell	
3.2.1	Departmental name correction, legislative/Balranald Shire Council Community Strategic Plan reference corrections, Table reference errors (3/7 and 4/8) and spelling corrections	Ray Mitchell	Cathy Brady-Overington	

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Plan of Management

Balranald Caravan Park Reserve
Reserve No. 68009

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Balranald Caravan Park Reserve
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1 KEY INFORMATION

The Balranald Caravan Park Reserve Plan of Management (Plan of Management) has been prepared by Balranald Council (Council) to provide direction regarding the use and management of Balranald Caravan Park – Crown Reserve 68009. This Plan of Management is required in accordance with Section 3.23 of the *Crown Land Management Act 2016* and Section 36 of the *Local Government Act 1993*.

The Plan of Management outlines the way the reserve will be used and provides the framework for Council to follow in relation to the Leasing, Licensing and Permit processes for the land. The Plan may be used to determine the allocation of resources and funds, with any funds made from the reserve being reinvested back into and retained within the Crown Reserve.

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2 INTRODUCTION

2.1 Background

The name Balranald originates from Scotland and dates back to 1837. Balranald developed as a thriving inland port and was proclaimed a municipality in 1882, becoming the Shire of Balranald in 1956. Balranald is located approximately 850km south west of Sydney and 450km north of Melbourne. The Council is situated within the Western Riverina region of New South Wales. It shares borders with Hay Shire and Murray River Council to the east, Carrathool and Central Darling to the north and Wentworth to the west.

The Council provides services and support to a community of approximately 2500 permanent residents across a region covering 20000 square kilometres, including the town of Balranald and the Euston rural villages of Kyalite and Oxley. A map of the local government area is shown below in **Figure 1**.

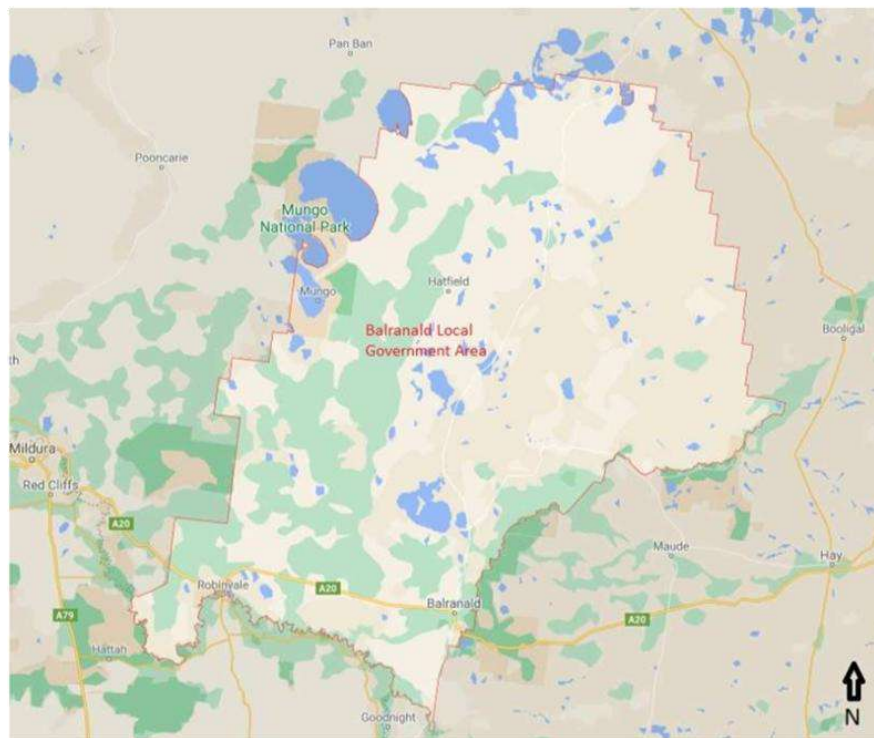


Figure 1 - Balranald Council Local Government Area

Balranald Council is responsible for care and control of many community land parcels. With the introduction of the *Crown Land Management Act 2016*, Council has been appointed the Crown Land Manager for many Crown reserves within its jurisdiction under the provisions of the *Local Government Act 1993*.

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2.2 Strategic and Corporate Objectives

Balranald Shire Council has established a clear vision for the future through its adopted Community Strategic Plan, Shaping Balranald Shire 2032. The Community Strategic Plan represents the aspirations of the community and provides the strategic framework for Council's planning, resourcing and decision-making activities.

The Community Vision for Balranald Shire is:

"In Balranald Shire we grow and develop our lifestyle, our services, our businesses, our infrastructure, our natural environment and our Council to support a thriving, resilient and engaged community."

The Community Strategic Plan identifies six key strategic themes that guide Council's activities and decision-making:

Our Lifestyle

Maintaining and enhancing the lifestyle opportunities that make Balranald Shire an attractive place to live, work and visit, including vibrant town centres, housing opportunities, education pathways and community safety.

Our Community

Supporting community inclusion, wellbeing, community services, sporting and recreational opportunities, and cultural development throughout the Shire.

Our Economy

Supporting business growth, diversifying the local economy, creating employment opportunities and increasing tourism and visitation throughout the region.

Our Infrastructure

Ensuring that community infrastructure, public assets, transport networks, water and sewer services are appropriately planned, funded and maintained to meet the needs of current and future generations.

Our Environment

Protecting, enhancing and promoting the Shire's unique natural environment, waterways, biodiversity and environmental assets through sustainable management practices.

Our Council

Providing strong leadership, sound governance, community engagement, strategic planning and financial sustainability to support community aspirations.

The objectives and actions contained within this Plan of Management are consistent with and contribute to the achievement of the Community Strategic Plan outcomes, particularly those relating to community wellbeing, recreation, tourism, economic development, public infrastructure, environmental stewardship and community engagement.

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Bairnald Caravan Park Reserve
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2.3 Land to Which this Plan Applies

The land to which this plan applies is Crown Reserve 68009 and includes Lot 7032 DP 1028233 Parish Balranald County Caira. The area of the reserve is 72,990.78m². The Balranald Caravan Park is located within the reserve. There are no permanent residents within the reserve (**Figure 2**).

The Balranald Caravan Park Reserve was gazetted on 25 November 1938 and was set aside for the purpose of Public Recreation; Resting Place. An aerial photograph, outlining the extent of the reserve, is shown below in **Figure 2**.



Figure 2 – Aerial Photograph of Balranald Caravan Park Reserve (Reserve No. 68009).

The Balranald Caravan Park Reserve is a popular waterfront area with locals and tourists using the reserve for recreational activities mainly relating to the Murrumbidgee River. The Balranald Caravan Park is situated within the reserve and popular with tourists. The use of part of the reserve by the Balranald Caravan Park is detailed in **Section 5.9** of this Plan of Management.

2.4 Land Ownership

Balrarnald Caravan Park Reserve 68009 is owned by the Crown and is managed by Balrarnald Council as Crown Land Manager under the *Crown Land Management Act 2016*.

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Balranald Caravan Park Reserve
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2.5 Categorisation of the Reserve

Under Section 3.23(2) of the *Crown Land Management Act 2016*, Council Crown Land managers must assign all Crown Land under their management, one or more initial categories of community land referred to in section 36 of the *Local Government Act 1993* (**Figure 3**).

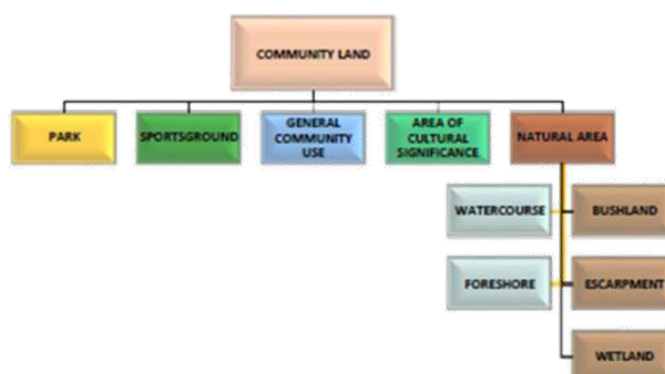


Figure 3 – Categories of Community Land referred to in Section 36 of the *Local Government Act 1993*

Council must assign a category that they consider to be most closely related to the purpose(s) that the land is dedicated or reserved.

The degree to which the reserve purpose relates to the assigned category of the land is important for ongoing management of the land. This is because Council must obtain Native Title Manager advice as to the validity of the activities that they wish to undertake on the land prior to dealing with it.

Both the *Aboriginal Land Rights Act 1983* and the *Native Title Act 1993* recognise the intent of the original reserve purpose of the land so that complying activities can be considered lawful or validated, particularly under Section J of the *Native Title Act 1993*.

In the case of Balranald Caravan Park, Council has requested and obtained initial categorisation of:

- **General Community Use** and **Park** for the purpose of **Public Recreation; Resting Place**

These categories were approved by the Minister administering the *Crown Land Management Act 2016* in relation to the reserve. Council does not propose to alter the initial categories assigned by the Minister by this Plan of Management because the assigned categories most closely align with the reserved purpose of the of the land and its usage.

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Balranald Caravan Park Reserve
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The core objectives for management of community land categorised as general community use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public:

- a) in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and
- b) in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).

The core objectives for management of community land categorised as park use are:

- (a) to encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities,
- (b) to provide for passive recreational activities or pastimes and for the casual playing of games, and
- (c) to improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.

Activities of the land will reflect the intent of the public purpose and will be assessed for compliance with relevant Local Government and Crown Lands legislation. This includes assessment of that activity under the *Native Title Act 1993* and registered claims under the *Aboriginal Land Rights Act 1983*.

Use of the land for any activity is subject to the application and approval. Assessment will consider compliance with the objectives and relationship to that impact on the public purpose for which the land was set aside. Other uses that do not comply with this Plan of Management or zoning of the land under Council's Local Environmental Plan will not be considered.

3 RELEVANT LEGISLATION, POLICIES AND PROCEDURES

3.1 *Local Government Act 1993 and Local Government (General) Regulation 2021*

Under section 36(1) of the *Local Government Act 1993*, Plans of Management must be prepared for all community land. Community land is land which is kept for use by the general public. The *Local Government (General) Regulation 2021* requires Council to have regard to the guidelines for categorisation of community land set out in *Division 1 Guidelines for the categorisation of community land* (clauses 101 - 111).

This Plan of Management has been prepared in accordance with the *Local Government Act 1993* using the land categories approved by the Minister administering the *Crown Land Management Act 2016*. The minimum requirements for a Plan of Management are set out under section 36(3) of the *Local Government Act 1993*.

A Plan of Management must identify

- the category of the land
- the objective and performance targets of the plan with respect to the land
- the means by which Council proposes to assess its performance with respect to the plans objectives and performance targets

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These conditions may require the approval of Council for the carrying out of any specified activity on the land.

Section 36 (3A) specifies that for Plans of Management that are specific to one area of land, must also describe:

- the condition of the land as at the adoption of the plan,
- the buildings on the land as at adoption, and
- the use of the buildings and the land as at adoption.

Additionally, the Plan must also state the purposes for which the land will be allowed to be used and the scale and intensity of that use.

Sections 36E – 36N of the *Local Government Act 1993* specifies the core objectives for the management of each category of community land.

3.2 Crown Land Management Act 2016 and Crown Land Management Regulation 2018

Division 3.6 of the *Crown Land Management Act 2016* deals with the requirements that Council must meet in relation to Plans of Management and other Plans.

Section 3.23(6) of the *Crown Land Management Act 2016* requires Council to adopt a Plan of Management for any Crown reserve for which it is appointed Crown Land Manager, and that is classified as community land under the *Local Government Act 1993*.

The *Crown Land Management Regulation 2018* removes the deadline for councils managing Crown land (Council Crown land managers) to adopt plans of management for that land by 30 June 2021. A Council Crown land manager no longer must comply with s3.23(7) of the *Crown Land Management Act 2016* in preparing and adopting the first Plan of Management for Crown land under the *Local Government Act 1993*. A council will still have to adopt a Plan of Management in accordance with the *Local Government Act*; however, it will not be required to hold a public hearing for the adoption of the Plan of Management where that Plan of Management proposes to alter the categorisation of the land. A Council Crown land manager will be required to obtain the Minister's consent before adopting a Plan of Management.

3.3 Native Title Act 1993 (Federal)

The native title process must be considered for each activity on the land and a native title assessment must be undertaken. Almost all activities and public works carried out on the land will affect native title and require validation of the future act procedures in Division 3 of the *Native Title Act 1993* by Council's Native Title Manager.

All activities on the land must address the issue of native title. Whilst a successful claim for native title will lead to official recognition of native title rights, native title rights are considered to pre-date such recognition. Native title can therefore be relevant to activities carried out on the land even if no native title claim has been made or registered.

3.4 Aboriginal Land Rights Act 1983

In New South Wales, Aboriginal Land Rights sits alongside native title and allows Aboriginal Land Council's to claim 'claimable' Crown land.

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Generally, the *Aboriginal Land Rights Act 1983* is directed at allowing Council's to claim Crown land that is unlawfully used or occupied. If a claim is successful, the freehold estate of the land is transferred to the Land Council.

Council is mindful that any activity on Crown land is lawful in relation to the reserve purpose of the land and that it ensures that Crown land under its control is always lawfully used and occupied.

When planning an activity of the land such as the issue of a lease or licence or any public works, Council is expected to search to determine whether an Aboriginal Land Rights claim has been made in relation to the land. If a claim is registered, the activity must be postponed until the claim is resolved.

Strategies which allow Council to validly carry out a project or activity under the *Native Title Act 1993* may not deal with project risks arising in relation to the *Aboriginal Land Rights Act 1983*.

3.5 *Biodiversity Conservation Act 2016*

Council has legislative responsibility under this Act to appropriately manage Threatened Species Populations and Vulnerable or Endangered Ecological Communities and their habitats wherever they occur despite the categorisation of the land.

Where identified Council is bound by the Act to take any appropriate action necessary to implement measures and must not make decisions that are inconsistent with the provisions of any Threat Abatement or Recovery Plan.

3.6 *Environmental Planning and Assessment Act 1979*

The land is zoned as follows under the Balranald Shire Council Local Environmental Plan 2010 (LEP):

- RU1 Primary Production

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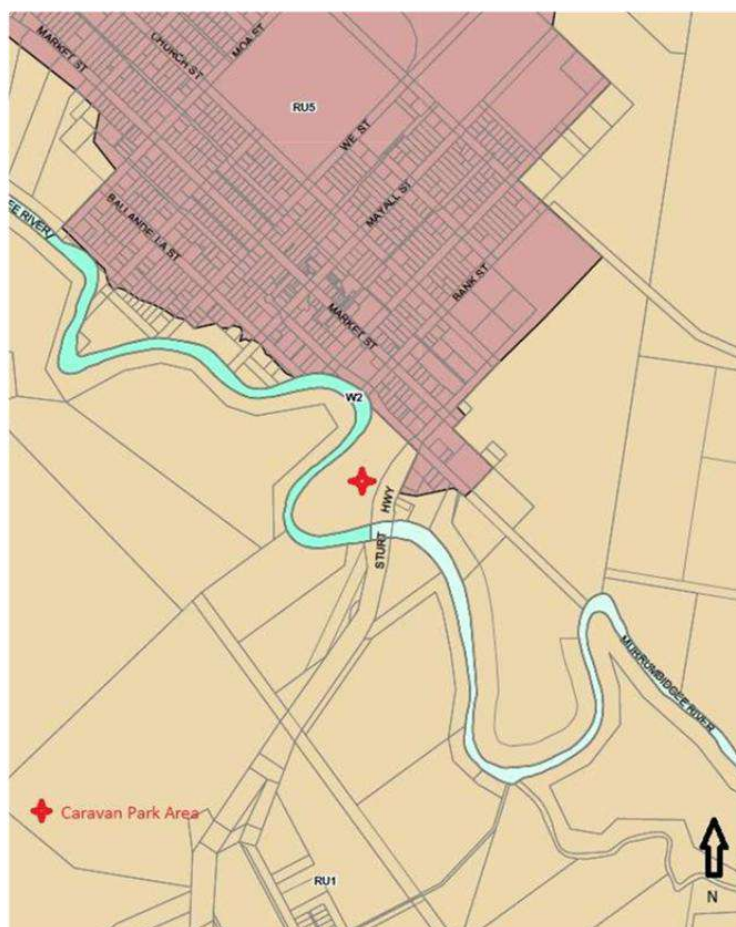


Figure 4 – Land Use Zone for Reserve No. 68009

The objectives of the land use zones are noted below in **Table 1**.

Table 1 – Objectives of Land Use Zone for Reserve No. 68009

Land Use Zone	Objectives
RU 1 Primary Production	To encourage sustainable primary industry production by maintaining and enhancing the natural resource base. • To encourage diversity in primary industry enterprises and systems appropriate for the area. • To minimise the fragmentation and alienation of resource lands. • To minimise conflict between land uses within this zone and land uses within adjoining zones.

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Land Use Zone	Objectives
	• To encourage development that is in accordance with sound management and land capability practices, and that takes into account the environmental sensitivity and biodiversity of the locality. • To support rural communities. • To ensure the provision of accommodation for itinerant workers.

Details regarding permitted developments in these land use zones is included in the Balranald Shire Council LEP 2010.

3.7 Council Plans, Strategies, Policies and Procedures

This Plan of Management is to be used in conjunction with the appropriate Council plans, policies and procedures that govern the use and management of community land and any facilities located on the land.

Additional Council policies, plans and strategies adopted after the date of this plan that have relevance to the planning, use and management of community land will apply as though they were in force at the date of adoption of the Plan of Management.

3.8 Legislation and Statutory Control

This Plan of Management does not overrule existing legislation that also applies to the management of community land.

Other legislation and policies to be considered in the management process include, but are not limited to:

- *Public Works and Procurement Act 1912* (as amended);
- *Local Land Services Act 2013*;
- *Biodiversity Conservation Act 2016*;
- *Water Management Act 2000*;
- *Companion Animals Act 1998*;
- *Rural Fires Act 1997*;
- *Biosecurity Act 2015*;
- *Pesticides Act 1999*;
- *State Environmental Planning Policies, as amended*;
- *Balranald Local Environmental Plan 2010*;
- *Guidelines supporting development control plans; and*
- *Council plans, strategies, policies, procedures and guidelines, generally, as amended.*

3.9 Reclassification of Reserves

From time to time certain parcels of Community land may be identified as surplus to the existing and future needs of the community. Section 3.21 of the *Crown Land Management Act 2016* outlines provisions of Management of dedicated or reserved Crown land within meaning of the *Local Government Act 1993*. Section 3.21 (2) advises that a Council manager is authorised to manage its

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dedicated or reserved Crown land as if it were community land or operational land but only as permitted or required by Division 3.4 of the *Crown Land Management Act 2016*.

3.10 Review of this Plan

The use and management of Balranald Caravan Park is regulated by this Plan of Management. Whilst the guidelines and principles outlined in the plan may be suitable at present, the Plan should be reviewed from time to time, to confirm its relevance.

The review of this Plan of Management will take place within five (5) years of adoption of this plan.

3.11 Community Consultation

Consultation with the community is an important part of the preparation of this Plan of Management. Consultation gives Council a better understanding of the range of local issues affecting the use and enjoyment of the land to which this Plan of Management applies and gives all sectors of the community the chance to have an input into the direction of policy development being undertaken by Council.

All stakeholders are given the opportunity to express their opinions and provide relevant information in relation to the planned management of the land, however, as the land is Crown land final approval for the Plan of Management rests with the Minister administering the *Crown Land Management Act 2016* as owner of the land.

Council is required to submit the draft Plan of Management to Department of Planning, Housing & Infrastructure, as representative of the owner of the land under section 39 of the *Local Government Act 1993*.

4 CULTURALLY SIGNIFICANT LAND**4.1 Aboriginal Significance**

Balranald is in the country of Muthi Muthi and Watti Watti Nations and members of the community are closely connected to the town and surrounding lands. The Muthi Muthi and Watti Watti people of this region developed a way of life over many generations. Approximately 6.8 per cent of the Shire's population is indigenous.

The Balranald Local Environmental Plan 2010 describes places of Aboriginal Heritage significance as an area of land, the general location of which is identified in an Aboriginal heritage study adopted by the Council after public exhibition and that may be shown on the Heritage Map, that is:

- the site of one or more Aboriginal objects or a place that has the physical remains of pre-European occupation by, or is of contemporary significance to, the Aboriginal people. It may (but need not) include items and remnants of the occupation of the land by Aboriginal people, such as burial places, engraving sites, rock art, midden deposits, scarred and sacred trees and sharpening grooves, or
- a natural Aboriginal sacred site or other sacred feature. It includes natural features such as creeks or mountains of long-standing cultural significance, as well as initiation, ceremonial or story places or areas of more contemporary cultural significance.

In addition, an Aboriginal object means any deposit, object or other material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of an area of New South Wales,

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being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction and includes Aboriginal remains.

Reserve No. 68009 is not identified as having Aboriginal significance and are not declared under section 84 of the *National Parks and Wildlife Act 1974*, however, any areas of Aboriginal significance that may be discovered are covered by this Plan of Management.

4.2 Non-indigenous Significance

The Balranald Caravan Park reserve was gazetted on 25 November 1938 and was set aside for public recreation and resting place. Council commenced operating a modern caravan park on the site in the 1960s with the construction of a number of cabins and associated facilities. The site contains the lift span of the original Balranald bridge built in the 1880s and demolished following completion of the new highway bridge in the 1970s.

5 DEVELOPMENT AND USE

5.1 Overview

One of the primary responsibilities of local government is to provide an acceptable level of service for public assets to its community within budgetary constraints. Council's ongoing commitment to the development and maintenance of these areas depend on financial resources and forward planning. The implementation of actions identified in this Plan of Management are consistent with Balranald Council's corporate objectives as detailed in the following strategic documents:

- Balranald Community Strategic Plan 2027
- Local Strategic Planning Statement
- Balranald – Community Engagement Report
- Balranald Economic Development Strategy
- Balranald Investment Attraction Plan
- Balranald Local Environmental Plan 2010

5.2 Balranald Shire Community Strategic Plan 2027

All New South Wales local councils are required by the *Local Government Act 1993* to develop a Community Strategic Plan. The CSP essentially addresses four key questions for the community:

1. Where are we now?
2. Where do we want to be in 10 years time?
3. How will we get there? And,
4. How will we know when we have arrived?

Balranald Shire 2027 was developed as part of the Integrated Planning and Reporting Framework (IP&R) and is the overarching document that will be supported and integrated into all of Council's other planning documentation. The planning framework is shown in **Figure 5**.

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Figure 5 – Integrated Planning and Reporting (IP&R) Framework

The IP&R framework recognises that communities share similar aspirations, a safe, healthy, and pleasant place to live, a sustainable environment, opportunities for education and employment, and reliable infrastructure. The difference is how each community responds to these needs.

This framework allows Balranald Shire to draw their various plans including state and federal plans together, understand how they interact so that the community can get the maximum benefits from their efforts by planning holistically and sustainably for the future. A Summary of the IP&R framework is given in **Figure 6**.

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Figure 6. A summary of the IP&R Framework.

5.3 Condition of the Land and Structures on Adoption of the Plan of Management

Section 36(3A)(a) of the *Local Government Act 1993* requires the plan to include a description of the condition of the land and structures on adoption of the plan. The condition of the infrastructure on Balranald Caravan Park Reserve upon recent inspection is shown below in **Table 2** with photos of facilities available in **Appendix C**.

Table 2 – Condition of Council Assets Located in Reserve No. 68009

BUILDING DESCRIPTION	CATEGORY	CONDITION RATING
		1 – Good 5 - Unserviceable
Access Roads	General Community Use	3
Signage	General Community Use	3
Car Parks	General Community Use	3
Toilet facilities	General Community Use	3

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BUILDING DESCRIPTION	CATEGORY	CONDITION RATING 1 – Good 5 - Unserviceable
Fencing	General Community Use	3
Barbecue and Gazebo	General Community Use	2
Caravan Park facilities	General Community Use	4
Water infrastructure	General Community Use	3
Power	General Community Use	3
Sewer infrastructure	General Community Use	3
Sheds	General Community Use	3
Car parking area	Park	3
Toilet facility	Park	1
Fish washing station	Park	1

Balranald Caravan Park Reserve is currently functioning appropriately for the purposes of the area.

5.4 Use of the Land and Structures at the Date of Adoption of the Plan of Management

Existing use of the reserve includes:

- Tourist and visitor accommodation
- Water recreational activities
- Public toilet
- Festivals

Council is willing to work with existing and potential users to maximise the usage of Balranald Caravan Park and this Plan of Management will provide an operational and strategic framework to effectively take advantage of opportunities achieve this goal.

The Balranald Caravan Park Reserve experiences a moderate to high level of use throughout the year and serves as an important tourism and recreation asset for the Balranald Shire. The reserve accommodates a range of activities including tourist and visitor accommodation, water-based recreation associated with the Murrumbidgee River, public amenities and community events. Approximately 3.5 hectares of the reserve is utilised for caravan park operations, including cabins, powered and unpowered camping sites, amenities, internal roads and associated infrastructure; while the remaining 3.8 hectares provides for parking areas, public amenities and passive recreation opportunities. Use of the reserve fluctuates seasonally, with visitation generally increasing during holiday periods, major events and peak tourism seasons.

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The intensity of use is consistent with the reserve purpose of Public Recreation and Resting Place and is supported by existing infrastructure designed to accommodate short-term visitor stays, recreational activities and community use without adversely impacting the broader recreational and environmental values of the reserve.

Overall, the scale and intensity of use of the reserve is limited to tourism, recreation, community events and associated infrastructure that can be accommodated within the existing developed footprint of the reserve, unless otherwise approved in accordance with this Plan of Management and relevant legislation.

5.5 Permitted Use Strategic Objectives

As previously noted, the categorisation of Balranald Caravan Park is General Community Use and Park with the intended purpose of public recreation and resting place. This purpose aligns with the reserve's past and current use and the values identified in this plan.

Projects proposed by community groups and other users of the reserve must be in line with Council strategic plans and must align with the reserve purpose and core objectives for the Reserve.

Depending on the scope of the project Council may request a written proposal outlining the project and proposed location, estimated costs, scaled plans, justification for proposed works and future maintenance requirements.

The general type of uses which may occur on community land categorised as General Community Use, and the forms of development generally associated with those uses, are set out in detail in Table 3. The facilities on community land may change over time, reflecting the needs of the community.

Table 3 – Permissible use and development of community land categorised as General Community Use

Purpose/Use, such as...	Development to facilitate uses, such as...
Providing a location for, and supporting, the gathering of groups for a range of social, cultural or recreational purposes. Providing multi-purpose buildings (for example, community halls and centres) with specialised community uses such as: - casual or informal recreation - meetings (including for social, recreational, educational or cultural purposes) - functions - concerts, including all musical genres - performances (including film and stage) - exhibitions - fairs and parades - workshops - leisure or training classes - child care (for example, before and after school care, vacation care) - designated group use (e.g. scout and girl guide use)	Development for the purposes of social, community, cultural and recreational activities, such as libraries, childcare centres, youth services, aged services, , sports. Development includes: - provision of buildings or other amenity areas to facilitate use and enjoyment by the community - development (particularly within buildings) for the purposes of addressing the needs of a particular group (for example, a stage) - landscaping and finishes, improving access, amenity and the visual character of the general community area - water-saving initiatives such as rain gardens - energy-saving initiatives such as solar lights and solar panels - car parking and loading areas - advertising structures and signage (such as A-frames and banners) that:

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- educational centres, including libraries, information and resource centres - entertainment facilities - caravan parks and camping grounds.	- relate to approved uses/activities - are discreet and temporary - are approved by the council - locational, directional and regulatory signage.
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The general type of uses which may occur on community land categorised as Park, and the forms of development generally associated with those uses, are set out in detail in Table 4. The facilities on community land may change over time, reflecting the needs of the community.

Table 4 – Permissible use and development of community land categorised as Park

Purpose/Use, such as...	Development to facilitate uses, such as...
- Active and passive recreation including children's play and cycling - Group recreational use, such as picnics and private celebrations - Eating and drinking in a relaxed setting - Publicly accessible ancillary areas, such as toilets - Festivals, parades, markets, fairs, exhibitions and similar events and gatherings - Low-intensity commercial activities (for example recreational equipment hire) - Filming and photographic projects - Busking - Public address (speeches) - Community gardening Note: Some of the uses listed above require a permit from the council.	- Development for the purposes of improving access, amenity and the visual character of the park, for example paths, public art, pergolas - Development for the purposes of active recreation such as play equipment, exercise equipment, bike racks - Amenities to facilitate the safe use and enjoyment of the park, for example picnic tables, BBQs, sheltered seating areas - Café or refreshment areas (kiosks/cafes) including external seating - Lighting, seating, toilet facilities, paved areas - Hard and soft landscaped areas - Storage sheds - Car parking and loading areas - Commercial development that is sympathetic to and supports use in the area, for example hire of recreation equipment - Community gardens - Heritage and cultural interpretation, for example signs - Advertising structures and signage (such as A-frames and banners) that: - relate to approved uses/activities - are discreet and temporary - are approved by the council - Bio-banking and carbon sequestration initiatives - Water-saving initiatives such as stormwater harvesting, rain gardens and swales - Energy-saving initiatives such as solar lights and solar panels - Locational, directional and regulatory signage

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5.6 Further Development

Whilst maintenance of existing infrastructure is a priority there is scope to improve the caravan park infrastructure provided it is in line with the purposes for the reserve and relevant legislation such as the *Local Government Act 1993*, *Crown Land Management Act 2016*, *Aboriginal Land Rights Act 1983* and the *Native Title Act 1993*. Any review of caravan park infrastructure improvement would also be in conjunction with the Balranald redevelopment strategy. A comprehensive site development plan and a landscape management plan is recommended for larger projects to ensure a strategic approach to development.

5.7 Leases, Licences and other Estates

Leases, licences and other estates formalise the use of community land by groups such as sporting clubs and non-profit organisations, or by commercial organisations and individuals providing facilities and services for public use. Activities should be compatible with the zoning and reservation purpose of the land and provide benefits and services for facilities to the users of the land.

Occupation of the land other than by lease or licence or other estate or for a permitted purpose listed in the *Local Government (General) Regulation 2021* is prohibited. Council through express authorisation may issue short-term licences under Section 2.20 of the *Crown Land Management Act 2016*.

The terms of the authorisation for a lease licence or other estate should include Native Title assessment and validation under the *Native Title Act 1993*. The authorisation should ensure the proper management and maintenance of the land and the interests of Council and the public are protected. A lease is normally issued where exclusive control of all or part of an area by a user is proposed. In all other instances a licence or short term licence or hire agreement will be issued.

The Plan of Management reflects the requirements for compliance with sections 46, 46A, 47 and 47A, 47B and 47C of the *Local Government Act 1993* and the requirement for Minister for Local Government's approval for a lease licence or estate over five years, where an objection is received, and for any lease or licence for a term in excess of 21 years (up to the maximum term of 30 years) in accordance with sections 47(5) and 47(8AA) of the *Local Government Act 1993*.

This Plan of Management expressly authorises the issue of leases, licences and other estates over Balranald Caravan Park for uses such as those listed in Table 5, for that part of the land categorised as General Community Use, and in Table 6, for that part of the land categorised as Park, provided that:

- the purpose is consistent with the core objectives for the category of the land;
- the lease, licence or other estate is for a permitted purpose listed in the *Local Government Act 1993* or the *Local Government (General) Regulation 2021*;
- the issue of the lease, licence or other estate and the provisions of the lease, licence or other estate can be validated by the provisions of the *Native Title Act 1993*;
- the lease, licence or other estate is granted and notified in accordance with the provisions of the *Local Government Act 1993* or the *Local Government (General) Regulation 2021*;
- the issue of the lease, licence or other estate will not materially harm the use of the land for any of the purposes for which it was dedicated or reserved.

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Areas held under lease, licence or regular occupancy shall be maintained by the user. The user will be responsible for maintenance and outgoings as defined in the lease or licence or agreement for use.

As of the 7th of August 2026, there are no current leases and/or licences over reserve 68009.

Table 5 – Leases, licences and other estates and purposes for which they may be granted for community land categorised as General Community Use

Type of tenure arrangement	Maximum term	Purpose for which tenure may be granted
Lease	Up to 21 years or up to 30 years with the consent of the Minister for Local Government	- child care or vacation care - educational purposes, including education classes, workshops - cultural purposes, including concerts, dramatic productions and galleries - recreational purposes, including fitness classes, dance classes and games - sporting uses developed/operated by a private operator - kiosk, café and refreshment purposes - commercial retail uses associated with the facility (e.g. sale or hire of sports goods) - caravan parks and camping grounds
Licence	Up to 21 years or up to 30 years with the consent of the Minister for Local Government	- social purposes (including child care, vacation care) - educational purposes, including education classes, workshops - recreational purposes, including fitness classes, dance classes - café/kiosk areas - sale of goods or services that are ancillary to community land use and reserve purpose, for example sale of small goods such as washing powder or the hire of bikes at a caravan park
Short-term licence	Up to 12 months	- public speeches, meetings, seminars and presentations, including educational programs - functions (including commemorative functions, book launches, film releases, and similar activities) - displays, exhibitions, fairs, fashion parades and shows - events (including weddings, corporate functions, and community gatherings) - concerts and other performances, including both live performances and film (cinema and TV) - broadcasts associated with any event, concert, or public speech - engaging in an appropriate trade or business delivering a public address, community events; auctions, markets and similar activities
Other estates		This PoM allows the council to grant 'an estate' over community land for the provision of public utilities and works associated with or ancillary to public utilities and

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		provision of services, or connections for premises adjoining the community land to a facility of the council or public utility provider on the community land in accordance with the LG Act.
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Table 6 – Leases, licences and other estates and purposes for which they may be granted for community land categorised as Park

Type of tenure arrangement	Maximum term	Purpose for which tenure may be granted
Lease	Up to 21 years or up to 30 years with the consent of the Minister for Local Government	- café/kiosk areas, including seating and tables - management of park facilities - hire or sale of recreational equipment
Licence	Up to 21 years or up to 30 years with the consent of the Minister for Local Government	- outdoor café/kiosk seating and tables - management of park or similar facilities - hire or sale of recreational equipment
Short-term licence	Up to 12 months	- community events and festivals - playing a musical instrument, or singing for fee or reward - picnics and private celebrations such as weddings and family gatherings - filming, including for cinema/television - conducting a commercial photography session - public performances - engaging in an appropriate trade or business - delivering a public address - community events - fairs, markets, auctions and similar activities
Other estates		This PoM allows the council to grant 'an estate' over community land for the provision of public utilities and works associated with or ancillary to public utilities and provision of services, or connections for premises adjoining the community land to a facility of the council or public utility provider on the community land in accordance with the LG Act.

5.8 Area containing the Balranald Caravan Park

Part of the Balranald Caravan Park Reserve contains a caravan park currently owned and operated by the Balranald Shire Council.

The use of Lot 7032 DP 1028233 for a caravan park is consistent with the following:

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- the purpose of the reserve, as detailed in **Section 2.5** of this Plan of Management;
- the objectives of the RU1 – Primary Production land use zone as detailed in the *Balranald Local Environmental Plan 2010* and the use of the land for the purpose of caravan park is specified as permitted with consent.

Based on the above information, the parcel of land known as Lot 7032 DP 1028233 is approved under this Plan of Management to be utilised for the purpose of a caravan or holiday park. The area of land to be used as a caravan park is 3.5 hectares (unsurveyed) and the remaining 3.8 hectares are used for boat ramp and associated parking and bushland area adjacent for recreational purposes.

In the future, Balranald Shire Council may seek to lease the caravan park to a private lease. If this is to occur, both the purpose and land zoning of the reserve will apply, in line with the *Local Government Act 1993*. The Act allows a council to grant a lease, licence or other estate for a term of up to 30 years (including any renewal terms and holdover periods) in respect of community land for:

- the provision of public utilities (s 46(1)(a)); or
- for the purpose of providing pipes, conduits or other connections underground for the connection of premises adjoining the community land to a facility of the council or other public utility provider (s46(1)(a1)); or
- to allow a filming project to be carried out (s46(1)(c)); or
- in accordance with an express authorisation in the plan of management applying to the land (s46(1)(b)) for one of the purposes listed in section 46(1)(b) of the Act, provided that purpose is consistent with the core objectives of the categorisation of the land (s46(2)).

5.9 Native Title Assessment

The *Crown Land Management Act 2016* – Section 8.7 (1) (d) requires that Council, as Crown Land Manager, obtains the written advice of its Native Title Manager prior to its approval or submission for approval of a plan of management for the land that authorises or permits any kinds of dealings referred to in **Section 5.7**.

A copy of the Native Title Assessment for this reserve is included in **Appendix A**.

6 PLAN OF MANAGEMENT - OBJECTIVES AND ACTIONS

6.1 Plan of Management Objectives

The general objectives of this Plan of Management are shown below in **Table 7**.

Table 7 – Plan of Management Objectives

	Plan of Management Objectives
1.	To ensure that relevant legislation is complied with in relation to the land.
2.	To inform Council staff and the community of the way the land will be managed.
3.	To implement specific policies, guidelines and works identified in the plan of management.

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4.	To progressively improve the values of the land and to minimise the long-term cost of maintenance to the Council
5.	To make provisions for appropriate leases, licences and agreements in respect to the land.
6.	To identify and recognise existing uses and improvements on the land.
7.	To set in place and administrative structure to ensure the achievement of land management objectives.
8.	To ensure that the management of the land is not likely to materially harm the use of the land for any of the purposes for which it is dedicated or reserved.

6.2 Action Plan

The Plan of Management specifies performance targets and priorities for actions to be taken in relation to the land to which the plan applies.

Assessment of achievement of the objectives of the plan is to be undertaken. A summary of indicators and targets for major objectives is outlined in the **Table 8** below.

Table 8 – Indicators and Targets for Plan of Management Objectives

OBJECTIVES AND PERFORMANCE TARGETS OF THE PLAN IN RESPECT TO THE LAND	MEANS BY WHICH THE COUNCIL PROPOSES TO ACHIEVE THE PLAN'S OBJECTIVES AND PERFORMANCE TARGETS	MANNER IN WHICH COUNCIL PROPOSES TO ASSESS ITS PERFORMANCE WITH RESPECT TO THE PLAN'S OBJECTIVES AND PERFORMANCE TARGETS
To ensure that relevant legislation is complied with in relation to preparation of Plans of Management.	The Plan is prepared in accordance with the <i>Native Title Act 1993</i> . Native Title Manager advice is sought during the preparation of the Plan.	The Plan is reviewed by Council's Native Title Manager and Department of Planning, Housing & Infrastructure then exhibited and adopted by Council if there are no changes to the approved plan. If changes are made following exhibition the plan must again be approved by Department of Planning, Housing & Infrastructure.
To inform Council staff and the community of the way the land will be managed.	The Plan is exhibited in accordance with the <i>Local Government Act 1993</i> .	The Plan is exhibited and adopted by Council.

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OBJECTIVES AND PERFORMANCE TARGETS OF THE PLAN IN RESPECT TO THE LAND	MEANS BY WHICH THE COUNCIL PROPOSES TO ACHIEVE THE PLAN'S OBJECTIVES AND PERFORMANCE TARGETS	MANNER IN WHICH COUNCIL PROPOSES TO ASSESS ITS PERFORMANCE WITH RESPECT TO THE PLAN'S OBJECTIVES AND PERFORMANCE TARGETS
To implement the specific policies, guidelines and works identified in the plan of management.	Ensure that the Plan is referenced to identify specific policies, guidelines and works.	All works are carried out in accordance with the Plan.
To progressively improve the values of the land to minimise the long term cost of maintenance to the Council.	Carry out all works identified in Council's long term plan.	All works are completed and minimal maintenance of the improvements is required.
To make provision for leases, licences and agreements in respect of the land.	The Plan of Management expressly authorises the provision of leases, licences and agreements where appropriate.	Any leases are prepared, exhibited and adopted in accordance with the provisions of the <i>Local Government Act 1993</i> and the <i>Crown Land Management Act 2016</i> . Native Title Manager advice and a check for a claim under the <i>Aboriginal Land Rights Act 1983</i> is received for all proposed leases and licences.
To identify and recognise existing uses and improvements on the land.	Physical inspection.	The Plan is exhibited and adopted by Council.
To provide a reference and data bank in relation to information relevant to present and future management of the land.	Physical inspection and file research.	The Plan is exhibited and adopted by Council.
To set in place an administrative structure to ensure the achievement of land management objectives.	Ensure that all sections of Council are aware of the contents of the Plan.	All future works are carried out in accordance with the Plan.
To identify the major management issues applying to the land.	Consultation and staff discussions.	The Plan is exhibited and adopted by Council.

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OBJECTIVES AND PERFORMANCE TARGETS OF THE PLAN IN RESPECT TO THE LAND	MEANS BY WHICH THE COUNCIL PROPOSES TO ACHIEVE THE PLAN'S OBJECTIVES AND PERFORMANCE TARGETS	MANNER IN WHICH COUNCIL PROPOSES TO ASSESS ITS PERFORMANCE WITH RESPECT TO THE PLAN'S OBJECTIVES AND PERFORMANCE TARGETS
To simplify the process of management as far as possible.	Preparation of the Plan in accordance with the Act.	The Plan is exhibited and adopted by Council.

7 PLAN OF MANAGEMENT – MANAGEMENT AND ADMINISTRATION OF THE LAND**7.1 Management Authority**

For the purposes of this plan, the management authority for the reserve is Balranald Council, in accordance with the provisions of the *Crown Land Management Act 2016* and the *Local Government Act 1993*. Where Council's responsibilities have been delegated, the provisions of this management plan continue to apply.

7.2 Management Issues

The management of the land must consider the reserve purpose(s) of the land and the purpose for which the land is classified and categorised.

7.3 Staff Resources

Council shall provide adequate staff resources for the management of the land in accordance with this Plan of Management. Staff shall have appropriate qualifications and/or experience.

7.4 Environmental Assessment of Activities

The environmental impact of activities carried out on the land will be assessed having regard to the requirements under the *Environmental Planning and Assessment Act 1979*.

7.5 Role of Other Activities

Other government authorities may have responsibilities or involvement in the management of the land or of immediately adjacent land. This will be considered and, where appropriate, consultation will take place with relevant authorities.

7.6 Activities Carried Out by Other Authorities

Where activities are carried out on the land by other authorities, Council will make the authorities aware of the provisions of this Plan of Management and will seek to ensure that any activities are compatible with the objectives and guidelines of this Plan of Management, and in accordance with the provisions of the *Crown Land Management Act 2016* and the *Local Government Act 1993*.

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7.7 Principles for the Development of Adjoining Land

Council's development control practices recognise and endeavour to minimise the impacts upon adjoining land parcels. Council will consider the impacts of activities carried out on the reserve on adjoining land.

7.8 Community Involvement in Management

Where appropriate, Council will undertake community consultation subsequent to the making of this Plan of Management and may give community groups a role in management.

7.9 Contract and Volunteer Labour

In managing the land Council may use contract and volunteer labour but shall ensure that supervisors and staff have appropriate qualifications and/or experience and are made aware of the requirements of this plan.

7.10 Existing Assets

Existing assets on the land shall be identified and measures taken to maintain them in a satisfactory manner. Council may make arrangement for community groups and users to undertake maintenance for specific facilities on Council's behalf.

7.11 Public Liability Insurance

All users of the land, including lease and licence holders, must have public liability insurance coverage, incorporating the following:

- At least \$20M coverage for any one instance; and
- Balranald Council named in the policy as an interested party; and

A copy of the cover note for the insurance is to be provided to Council prior to use of the reserve. Where the use of the reserve is for longer than one year, as may be the case for leases and licences, up to date copies of the cover note shall be provided.

7.12 Commercial Activities

Commercial activities may be carried out on the land, provided that the activity is consistent with the purpose of the land or for a purpose authorised under this Plan of Management. Any commercial activity is subject to Council approval prior to the commencement of the activity.

7.13 Emergencies

This Plan of Management authorises necessary activities to be carried out during declared emergencies as may be decided by the General Manager or delegate. Following carrying out of any activities, periodic monitoring will be undertaken, and rehabilitation works undertaken if necessary.

7.14 Land Proposed for Future Development

Land identified in any Council strategic or statutory plans for future development for a specified purpose may, prior to its required use, be allocated to other permissible interim purposes, provided such use does not impede or compromise its intended future purpose.

Plan of ManagementBalranald Caravan Park Reserve
Reserve No. 68009**7.15 Undeveloped Land**

Land to which this Plan of Management applies that is undeveloped and unused for the purpose of the land may upon assessment, be used for any activity that does not prevent or inhibit future use for the purpose of the land, including tree planting and mowing.

7.16 Information Monitoring and Research

Monitoring and collection of information relating to the land to which the Plan of Management applies are important to enable good management. Where a demonstrated need has been identified, an educational program shall be developed to encourage use appropriate to the purpose to all or part of the land to which this Plan of Management applies.

Management arrangements shall be implemented to regularly monitor the use of the land, environmental conditions and facilities. Surveys of visitation and/or satisfaction with the facilities may be undertaken to facilitate the management and use of the land.

7.17 Alcohol

The infrequent sale of alcohol by a sporting committee, club or user group requires the approval of the Liquor & Gaming NSW through the issue of a Limited Licence. The Licence should be provided to Council in each instance. When making an application for the use of a passive recreational area, if the sale of alcohol is intended, applicants are required to comply with any requirements of both the Office of Liquor Gaming and Racing and Council.

7.18 Companion Animals

Pets of patrons are permitted within the park area subject to management discretion and strict compliance with the park rules.

7.19 Parking

Parking is available at the Reserve in designated parking areas. All parking is regulated and monitored for compliance within the council designated parking areas.

7.20 Buildings and Amenities

Buildings and amenities may be provided where consistent with the need to facilitate the purpose of the land, provided that a Native Title assessment has been carried out by Council's Native Title Manager, the land is not subject to a claim under the *Aboriginal Land Rights Act 1983* and the provisions of the *Local Government Act 1993* and the *Crown Land Management Act 2016* have been complied with. Buildings and amenities are to be maintained in a safe condition for users and the public.

7.21 Infrastructure

Any necessary infrastructure to service the purpose of the land may be constructed provided that a Native Title assessment has been carried out by Council's Native Title Manager, the land is not subject to a claim under the *Aboriginal Land Rights Act 1983*, and the provisions of the *Local Government Act 1993* and the *Crown Land Management Act 2016* have been complied with.

Plan of ManagementBalranald Caravan Park Reserve
Reserve No. 68009**7.22 General Maintenance**

General maintenance will match the level and type of use and wherever possible users will be encouraged to help. Areas held under lease, licence or regular occupancy shall be maintained by the user where appropriate.

Existing assets on the land shall be identified and measures taken to maintain them in a satisfactory manner. The Council may decide for community groups to undertake maintenance for specific facilities on Council's behalf.

7.23 Development Activities

Development activities shall be undertaken in a way that minimises the area, degree and duration of disturbance, and areas are to be restored to the greatest extent practicable.

7.24 Pollution Control

Management should seek to ensure that no pollution is generated on the land, and that adequate measures are taken to prevent adverse impacts from adjoining land.

7.25 Public Safety

Reasonable measures will be taken by Council to ensure and maintain the public safety of persons using the land.

7.26 Neighbours

Council shall endeavour to be a good neighbour and as far as possible shall consult with adjoining owners in respect of management and other activities which may affect them.

7.27 Trees, Vegetation and Landscape

Proper management of landscaping measures, trees and vegetation is important to provide a high degree of amenity on the land. Trees will be maintained, as will maintenance of appropriate growing conditions involving management of soil compaction and other encroachments, in accordance with Council's Tree Management Policy.

7.28 Weed Control

Weed control shall be by both taking preventative measures and active control measures. Prevention of weed infestation shall be by minimising actions that disturb the ground surface and discouraging the conditions that encourage weeds. Measures shall be taken to prevent the dispersion of weeds by fill or the transport of seeds on machinery. Control measures which are acceptable include physical removal or slashing, accepted biological control techniques, bush regeneration, or chemical spraying where Council is satisfied that there will be no adverse residual effects and no adverse effect on human health.

Plan of ManagementBalranald Caravan Park Reserve
Reserve No. 68009**APPENDIX A NATIVE TITLE ASSESSMENT**

The *Crown Land Management Act 2016* – Section 8.7 (1) (d) requires that Council as Crown Land Manager obtains the written advice of its Native Title Manager prior to its approval or submission for approval of a plan of management for the land that authorises or permits any kinds of dealings referred to in Section 8.7.

1. The Land to which this report applies

The land to which the Plan of Management applies is Crown Reserve 68009 and is contained in in Lot 7032 DP 1028233, Parish Balranald, County of Cairn. The land is known as the Balranald Caravan Park. The Crown is the owner of the land.

Balranald Caravan Park Reserve was reserved from sale for the public purpose of Public Recreation; Resting Place and in the Government Gazette on 25 November 1938. Balranald Council is the Crown Land Manager of the Land. The management and use of the land is subject to the provisions contained in the *Crown Land Management Act 2016*.

2. Details of activity on Crown Land

The Balranald Caravan Park Plan of Management has been prepared by Council and provides direction as to the use and management of Balranald Caravan Park – Reserve 68009.

The Plan of Management is required in accordance with Section 3.23 of the *Crown Land Management Act 2016* and Section 36 of the *Local Government Act 1993*.

The Plan of Management outlines the way the reserve will be used and provides the framework for Council to follow in relation to the Leasing, Licencing and Permit processes for the land.

The Plan of Management also provides for the granting of easements over the land and the further development of the land, buildings and infrastructure on the land.

The Plan of Management provides strict guidelines such that each activity requires a Native Title Assessment and validation under the *Native Title Act 1993* to be carried out by Council's Native Title Manager prior to the commencement or approval of that activity.

The Plan of Management is clear that the management of those activities that could be considered to a future act must take into account the reserve purpose for the land.

Accordingly, the activities authorised under the Plan of Management could be validated under Subdivision J of the *Native Title Act 1993*.

2a. Is the activity a future act?

The Plan of Management provides authorisation for granting of leases, licences and other Estates over the land and the granting of easements and further development of the land, buildings and infrastructure on the land. These activities could be considered to be a future act within the meaning of Section 233 of the *Native Title Act 1993*.

2b. If it is, why? if it is not, why not?

The activities authorised under the Plan of Management could be considered to be a future act within the meaning of Section 233 of the *Native Title Act 1993*.

Plan of Management

Balranald Caravan Park Reserve
Reserve No. 68009

3. If the activity is a future act, which of the following subdivisions of the future act regime under the Native Title Act 1993 validate it?

The authorisation of the activities that could be considered a future act within the Plan of Management provides for the activity to be carried out in accordance with the reserve purpose of the land.

The Plan of Management does not provide authorisation for any activity that is not in accordance with the reserve purpose of the land.

Accordingly, the activities could be validated under Subdivision J of the *Native Title Act 1993*.

4. Requirements to notify any representative body.

The Plan of Management provides strict guidelines such that each activity requires a Native Title assessment and validation under the *Native Title Act 1993* to be carried out by Council's Native Title Manager prior to the commencement or approval of that activity.

Notification will be assessed on a case by case basis and parties will be notified when an activity is assessed.

As the Plan of Management authorises activities that could be considered to be future acts within the meaning of Section 233 of the *Native Title Act 1993*. Council will notify NTSCorp and the Balranald Aboriginal Land Council prior to adoption of the plan.

Requirement	Section 24JA	Requirement satisfied
The reservation was created on or before 23 December 1996; and	s.24JA(1)(a)	Yes
The reservation was valid; and	s.24JA(1)(b)	Yes
The creation of the reservation was done by the Crown (the Commonwealth or State); and	s.24JA(1)(c)	Yes
The whole or part of any land or waters under the reservation was to be used for a particular purpose; and	s.24JA(1)(d)	Yes
The issue of the licence is done in good faith under or in accordance with the reservation, or	s.24JA(1)(e)(i)	Yes
In the area covered by the reservation, so long as the act's impact on Native Title is no longer greater than the impact that any act that could have been done under or in accordance with the reservation would have had	s.24JA(1)(e)(ii)	Yes

Plan of Management

Balranald Caravan Park Reserve
Reserve No. 68009

Summary:

The Plan of Management authorises activities that could be considered as future acts within the meaning of Section 233 of the Native Title Act 1993.

The Plan of Management guidelines provide that those activities are only to be authorised if they are in accordance with the reserve purpose of the land.

Those activities that are consistent with the reserve purpose of the land may be validated under Subdivision J if the land was subject to a reservation created prior to 23 December 1996 and the reservation was done by the Crown.

Therefore requirements of S24JA(1) (a)-(e) are met.

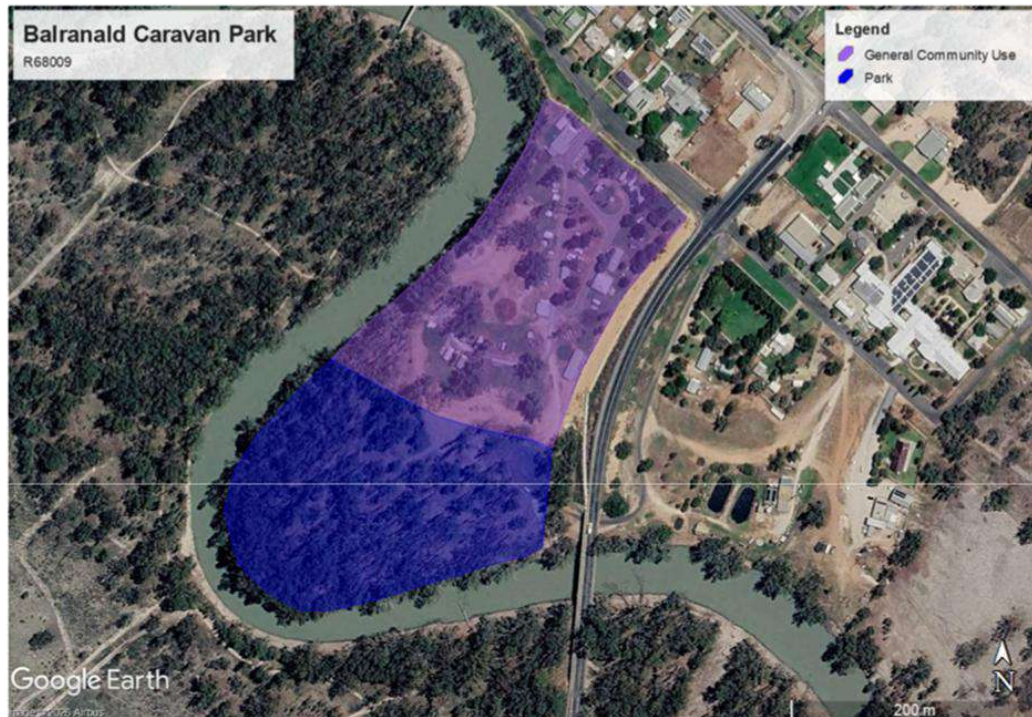
s.24JA(1)(a) is satisfied as the relevant land was subject to reservation created before 23 December 1996. Reserve 68009 was reserved from sale or lease for purpose of Public recreation; Resting Place, notified in the Government Gazetted of 25 November 1938.

s.24JA(1)(b) is satisfied as the Reserve was notified in the Government Gazetted of 25 November 1938.

s.24JA(1)(c) is satisfied as the reservation was carried out by the Crown under the provision of the *Crown Lands Consolidation Act*, such reservation has been carried out by a statutory power, exercised by the minister on behalf of the Crown.

s.24JA(1)(d) is satisfied as the land was to be used for a specific purpose being a reservation under the *Crown Lands Consolidation Act* which reserved the land from sale for the purpose of Public Recreation; Resting Place.

s.24JA(1)(e) (ii) is satisfied as the adoption of a Plan of Management that authorises activities to be done in accordance with the reservation purpose in the area covered by the reservation, so long as the act's impact on native title is no longer greater than the impact that any act that could have been done under or in accordance with the reservation would have had.

Plan of ManagementBalranald Caravan Park Reserve
Reserve No. 68009**APPENDIX B RESERVE CATEGORISATION MAP**

Plan of Management
Balranald Caravan Park Reserve
Reserve No. 68009

APPENDIX C PHOTOS OF FACILITIES ON RESERVE

Access Roads



Signage Examples



Plan of Management

Balranald Caravan Park Reserve
Reserve No. 68009

FencingCabins & Associated Carparks

Plan of Management

Balranald Caravan Park Reserve
Reserve No. 68009

Cabins & Associated Carparks cont...Caravan Park Facilities

Plan of ManagementBalranald Caravan Park Reserve
Reserve No. 68009Caravan Park Facilities cont...

Gazebo with BBQ



BBQ in Gazebo



Swimming Pool



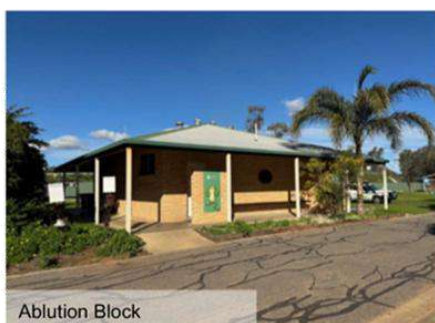
Example Powered Site



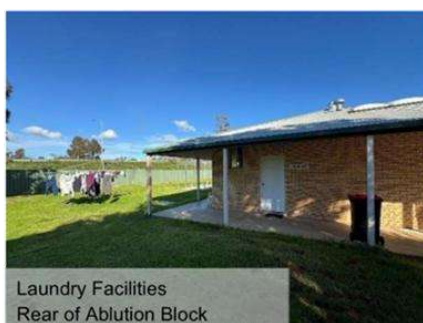
Camp Kitchen - front



Camp Kitchen - rear



Ablution Block

Laundry Facilities
Rear of Ablution Block

Plan of ManagementBalranald Caravan Park Reserve
Reserve No. 68009Caravan Park Facilities cont...

Multipurpose Log Cabin



Caravan Dump Point



Power Infrastructure



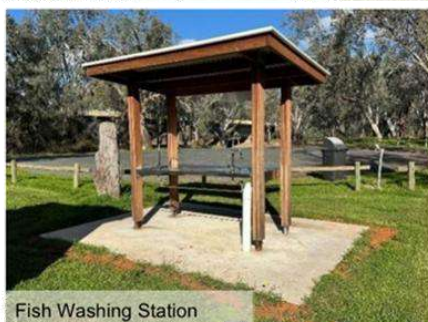
Sewer Infrastructure

Facilities on land categorised as Park

Carparking Area adj. to Boat Ramp



Toilet Facility



Fish Washing Station



Department of Planning, Housing and Infrastructure

Our ref: DOC22/154705

Mr Ray Mitchell
Health & Development Officer
Balranald Shire Council
PO Box 120
BALRANALD NSW 2715

via email: rmitchell@balranald.nsw.gov.au
cc: council@balranald.nsw.gov.au
cc: nmanning-rayner@balranald.nsw.gov.au

Attention: Ms Nikkita Manning-Rayner

29 July 2026

Subject: Balranald Shire Council draft Plan of Management – Balranald Caravan Park.
Approval to progress to public exhibition and Minister's consent to adopt.

Dear Mr Mitchell

Thank you for submitting the draft Plan of Management (PoM) for Balranald Caravan Park on 26 July 2022 followed by an updated draft PoM on the 15 July 2026.

I have reviewed the draft PoM and support it being placed on public exhibition with the following amendment:

- Please include a statement in the PoM outlining that there are no current leases and/or licences over reserve 68009, as confirmed in email of 22 July 2026.

Council should conduct a final review of the document to ensure all legislation referenced is currently in force, departmental names are up to date, and spelling, grammar and formatting is correct and consistent.

Subject to no changes following public exhibition, as a delegate for the Minister for Lands and Property, I consent to council to adopt the PoM under clause 70B of the Crown Land Management Regulation 2018.

If the PoM is amended after public exhibition (except for minor editorial and formatting changes), council must resubmit the draft PoM for Minister's consent to adopt. With the amended PoM, please provide the following documents:

- a table of PoM amendments or tracked changes.
- summary report of submissions from public exhibition (if any)
- council reports on the proposed adoption (if any)

6 Stewart Avenue, Newcastle NSW 2302
PO Box 2185 Dangar NSW 2309

[Council Crown land manager webpage](#)



Department of Planning, Housing and Infrastructure

If there are no amendments to the PoM, please provide a copy of the adopted PoM. All documents must be sent to council.clm@crowland.nsw.gov.au.

Please remember, an adopted PoM authorises the lawful use and occupation of Crown land. Council must ensure that any activities planned on the reserve are expressly authorised in the adopted PoM and native title obligations are met.

If you have any further questions or need assistance, please contact the Reserves Programs Team at council.clm@crowland.nsw.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to be "P. McLennan".

Penelope McLennan

Acting Manager, Reserves Programs

Department of Planning, Housing and Infrastructure – Crown Lands and Public Spaces

The Hon Yasmin Catley MP
Minister for Police and Counterterrorism
GPO Box 5341
SYDNEY NSW 2001

Email: office@catley.minister.nsw.gov.au

1 October 2026

Dear Minister Catley

ILLEGAL E-BIKES: HOW WILL THE NEW LAWS WORK IN REGIONAL NSW?

Council is looking at e-bike and micro-mobility safety following a Notice of Motion considered in September.

The State has now given NSW Police and Transport for NSW stronger powers to seize illegal, modified and high-powered e-bikes. The first joint operation on the Northern Beaches in September resulted in 36 e-bikes being seized. That shows the new laws can work.

Our question is pretty simple: how does it work in Balranald?

Balranald is in the Barrier Police District and is around 850 kilometres from Sydney. We do not expect regional Police to have every piece of specialist testing equipment sitting at the local station, and we certainly do not want Council staff trying to do a Police job.

But if the practical ability to use the new laws is concentrated in metropolitan Sydney, they will not be much help to communities like ours.

Could you please give us a practical answer on the following:

1. Can regional Police seize a suspected illegal e-bike without a dynamometer test where there are reasonable grounds to believe it is illegal or has been modified?
2. What training or operational guidance has been provided to regional Police, including officers in the Barrier Police District, to identify and deal with illegal e-bikes?
3. If a dyno test or a Transport for NSW specialist is needed, how is that support requested and made available in regional NSW?
4. Can Council request a joint Police and Transport compliance operation if a local problem develops, and who should we contact to arrange it?
5. Can Police and Transport provide a simple one-page guide for councils, schools and parents showing the difference between a legal e-bike and an illegal or heavily modified device?

Council's preference is education first. Most young riders and parents will do the right thing if the rules are clear and easy to understand.

However, where someone deliberately modifies a bike so that it is effectively operating as a motorbike and then rides it on footpaths or other public areas, there needs to be an enforcement path that actually works in regional NSW.

The law is only useful in Balranald if it can actually be used in Balranald.

I would appreciate some practical advice on how Council and the Barrier Police District should engage with NSW Police and Transport for NSW when an issue arises.

Yours sincerely

Cr Louie Zaffina

Mayor

Cc:

The Hon Jenny Aitchison MP, Minister for Roads and Regional Transport -

office@aitchison.minister.nsw.gov.au

The Hon John Graham MLC, Minister for Transport - office@graham.minister.nsw.gov.au

Mrs Helen Dalton MP, Member for Murray - murray@parliament.nsw.gov.au

Commissioner Mal Lanyon APM, NSW Police Force - customerassistance@police.nsw.gov.au

(Attn: Commissioner)

The Hon Jenny Aitchison MP
Minister for Roads
Minister for Regional Transport
GPO Box 5341
SYDNEY NSW 2001
Email: office@aitchison.minister.nsw.gov.au

The Hon John Graham MLC
Minister for Transport
GPO Box 5341
SYDNEY NSW 2001

Email: office@graham.minister.nsw.gov.au

1 October 2026

Dear Minister Aitchison and Minister Graham

E-BIKES: WHAT CAN COUNCILS ACTUALLY DO?

Council dealt with a Notice of Motion in September about e-bikes and micro-mobility. It raised a fair question: if these devices are going to become more common on our footpaths and shared paths, what can Council actually do about unsafe use?

Since then, the State has moved a fair way. The shared e-bike framework is now in place, Police and Transport have stronger powers to seize illegal bikes, and NSW is moving to the 250-watt European standard. That is all useful.

The problem for us is that the practical bit is still muddy.

First, the minimum age. In February the Government said a minimum age between 12 and 16 would be settled after advice from Transport for NSW, with that advice due by June. We cannot find a final decision. If one has been made, can you please tell us what the age is and when it starts?

Second, privately owned e-bikes. In June, the Government said councils would be able to create no-go and go-slow areas for shared and private e-bikes. The detailed material we can find now seems to deal mainly with shared commercial schemes. Transport also says councils can use a 'No Bicycles' sign. That is not the same thing as slowing down or restricting an e-bike while still allowing an ordinary bicycle.

We do not want to write a Council policy that looks strong on paper but gives us powers we do not actually have.

What we need from Transport is a straight answer to the following:

1. Can Council legally set a no-go or go-slow area for privately owned e-bikes on a Council-managed road, footpath or shared path while ordinary bicycles remain permitted?
2. If the answer is yes, what is the power, what approvals or Local Traffic Committee process is required, what signage is needed, and who enforces it?

3. If the answer is no, is the Government proposing to give councils that power, and if so, when?
4. Has the minimum rider age now been settled and, if not, when will it be?
5. Can Transport provide one simple statewide education package for councils, schools and parents, and advise what funding is available to regional councils for education and signage?

We can get on with the education side now. The Northern Beaches message: slow down, ring the bell and be ready for sudden change, is simple and makes sense. We can use that sort of approach with our schools, young people and parents.

What does not make much sense is 128 councils each spending time and money trying to work out the same State rules or producing their own version of the same safety material.

We are not asking for another review or another lengthy policy document. We just need a plain-English answer that we can put into a Council report and use to finish a local policy that is lawful and actually enforceable.

Yours sincerely

Cr Louie Zaffina

Mayor

Cc:

Mrs Helen Dalton MP, Member for Murray - murray@parliament.nsw.gov.au

The Hon Yasmin Catley MP, Minister for Police and Counter-terrorism - office@catley.minister.nsw.gov.au

Mr Josh Murray, Secretary, Transport for NSW - josh.murray@transport.nsw.gov.au

Transport for NSW E-micromobility Program - e-micromobility@transport.nsw.gov.au