



## Memo

### Governance

**To:** Ray Brownlee, Chief Executive Officer

**Cc:** Sonya Gallery, Executive Manager Governance & Risk

**From:** Melissa Lee, Manager Governance

**Date:** 23 October 2018

**Subject:** Property delegations and sub-delegations

**Record Number:** 2018/613725 – Attachment 1: Instrument of Delegations and Sub-delegations of Authority – Property

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The purpose of this memo is to seek the signature of the Chief Executive Officer as the delegated officer, to approve the delegations and sub-delegations to the persons holding or otherwise acting in the various positions in the Property Business Unit.

### BACKGROUND

At the Council meeting of 28 August 2018, Council conferred a fresh delegation of authority upon the Chief Executive Officer (being Council's statutory general manager under the Local Government Act 1993).

To date, staff of the Property Business Unit have been acting pursuant to existing delegations and sub-delegations. However, in the meantime changes have been made to Council's organisation structure. In that regard, the Property Business Unit, so named, now comprise of the positions listed in the attached Schedule. The recommended fresh set of delegations and sub-delegations reflect the changes made to the organisation structure.

This memo now seeks final approval:

1. The attached instrument will revoke the previous delegations, sub-delegations and authorisations to the holders of the positions of the Property Business Unit.
2. Authorise the newly appointed holders of the positions of the Property Business Unit pursuant to Section 378 of the Local Government Act 1993;
3. Sign, as the delegated officer, the attached delegations instrument providing to the so named, Property Business Unit (or to the nominated staff member holding those positions or acting in that capacity from time to time) the power to exercise all of the functions, powers, duties and authorities conferred and imposed upon the Council.

Attached for signature

- Instrument of Delegations and Sub-delegations for the Property Business Unit.
- The 'Schedule' for the Property Business Unit.

If you have any questions in relation to the endorsement of the attached statutory delegations, please don't hesitate to contact me.

Many thanks,



Melissa Lee  
MANAGER, GOVERNANCE

Date: 23.10.2018

Ronja Gallery  
EMGAR  
29/10/18



**INSTRUMENT OF DELEGATIONS  
AND SUB-DELEGATIONS OF AUTHORITY  
FOR  
PROPERTY**

*Section 378, Local Government Act 1993*

I, **RAY BROWNLEE PSM**, Chief Executive Officer of Northern Beaches Council ('Council'), being the statutory general manager of that Council within the meaning of the Local Government Act 1993 ('the Act'), by virtue of:

- the authority vested in me as the acting statutory general manager of Council under section 335 of the Act, and
- the delegation of authority conferred and imposed on the Chief Executive Officer as the statutory general manager by Resolution 229/18 (Delegation of Authority) at the 28 August 2018 meeting of Council.

do, by this my instrument:

- **revoke** all previous delegations and sub-delegations to the Property Business Unit, other than the Human Resources delegations granted and dated 1 February 2018, the Financial Delegations of Authority granted and dated 1 November 2017 and the Financial Delegations Environment and Infrastructure granted and dated 1 November 2017; and
- pursuant to section 378(1) and (2) of the Act respectively, **delegate** and **sub-delegate** to the persons for the time being holding or otherwise acting from time to time in the positions specified in the Schedule set out below ('the Schedule') the various functions set out in the Schedule, subject to the restrictions, conditions and limitations (if any) set out in the Schedule.



.....  
Ray Brownlee PSM  
**CHIEF EXECUTIVE OFFICER**

Date: 25 October 2018

**'Schedule' – Property**

DELEGATIONS - Property	Executive Manager Property	Executive Assistant to EM Property	Manager, Asset Strategy, Planning & Performance	Manager, Property, Commercial & Tourist Assets	Coordinator, Land Dealings	Coordinator or Property	Coordinator Cemeteries	Cemetery C/taker & Plant Op	Plant Operator - Cemetery	Principal Planner	Senior Property Officer	Administration Officer Leases & Licences	Property Officer	Land Dealings Officer	Property Officer	Manager, Facilities Management & Services	Senior Facilities Officer	Facilities Officer	Building Trades Supervisor	Supervisor - Construction	Supervisor - Maintenance	Supervisor Painter	Supervisor - Plumber
<b>SPECIFIC OTHER</b>																							
<b>Authority to:</b>																							
To issue Owners Consent for the lodging of applications on any matter relating to road reserves, land and buildings owned by, or under the care, control and management of, Northern Beaches Council. (Note: This delegation includes applications such as Development Applications, Construction Certificates, grant applications, requests for information from other Public Authorities etc.)	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Sign Grant Applications	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Approve Sponsorship in accordance with Council's Sponsorship Policy	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Notifier in the event of a child's death	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
<b>Correspondence</b>																							
<b>Authority to sign:</b>																							
Responses to Councillor Requests (including Mayors and Councillors of other Councils)	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Instructions to council's solicitors to engage external solicitors for legal opinions	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Correspondence, standard letters and forms from others in the delegate's area of responsibility, or as determined from time to time by the Chief Executive Officer.	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Correspondence to members of Parliament (excluding acknowledgement letter)	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Acknowledgement letters to members of Parliament.	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Correspondence to the ICAC.	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
To the Media.	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Requiring the affixing of the Council Seal.	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Committing Council to any expenditure (as per financial delegations).	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sign Correspondence to Unions provided that the content of such correspondence has been authorised by: Executive Manager Human Resources.	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
<b>Acts</b>																							
<b>Environmental Planning and Assessment Act 1979</b>																							
<b>Part 5 Infrastructure and environmental impact assessment</b>																							
Approve a Part 5 assessment	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Return comments on development applications, Local Approval applications and property matters	Yes	No	No	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No	No	No
<b>Roads Act 1993 &amp; Roads (General) Regulation 2008</b>																							
<b>Roads Act 030 - Approval to use footway for restaurant</b>																							
Authority to determine an application for a footway dining approval. Pursuant to Section 125.	Yes	No	No	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

DELEGATIONS - Property	Team Leader, Carpenter	Carpenter	Hospitality Services Coordinator	Catering Assistant	Council Steward	Cleaning Services Coordinator	Contracts Administration Officer	Dispatch Administration Officer	Coxswain	Electrician	Labourer - Trades	Painter	Manager, Building Assets - Planning, Design & Delivery	Senior Project Officer	Senior Asset Officer	Project Officer	Principal Architectural Designer	Property & Building Projects
<b>SPECIFIC OTHER</b>																		
<b>Authority to:</b>																		
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Sign Grant Applications	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Approve Sponsorship in accordance with Council's Sponsorship Policy	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Notifier in the event of a child's death	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
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Instructions to council's solicitors to engage external solicitors for legal opinions	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Correspondence, standard letters and forms from others in the delegate's area of responsibility, or as determined from time to time by the Chief Executive Officer.	No	No	Yes	No	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes
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DELEGATIONS - Property	Manager, WAC	Programs Manager	Operations Manager, WAC	Swim Teacher	Swim Program Supervisor	Pilates Instructor	Birthday Party Leader	Yoga Instructor	Recreation Instructor	Aqua Aerobic Instructor	Administration Assistant	Swim Coach	Administration Assistant - WAC Programs	Diving Coach	Administration Assistant - WAC Operations	Senior Lifeguard	Lifeguard	Cashier / Receptionist	Cashier / Customer Service Assistant	Lifeguard & Maintenance Coordinator
<b>SPECIFIC OTHER</b>																				
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DELEGATIONS - Property	MABC Manager	Coordinator, Swim Centre	Team Leader, Aquatic Programs	Team Leader, Creche	Team Leader, Customer Relations	Aquatic Program Assistant	Learn To Swim Instructor, Casual	Customer Service Officer, Swim	Creche Attendant, Casual	Customer Service Officer, Swim	Customer Service Officer, Swim, Casual	Fitness Instructor, Casual	Supervisor / Senior Lifeguard	Lifeguard	Lifeguard, Casual
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<b>Authority to:</b>															
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Committing Council to any expenditure (as per financial delegations).	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No
Sign Correspondence to Unions provided that the content of such correspondence has been authorised by: Executive Manager Human Resources.	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
<b>Acts</b>															
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<b>Roads Act 1993 &amp; Roads (General) Regulation 2008</b>															
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Authority to determine an application for a footway dining approval. Pursuant to Section 125.	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

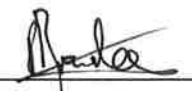
GENERIC DELEGATIONS - CORE BUSINESS	CEO	Executive Manager	Manager	Co-ordinator
<b>Business Continuity Plan</b>				
Approve a new or amended Business Continuity Plan (BC Plan)	Yes	Yes	No	No
Invoke a Business Continuity Plan (BC Plan) - except in the circumstances where an Incident has been declared and an Incident Controller appointed. When an Incident has been declared, the Incident Controller assumes responsibility for the decision to invoke a BC Plan.	Yes	Yes	No	No
An appointed Incident Controller can be authorised to assume responsibility for Level 1, 2 or 3 Incidents, consistent with the ELT endorsed Incident Management process. Trained IC's - 2018/174086	Yes	As authorised	As authorised	As authorised

Note:

- i. 'Yes' indicates that the particular function is delegated or sub-delegated to the person(s) for the time being holding or otherwise acting from time to time in the particular position(s), and 'No' indicates that the particular function is not delegated or sub-delegated to the person(s) for the time being holding or otherwise acting from time to time in the particular position(s); and
- ii. a reference to an Act or other statutory instrument, or part thereof, is a reference to that Act or instrument, or part thereof, as the case may be, as in force from time to time, and extends to and includes any other Act or instrument, or part thereof, replacing or being in substitution for the same, again as in force from time to time.

Chief Executive Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

  
25/10/13