



ADELAIDE HILLS COUNCIL

INSTRUMENT OF DELEGATION

INSTRUMENT OF DELEGATION UNDER THE  
LANDSCAPE SOUTH AUSTRALIA ACT 2019

15 SEPTEMBER 2023

## Positions

Abbreviation	Position
Chief Executive Officer (95)	Chief Executive Officer (95)
CWMS Technical Officer (423)	CWMS Technical Officer (423)
Director Corporate Services (41)	Director Corporate Services (41)
Director Infrastructure and Operations (114)	Director Infrastructure and Operations (114)
Elected Body	Elected Body
Executive Manager Governance and Performance (349)	Executive Manager Governance and Performance (349)
Manager Open Space (409)	Manager Open Space (409)
Manager Strategic Assets (403)	Manager Strategic Assets (403)
Manager Sustainability Waste & Emergency Management (93)	Manager Sustainability Waste & Emergency Management (93)
Sustainability Officer (306)	Sustainability Officer (306)

## Instrument of Delegation under the Landscape South Australia Act 2019

Landscape South Australia Act 2019				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 17(4)(a)	Provide an up-to-date copy of the voters roll for the area of the council to the person conducting an election for the members of the regional landscape board	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 25(4)	Work collaboratively with the regional landscape board	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	council
section 32(7)	Consent to the Governor making a proclamation under sections 32(1), 32(2) or 32(6) in relation to	Elected Body	Subject to the approval of Council.	council

<b>Landscape South Australia Act 2019</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	infrastructure or land vested in or under the care, control or management of the council			
section 37(1)(c)	Approve the delegation by a regional landscape board of a function or power vested in the regional landscape board under any Act to the council or an officer of the council	Chief Executive Officer (95)	Any function or power delegated by the Landscape Board to either the Council or an officer of the Council to be notified to Council Members	council
section 41(b)	Enter an arrangement with the regional landscape board to make use of the services of staff, equipment or facilities of the council	Chief Executive Officer (95), Director Infrastructure and Operations (114)	NIL	public authority
section 47(7)	Consider any regional landscape plan in the performing of functions or the exercise of powers under any Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency	NIL	council

<b>Landscape South Australia Act 2019</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Management (93), Sustainability Officer (306)		
section 51(5)(b)	Participate in consultation with the regional landscape board in regard to a prescribed levy proposal to the extent required by regulations	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114)	NIL	council
section 66(1)	Contribute to the costs of the regional landscape board performing its functions	Elected Body	NIL	council
section 67(1)	Pay contribution to the costs of the regional landscape board performing its functions	Chief Executive Officer (95), Director Corporate Services (41)	NIL	council
section 67(2)	Pay contribution to the costs of the regional landscape board performing its functions	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114)	NIL	council

<b>Landscape South Australia Act 2019</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 69(10)	Apply to the regional landscape board for a refund of an amount of the regional landscape levy	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114)	NIL	council
section 72(6)(a)	Enter an arrangement with the regional landscape board for service of a notice to be effected as part of any other notice serviced by the council	Chief Executive Officer (95), Director Infrastructure and Operations (114)	NIL	public authority
section 72(6)(b)	Enter an arrangement with the regional landscape board for the collection of a levy to be effected by the council	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114)	NIL	public authority
section 101(6)	Make a submission to the Minister regarding proposed declaration of a prescribed water resource	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability	NIL	relevant authority

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<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Waste & Emergency Management (93)		
section 103(3)	Appoint the Minister, a regional landscape board, a designated entity, a council or a council subsidiary in place of the council as the 'relevant authority'	Elected Body	NIL	relevant authority
section 104(3)	Grant a person a water management authorisation or permit to undertake an activity prescribed in sections 104(3)(e) or 104(3)(f) of the Landscape South Australia Act (except in the case of the discharge of water into a watercourse for the purpose of running the water down the watercourse for storage in a reservoir or other facility)	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	relevant authority
section 107(1)	Issue a notice to the owner of land in respect of an activity for which the council is the relevant authority	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423),	NIL	relevant authority

<b>Landscape South Australia Act 2019</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	as prescribed by section 103(2)(d) of the Landscape South Australia Act	Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)		
section 107(2)(b)	Enter land and take action specified in a notice issued under section 107(1) of the Landscape South Australia Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	relevant authority
section 112(1)	Approve a form of application in respect of a permit for an activity for which the council is the relevant authority as prescribed by section 103(2)(d) of the Landscape South Australia Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423),	NIL	relevant authority



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<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)		
section 112(6)	Specify conditions on a permit for an activity for which the council is the relevant authority as prescribed by section 103(2)(d) of the Landscape South Australia Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	relevant authority
section 112(9)	Vary, suspend or revoke a permit for an activity for which the council is the relevant authority as prescribed by section 103(2)(d) of the Landscape South Australia Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Sustainability Waste &	NIL	relevant authority

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<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Emergency Management (93)		
section 112(10)	Vary a permit for an activity for which the council is the relevant authority as prescribed by section 103(2)(d) of the Landscape South Australia Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Sustainability Waste & Emergency Management (93)	NIL	relevant authority
section 112(11)	Revoke a permit for an activity for which the council is the relevant authority as prescribed by section 103(2)(d) of the Landscape South Australia Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Sustainability Waste & Emergency Management (93)	NIL	relevant authority
section 112(12)	Revoke a permit for an activity for which the council is the relevant authority as prescribed by section 103(2)(d) of the Landscape South Australia Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Sustainability Waste &	NIL	relevant authority

Landscape South Australia Act 2019				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Emergency Management (93)		
section 112(13)	Revoke a permit for an activity for which the council is the relevant authority as prescribed by section 103(2)(d) of the Landscape South Australia Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Sustainability Waste & Emergency Management (93)	NIL	relevant authority
section 112(14)	Serve notice of the variation or revocation of a permit	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	relevant authority

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<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 113(2)	Give notice of an application for a permit in accordance with the regulations	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	relevant authority
section 113(3)	Receive representations in relation to the granting or refusal of a permit	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	relevant authority

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<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 113(4)	Forward a copy of representations in relation to the granting or refusal of a permit to the applicant and allow the applicant an opportunity to respond in writing	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	relevant authority
section 113(6)	Allow a person who made a representation regarding the granting or refusal of a permit the opportunity to appear personally or by representative before the authority	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	relevant authority

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<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 113(7)	Allow an applicant to appear personally or by representative before the authority	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	relevant authority
section 113(8)(a)	Give notice to each person who made a representation to the authority of the authority's decision and the person's appeal rights under the Landscape South Australia Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	relevant authority

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section 113(8)(b)	Give notice to the Environment, Resources and Development Court of the authority's decision and the names and addresses of persons who made representations under section 113 of the Landscape south Australia Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	relevant authority
section 113(13)	Provide for inspection and purchase written representations made under section 113 of the Landscape south Australia Act and the written response of the applicant	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Sustainability Officer (306)	NIL	relevant authority

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section 202(4)	Agree with the Minister that an officer of the council may be appointed as an authorised officer	Chief Executive Officer (95)	NIL	council
section 219(3)	Receive notice from the Minister of a proposed management agreement that provides for the remission of council rates and provide submissions to the Minister on the proposed agreement	Chief Executive Officer (95)	NIL	council
clause 89(4)(e) Schedule 5	Consent to property, assets, rights or liabilities vesting in or attaching to the Council	Chief Executive Officer (95)	Subject to the approval of Council.	authority