

POLICY DELEGATIONS
DELEGATIONS TO CEO



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Provision	Power and Functions Delegated	Delegate
Activities on Council Land - Consent to Conduct Events	Delegation to the Chief Executive Officer the power to grant consent to organizations to conduct, cycle, running, walking, water based or other types of events within the Rural City of Murray Bridge.	Manager Organisational Development, Events Co-ordinator, Chief Executive Officer, General Manager Corporate Services
Appointment of Consultants	Delegation to the Chief Executive Officer the power to engage such consultants as it appears necessary, expedient or desirable within approved budgetary allocations.	Chief Executive Officer
Appointment of officers to represent Council	Delegation to the Chief Executive Officer the power to appoint officers to represent the Council in proceedings before a Court of Summary Jurisdiction.	Chief Executive Officer
Australia Day Breakfast	That delegated authority be given to the Chief Executive Officer to arrange the Australia Day Breakfast in liaison with the Mayor.	Chief Executive Officer
Balloon Launches	Delegation to the Chief Executive Officer the power to approve or refuse permission for promotional balloon launches.	Manager Organisational Development, Events Co-ordinator, Chief Executive

Provision	Power and Functions Delegated	Delegate
		Officer, General Manager Corporate Services
Bequests to Lerwin Nursing Home	From time to time the Lerwin Nursing Home receives bequests from residents and/or their family or community members. These bequests are accepted on face value and not expected. There is no onus on any resident and/or family associated with the Lerwin Nursing Home to provide such financial benefit. The Chief Executive Officer has the delegated authority to accept gifts on behalf of Lerwin.	General Manager Community Development, Manager Lerwin, Chief Executive Officer, General Manager Corporate Services
Bridge Street Outdoor Cafes	<p>Until such time as a detailed traffic and transport analysis study is adopted by Council, no further licenses will be issued for outdoor dining in Bridge Street, which take up carparking spaces however support will be given to the use of existing protuberances. Applicants will be required to fund:</p> <ul style="list-style-type: none"> o Any infrastructure for the development o Fees as outlined in Council's Schedule of Fees and Charges. <p>Delegated authority has been given to the Chief Executive Officer to approve Bridge Street Outdoor Cafes on existing protuberances.</p>	Manager City Assets, Chief Executive Officer, General Manager Assets & Infrastructure
Business Hours of Operation	Council delegate approval to the Chief Executive Officer to approve one off closures at business locations aligned to recognised Public Holidays	Chief Executive Officer

Provision	Power and Functions Delegated	Delegate
Christmas Decorations	Delegation to the Chief Executive Officer the power to approve of the erection by a community organization of Christmas decorations within streets of the City.	Manager City Infrastructure, Manager City Assets, Chief Executive Officer, General Manager Assets & Infrastructure
Community Care Programs	Council supports Community Care programs within its Community through entering into service agreements with the Department for Families & Communities for the Home & Community Care (HACC) programs and Department of Health & Ageing for the National Respite for Carers program, in line with the budget and when applications to expend the grant funding are successful. Delegated authority be given to the Chief Executive Officer to enter into such service agreements in line with budget provisions & successful grant submissions.	General Manager Community Development, Chief Executive Officer, General Manager Corporate Services
Council Facilities	The Chief Executive Officer is delegated authority to manage Council Facilities and approve use by external bodies for meetings as appropriate in line with Council Policy and availability.	General Manager Community Development, Chief Executive Officer, General Manager Corporate Services, General Manager Assets & Infrastructure

Provision	Power and Functions Delegated	Delegate
Council Reserves - Use of	Delegation to the Chief Executive Officer the power to determine the granting of a permission for the use of Council Reserves under Bylaw	Manager Organisational Development, Events Co-ordinator, Chief Executive Officer, General Manager Corporate Services
Delegates to Organisations	That where Council is required, by the rule of another body, to formally appoint delegates and proxies, that the CEO be delegated authority on one off occasions to appoint alternative proxies in the event that Council will otherwise not be properly represented at a meeting.	Chief Executive Officer
Delegations to Chief Executive Officer	<p>Council has delegated authority to its Chief Executive Officer under Section 44 of the Local Government Act, where appropriate, to ensure the day to day running of the Council continues in a streamline and efficient manner.</p> <p>As with Council's delegations, any delegated authority given by the Council to the Chief Executive Officer is exercised in line with current Council policy and budgetary considerations.</p> <p>Power is given to the Chief Executive Officer under Section 44 of the Local Government to sub delegate authority to any Officer of Council, within the scope of their qualifications on the condition that any controversial issue must first be discussed with their Manager and/or Chief Executive Officer.</p>	Chief Executive Officer

Provision	Power and Functions Delegated	Delegate
Donations to Art Collections	From time to time the Council receives donations to Council's Art Collection from artists, residents and/or their family or community members. These donations are accepted on face value and not expected. There is no onus on any artist and/or family associated with Council's Regional Gallery or Public Library to provide such financial benefit. The Chief Executive Officer has the delegated authority to accept gifts on behalf of Council.	Chief Executive Officer
Emergency Assistance	Refer Community Emergency Plan and associated Guidelines and Admin Policies	Manager City Infrastructure, General Manager Community Development, Chief Executive Officer, General Manager Corporate Services, General Manager Assets & Infrastructure
Grant Applications	Delegation to the Chief Executive Officer to apply for grants on behalf of Council.	General Manager Community Development, Chief Executive Officer, General Manager Corporate Services, General Manager Assets & Infrastructure

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Hall Hire	Delegation to the Chief Executive Officer the power to determine which organizations are to be classified as commercial and therefore be charged accordingly.	Manager City Assets, Chief Executive Officer, General Manager Assets & Infrastructure
Immunisation Programs	Council supports Immunisation programs within its Community through entering service agreements with the Department of Health, in line with the budget. Delegated authority be given to the Chief Executive Officer to enter into such service agreements in line with budget provisions.	General Manager Community Development, Chief Executive Officer
Information Charges	Delegation to the Chief Executive Officer the power to determine the 'commercial' interest of requests for information and to set the charge accordingly.	Manager City Assets, Chief Executive Officer, General Manager Assets & Infrastructure
Jetty Applications	Council grants Delegated Authority to the CEO (or nominee) to reject applications in the future that propose entirely new structures that do not hold licensed status with Crown Lands or upgrades of existing structures that do not hold licensed status with Crown Lands	Manager City Assets, Chief Executive Officer, General Manager Assets & Infrastructure
Leasehold Transfer matters - Riverfront Road & Wildens Way	Delegation to the Chief Executive Officer to make appropriate decisions on all future leasehold transfer matters relating to leaseholds of 99 years owned by private parties over Council land to be able to transfer (as a	Manager City Assets, Chief Executive Officer, General

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	normal property would) through a normal property conveyance, for the Riverfront Road and Wildens Way areas.	Manager Assets & Infrastructure
Legal Advice & Legal Action	Delegation to the Chief Executive the power to engage solicitors, obtain legal opinions and through legal representation implement legal action for and on behalf of the Council within budget allocations	General Manager Community Development, Chief Executive Officer, General Manager Corporate Services, General Manager Assets & Infrastructure
Limited Liquor & Entertainment Licences	Delegation to the Chief Executive Officer to provide advice to the Office of the Liquor and Gambling Commissioner on applications for Limited Liquor and Entertainment Licences.	Manager City Assets, General Manager Community Development, Economic Development Planner, Team Leader Development, Chief Executive Officer, General Manager Corporate Services, General Manager Assets & Infrastructure, Manager Development and Regulation, Senior Planner, Senior Planning Officer

Provision	Power and Functions Delegated	Delegate
Liquor & Entertainment Licences	Delegation to the Chief Executive Officer to provide advice to the Office of the Liquor and Gambling Commissioner on minor alterations to existing Liquor and Entertainment Licences.	General Manager Community Development, Team Leader Development, Chief Executive Officer, Manager Development and Regulation, Senior Planner, Senior Planning Officer
MOU - Event Applications	The CEO be delegated authority to consider and agree to execute Memorandum of Understanding/Sponsorship Agreements for events held within the Rural City of Murray Bridge. Council has delegated authority to the Mayor and CEO to execute, under seal, the appropriate documentation for events as required. (Council 13 February 2017, item 29.4)	Manager Organisational Development, Chief Executive Officer, General Manager Corporate Services
Office of Public Integrity	Delegation to the Chief Executive Officer the power to make the initial response to enquiries received from the Office of Public Integrity in relation to complaints made concerning decisions of Council or decisions or conduct of officers or employees of the Council.	Chief Executive Officer
Parking on Reserves	1. Pursuant to Section 359 of the Local Government Act 1934 and in accordance with Rural City of Murray Bridge By law 2 Council resolves it will take action against illegal parking of vehicles on Council lawn reserves, namely Sturt, Thiele, Long Island, Swanport and Avoca Dell Reserves	Manager City Assets, Chief Executive Officer, General Manager Assets & Infrastructure

Provision	Power and Functions Delegated	Delegate
	<p>2. Council will allow a period of amnesty until 31 August 2007 after which time expiation notices will be issued for illegal parking.</p> <p>3. Temporary and Special Permits will be granted under delegated authority to the CEO, on application to the Council, for people needing vehicle access for specified activities and at the time of booking the reserves. Vehicles will need to display such permits to avoid fines.</p> <p>4. Council, with delegated authority to the CEO, will not enforce these restrictions during Council endorsed community events such as the Christmas Pageant, Pedal Prix and the like. These occasions will be advertised in the Murray Valley Standard and on local radio stations.</p>	
Permits or Notices Under Bylaw	Delegation to the Chief Executive officer the power to issue and revoke permits, licences, exemptions or notices pursuant to Council Bylaws, including the power to impose, delete or vary conditions thereon, but subject to compliance with any relevant Council policy.	Manager Organisational Development, Manager City Assets, General Manager Community Development, Events Co-ordinator, Chief Executive Officer, General Manager Corporate Services, Manager Development and Regulation, Team Leader Regulation

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Professional Advice	Delegation to the Chief Executive Officer the power to secure urgent or specific professional advice without conforming to the competitive basis (eg valuation advice, specific legal advice from other than Council's appointed Solicitor, engaging an expert witness for legal proceedings.	Chief Executive Officer
Promotion of Council Area	Delegation to the Chief Executive Officer to enter Awards, extend invitations to visit the Council area and stage events in the Council area.	Manager Organisational Development, General Manager Community Development, Events Co-ordinator, Chief Executive Officer, General Manager Corporate Services, General Manager Assets & Infrastructure
Promotional Signage	Council has given delegated authority to the Chief Executive Officer to manage the day to day affairs of Entry Signage, Electronic Sign Board and banner poles.	General Manager Community Development, Chief Executive Officer, General Manager Corporate Services, General Manager Assets & Infrastructure
Provision of Advice	Delegation to the Chief Executive Officer the power to provide advice and information in line with Council resolutions, delegation and legislation and	Chief Executive Officer

Provision	Power and Functions Delegated	Delegate
	to authorize other officers of the Council to do likewise within the scope of their qualifications within strict guidelines.	
Public Statements	Delegation to the Chief Executive Officer the power to issue public statements and media releases on behalf of Council and to authorize any other officers of the Council to do likewise in particular instances.	Chief Executive Officer
Quick Wins	Quick Wins will have a ceiling of \$2000 and be approved under delegation by the Chief Executive officer (item 219.2-14 September 2015)	Chief Executive Officer
Rainbow Flag	Flying of the Rainbow Flag on Council Flag Pole in the grounds of the Local Government Centre for the duration of the annual Feast Festival (Council 9 October 2017 -item 173.1)	Manager Organisational Development, Chief Executive Officer, General Manager Corporate Services
Refugee Welcome Zone	That Council declare the Rural City of Murray Bridge as a Refugee Welcome Zone and delegates authority to the Chief Executive Officer to foster this.	General Manager Community Development, Chief Executive Officer
Remove or Obliterate Graffiti from Council Owned Property	Delegation to the Chief Executive Officer and extend to any person who is appointed to act in the position of Chief Executive Officer the power to authorise persons to take action necessary to remove or obliterate graffiti from Council owned property	Manager City Infrastructure, Manager City Assets, General Manager Community Development, Chief Executive

Provision	Power and Functions Delegated	Delegate
		Officer, General Manager Corporate Services, General Manager Assets & Infrastructure, Team Leader Regulation
Represent Council in Proceedings	Delegation to Chief Executive Officer the power to represent Council in all proceedings before a Court of Summary Jurisdiction or a local court.	Chief Executive Officer
Roadside Trading Permis - Trading Tables Waiving of Fees	That Council delegate authority to the Chief Executive Officer to waive fees associated with roadside trading permits (currently \$17) to local not for profit organisations and/or charities, on the production of suitable evidence backdated to 1 July 2009.	Chief Executive Officer, General Manager Corporate Services
Settlements in ERD Court - CDAP	The power to conduct (including, but not limited to, negotiating and settling) proceedings commenced under Section 86 of the Development Act 1993 to which the Council is a respondent, and anything necessary, expedient or incidental to performing or discharging such powers and functions, on the condition that the Delegate consult with the Council's Development Assessment Panel where the Council's Development Assessment Panel made the original decision the subject of the proceedings.	CAP, Assessment Manager, Chief Executive Officer

Provision	Power and Functions Delegated	Delegate
Storage Facilities	Council in not in a position to provide storage facilities to store equipment for outside organizations as all space is required to appropriately house machinery, records and Council owned equipment meeting Work Health & Safety standards and safe work practices. Council delegate authority to the Chief Executive Officer and extend to any person who is appointed to act in the position of Chief Executive Officer to approve short term storage in extenuating circumstances.	Chief Executive Officer, General Manager Assets & Infrastructure
Superannuation Contributions - Elected Members	The Council of the Rural City of Murray Bridge has agreed to implement a voluntary arrangement whereby individual Elected Members may choose to have their Elected Members allowance paid into a Superannuation fund of their choosing, by providing a request in writing to the Chief Executive Officer to that effect and the Chief Executive Officer has delegated authority to implement the arrangement.	Chief Finance Officer, Chief Executive Officer, General Manager Corporate Services
Thiele Reserve - Use by Horses	<ol style="list-style-type: none"> 1. Use of the Thiele Reserve for swimming horses on Monday to Friday inclusive only during the hours of 6.30 am to 9.30 am. 2. No waste to be disposed in River or Reserve area (EPA will issue on the spot fines of \$350 for any breach). 3. No cleaning of trailers or associated equipment on the Reserve area, inclusive of carpark area and ramp area. 4. No excessive noise and no abusive language. 	Manager City Assets, Chief Executive Officer, General Manager Assets & Infrastructure

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	<p>5. No littering.</p> <p>6. The ramp shall remain clear at all time.</p> <p>7. Parking of vehicles shall be done in an orderly manner.</p> <p>That delegated authority be given to the Chief Executive Officer to issue permits for trainers to use Thiele Reserve.</p>	
Web Site	That delegated authority be given to the Chief Executive Officer to manage Council's web site and social media forums.	Manager Organisational Development, Chief Executive Officer, General Manager Corporate Services

Aged Care Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Policy Delegations from Council	Undertake the functions of the Council in relation to administration of Lerwin Nursing Home/Aged Care Facility and to ensure they are in accordance with the requirements of the Aged Care Act 1997, including the authorizing of other officers of the Council to undertake specific functions (Council 3/8/15, item 186.1)	Manager Lerwin, Chief Executive Officer, General Manager Corporate Services	

Policy documents			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Civic Recognition	<p>Council will determine all Key to the City and Freedom of Entry Nominations through resolution of Council.</p> <p>Council has delegated authority to the Chief Executive Officer to administer all other Civic Recognition opportunities in liaison with the Mayor.</p> <p>Council will receive information on Civic Recognition activities and receive invitations to Civic Recognition events.</p>	Chief Executive Officer	Civic Recognition Policy - 871794