


Clarence Valley Council – Staff Delegations

This matrix sets out the specific delegations, sub-delegations, authorisations and appointments given by the General Manager to the Council employment positions listed within.

The matrix applies to any Council employee authorised to act in a nominated position. If/when a position title referred to within the delegation changes then any reference to the former position title shall be read as a reference to the new position title

Any variation to this matrix may only be authorised by the General Manager and only takes effect when the General Manager signs the revised matrix.

Signed: 
Laura Black
General Manager

Date: 26.02.2024

Delegation Description	Positions	Limitations	Legislation
Authority of Directors			
Authority to exercise General Manager delegations only in so far as the delegation applies to the area of management responsibility of the Director concerned i.e. procurement and finance, contracts, legal matters, property, workforce matters, roads and footways, planning, development health and building, and enforcement.	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Authority to act as an appropriate person in relation to a tender submitted to Council within the meaning of section 164	Director Corporate and Community Director Environment and Planning Director Works and Civil	A tender submission received by electronic means as referred to in section 173(2) must be stored on an information system, within the meaning of the Electronic Transactions Act 2000, in a way, whether by means of password protection or otherwise, that the tender submission is accessible only to an appropriate person.	NSW Local Government Regulation 2021
Authority to formally receive tender submissions in accordance with section 175 as nominated by the General Manager	Director Corporate and Community Director Environment and Planning Director Works and Civil	Tender submissions must be formally received by 2 persons nominated by the General Manager under this delegation	NSW Local Government Regulation 2021
Authorise correspondence of a standard nature, such as replies to routine enquiries from the public, in accordance with other delegations granted to the position with the exception of correspondence mentioned in GM002. This relates to the conveying of information where such information is relevant to the area of responsibility as set out in the job description concerning Council decisions, adopted policies, procedures and budgeted programs. The definition of “correspondence” includes letters, reports, memorandums, facsimiles, emails, etc.	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Authorise correspondence of a non-standard nature, such as interpretation of Council policy and responses to public complaints, in accordance with other delegations granted to the position with the exception of correspondence which must be signed by the General Manager	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Authorise application for grants	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Authorise staff attendance at training seminars and conferences (within approved budgets)	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Attend public meetings and represent Council on committees	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Deal with industrial disputes in accordance with Grievance Policy and Award	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Authority to approve a Higher Grade of Pay	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Approve leave in accordance with Council's leave approval matrix	Director Corporate and Community Director Environment and Planning Director Works and Civil	Special leave can only be approved by the General Manager. Leave > 12 months only be approved by the General Manager.	

Authorise additional ordinary hours of work and/or overtime	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Approve timesheets and/or overtime payment of staff within area of responsibility	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Review salaries, wages, remuneration packages for staff within the ranges specified by Council's adopted salary scheme and within the parameters of the adopted budget in accordance with Council policy	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Authorise the appointment of a person to a position temporarily	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Authorise the temporary appointment of additional staff resources in accordance with Council policy	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Authorise publication on the Clarence Valley Council's Intranet and/or website	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Authority to negotiate agreements in accordance with any Council resolution or direction within the budget on behalf of Council.	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Authority to engage consultants and/or contractors within budget constraints	Director Corporate and Community Director Environment and Planning Director Works and Civil	Within financial delegation limitations	
Authority to sign contracts (other than for the purchase of goods) on behalf of Council and approve variations	Director Corporate and Community Director Environment and Planning Director Works and Civil	Within financial delegation limitations	
Authority to approve contract variations (other than for the purchase of goods)	Director Corporate and Community Director Environment and Planning Director Works and Civil	Within financial delegation limitations	
Authority to accept contracts/ quotations	Director Corporate and Community Director Environment and Planning Director Works and Civil	Within financial delegation limitations	
Authority to authorise contract payments	Director Corporate and Community Director Environment and Planning Director Works and Civil	Within financial delegation limitations	
Authority to authorise the release of bonds and deposits	Director Corporate and Community Director Environment and Planning Director Works and Civil	Within financial delegation limitations	
Authority to engage and instruct Lawyers to act on Council's behalf	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Speak to the media on behalf of Council or grant approval for other staff to make a statement to the media on Council-related issues specific to their work area	Director Corporate and Community Director Environment and Planning Director Works and Civil		
Authority to issue or authorise other staff to issue media statements relating Council in accordance with Council's Code of Conduct	Director Corporate and Community Director Environment and Planning Director Works and Civil		

Authority to publicise to or update information located on the Clarence Valley Council's Intranet	Director Corporate and Community Director Environment and Planning Director Works and Civil	Authorisation to publish is limited to areas of access and oversight of the responsible officer.	
Authority to publicise to or update information located on the Clarence Valley Council's website	Director Corporate and Community Director Environment and Planning Director Works and Civil	Authorisation to publish is limited to areas of access and oversight of the responsible officer.	
Authority to request the publishing of information to the media or wider community	Director Corporate and Community Director Environment and Planning Director Works and Civil	Request to be made via the communications plan form located on the intranet	
Authority to provide comments, informal information and approved images and footage relating to Clarence Valley Council on Council approved social media sites such as, but confined to, Facebook, Instagram, Twitter, blogs, and the like.	Director Corporate and Community Director Environment and Planning Director Works and Civil	This authority does not extend to participation in commentary, opinion, open discussion or similar where the information is likely to have an adverse impact on Council and must adhere to the guidelines of Council's Social Media Policy.	