

DEG158	Issue General Infringement/Penalty Notices relating to Public Health Act 2010 To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Public Health Act 2010	Public Health Act 2010
DEG159	Issue General Infringement/Penalty Notices relating to Public Health Regulation 2012 To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Public Health Regulation 2012	Public Health Regulation 2012
DEG161	Issue General Infringement/Penalty Notices relating to Road Regulations 2018 To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Road Regulations 2018	Roads Regulation 2018
DEG201a	Investigation Officer to exercise functions under EP&A Act Appointed as an Investigation Officer under section 9.14 of the Environmental Planning and Assessment Act 1979 and exercise such functions as are conferred or imposed on an Investigation Officer by or under this Act	Environmental Planning and Assessment Act 1979 Section 9.14
DEG212a	Authorised Person to exercise functions under LG Act Appointed as an Authorised Person under Part 2, Chapter 8 of the Local Government Act 1993 and exercise such functions as are conferred or imposed on an Authorised Person by or under this Act	Local Government Act 1993 Part 2, Chapter 8

h. Staffing Matters

Code	Name & Description	Legislation
BSC010	Allocate and reallocate tasks amongst staff under officer's supervision Allocate and reallocate tasks amongst staff under officer's supervision	
BSC011	Report to State Insurance Regulatory Authority (with regard to WHS) Make reports State Insurance Regulatory Authority for any notifiable incidents	
BSC012	Determine Access to Personnel Files Determine and approve requests for access to personnel files and management of documents on personnel files in accordance with Council policy and procedures	
BSC015	Selection and Recruitment Panel Act as the People and Culture Unit representative in selection and recruitment processes	
BSC016	Authorise payments for tax, superannuation and all employee deductions Authorise payments for tax, superannuation and all employee deductions	
BSC017	Report to SafeWork NSW for any notifiable incidents Make any reports to SafeWork NSW for any notifiable incidents	
BSC019	Authorise periodic attendance sheets (timesheets) Authorise periodic attendance sheets for staff under your supervision	
BSC021	Exercise authorities of supervisor during their absence Exercise the authorities and functions of your supervisor during the absence of your supervisor due to annual leave, long service leave, sick leave, attendance at conferences, or the like when directed in writing by the supervisor	
BSC082	Performance management and disciplinary action Implement performance management and disciplinary action, but not dismissal, involving Council staff, other than Managers or Directors, in accordance with the Act, Award and Council policy	
BSC084	Ensure Council's Equal Employment Opportunity (EEO) obligations are fulfilled Ensure Council's Equal Employment Opportunity (EEO) obligations are fulfilled	Local Government Act 1993 Section 344-347
BSC112	Make variations if required to the General Manager's Performance Agreement by agreement Make variations if required to the General Manager's Performance Agreement by agreement provided it must be reported to the next available Council meeting.	
DEG028	Approve Salary Step Progressions for Staff Approve salary step progression (2 or more steps for BSC) for staff in accordance with the Agreement and Council's Reward and Recognition Framework Policy and the Local Government (State) Award 2020	Local Government (State) Award 2020
DEG033	Approve a Report of Injury to Council's Workers Compensation Insurer To deal with, determine and sign any correspondence relating to insurance claims, workers compensation claims, work health and safety and risk management matters or as directed by the Manager People and Culture	
DEG034	Approve Leave Approve or refuse leave having due regard to the proper functioning of the Council and maintenance of appropriate levels of service to the public and compliance with Council's policies, including: (a) Long service (all types); (b) Annual; (c) Sick (Full Pay); (d) Carers; (e) Bereavement; (f) Jury service; (g) Trade union training leave; (h) Union conference leave; (i) Parental/maternity leave; (j) Emergency services (up to 5 days per calendar year); (k) Defence Force Reserve; (l) Study leave (if education assistance already approved); (m) Leave without pay; (n) Concurrent parental leave; (o) Purchased annual leave; (p) Approved leave of absence; (q) Sick (Half Pay); (r) Health and Wellbeing leave; and (s) Special leave with or without leave.	

DEG035	<p>Approve Professional Development Approve attendance at professional development programs and reasonable out of pocket expenses, with pay in the following cases: (a) Professional body where staff members are full members of a relevant professional body that is running a conference or meeting -; a maximum of five days leave at any one time, with a maximum in any one year of 15 days; (b) Field days where it is considered that the machinery to be displayed is of some relevance to Council's operations, that senior staff directly associated with the purchase of Council's machinery be allowed to attend one day only; (c) Executive of a professional body where an employee is elected to the executive of a professional body, special leave must fit within the parameters laid down under the professional body category; (d) Attendance at refresher courses (for example, management courses) to be decided by Council in each particular case.</p>	
DEG042	<p>Approve Council Employment Agreements in accordance with the Local Government (State) Award 2020 Approve Council Employment Agreements in accordance with the Local Government (State) Award 2020</p>	Local Government (State) Award 2020
DEG047	<p>Approve Overtime Payments Approve or refuse the payment of overtime in accordance with the Local Government (State) Award 2020.</p>	Local Government (State) Award 2017
DEG048	<p>Deal with Industrial Disputes To deal with industrial disputes within the terms of existing Industrial Instruments.</p>	
DEG051	<p>Provide a Reference to a Potential Employer Provide a reference to a potential employer with the consent of a current or former employee: (a) Verbal references can be provided to a potential employer. (b) Written references on Council letterhead can only be provided by the General Manager and Directors. Without the consent of a current or former employee the only information that can be provided to a potential employer, is confirmation that the person has worked for Council, the duration of that work and the position occupied during that time.</p>	

i. Exemptions

Code	Name & Description	Legislation
BSC069	General Exemptions Delegations relating to Approvals are at all times subject to: a) any resolution, policy, procedure or budget made by Council; b) any directive from the Director; c) any Act, Regulation, Ordinance or by-law; d) any determination been made only following consideration of a recommendation of another officer; and e) any correspondence to the Ombudsman, ICAC, Members of Parliament or State and Federal Government Departments been limited to operational matters or matter which only involves the provision of factual information.	