



Adelaide Hills
COUNCIL

ADELAIDE HILLS COUNCIL

INSTRUMENT OF DELEGATION

INSTRUMENT OF DELEGATION UNDER THE SAFE
DRINKING WATER ACT 2011

15 SEPTEMBER 2023

Positions

Abbreviation	Position
Chief Executive Officer (95)	Chief Executive Officer (95)
CWMS Technical Officer (423)	CWMS Technical Officer (423)
Director Development and Regulatory Services (70)	Director Development and Regulatory Services (70)
Director Infrastructure and Operations (114)	Director Infrastructure and Operations (114)
Environmental Health Officer (241)	Environmental Health Officer (241)
Environmental Health Officer (294)	Environmental Health Officer (294)
Environmental Health Officer (91)	Environmental Health Officer (91)
Environmental Health Project Officer (97)	Environmental Health Project Officer (97)
Executive Manager Governance and Performance (349)	Executive Manager Governance and Performance (349)
Governance and Risk Coordinator (414)	Governance and Risk Coordinator (414)
Manager Strategic Assets (403)	Manager Strategic Assets (403)
Manager Sustainability Waste & Emergency Management (93)	Manager Sustainability Waste & Emergency Management (93)
Team Leader Environmental Health (96)	Team Leader Environmental Health (96)

Instrument of Delegation under the Safe Drinking Water Act 2011

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 7(1)	Notify the Minister if the council ceases to be engaged in the supply of drinking water	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	drinking water provider
section 8(3)	Apply to the Minister for a variation in a condition on the council's registration as a drinking water provider	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	drinking water provider
section 8(5)	Comply with a condition on the council's registration as a drinking water provider	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	drinking water provider
section 9(3)	Receive notice from the Minister proposing the suspension of the council's registration as a drinking water provider	Chief Executive Officer (95), Director Development and Regulatory Services	NIL	drinking water provider

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(70), Director Infrastructure and Operations (114)		
section 9(5)	Lodge a written objection with the Minister regarding a proposed suspension of the council's registration as a drinking water provider	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	drinking water provider
section 9(6)	Make submissions to the Minister regarding a proposed suspension of the council's registration as a drinking water provider	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	drinking water provider
section 9(10)	Apply to the Minister for the cancellation of a suspension to the council's registration as a drinking water provider	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	drinking water provider
section 10(1)	Seek a review by the South Australian Civil and Administrative Tribunal under section 34 of the	Chief Executive Officer (95), Director Development and Regulatory Services	NIL	drinking water provider

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	<p>South Australian Civil and Administrative Tribunal Act 2013 of:</p> <p>a condition imposed by the Minister in relation to a registration under Part 2 of the Act;</p> <p>a variation of a condition of registration made by the Minister on the Minister's own initiative;</p> <p>a decision of the Minister to refuse to grant an application to vary a condition of registration;</p> <p>a decision of the Minister to suspend a registration under Part 2.</p>	(70), Director Infrastructure and Operations (114)		
section 11(3)	Receive a notice of registration of a drinking water provider from the Minister	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
section 12(1)(a)	Prepare a risk management plan in relation to the supply of drinking water	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	drinking water provider

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 12(1)(b)	Keep the risk management plan in relation to the supply of drinking water under continuous review	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	drinking water provider
section 12(1)(c)	Revise the risk management plan	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241),	NIL	drinking water provider

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)		
section 12(3)	Adopt a standard risk management plan published for the purposes of section 12	Chief Executive Officer (95), Director Development and Regulatory Services (70)	NIL	drinking water provider
section 14(2)	Furnish a copy of its monitoring program and incident identification and notification protocol to the Minister	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer	NIL	drinking water provider

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(97), Team Leader Environmental Health (96)		
section 14(3)(b)	Participate in consultation with the Minister in regard to proposed alterations to the program or protocol	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93)	NIL	drinking water provider
section 14(4)	Seek a review by the South Australian Civil and Administrative Tribunal under section 34 of the South Australian Civil and Administrative Tribunal Act 2013 of proposed alterations to the program or protocol	Chief Executive Officer (95), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93)	NIL	drinking water provider
section 14(7)	Implement the council's risk management plan	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets	NIL	drinking water provider

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)		
section 20(4)	Ensure that an audit or inspection is carried out by an approved auditor or approved inspector in accordance with a determination of the Chief Executive of the State government department administering the Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	drinking water provider

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 22(6)	Receive a copy of a report provided to the Chief Executive of the State government department administering the Act under section 20(1) or 20(4)	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	drinking water provider
section 23(1)	Comply with a reasonable request or requirement of an auditor or inspector in or in connection with an audit or inspection under Division 2, Part 4	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241),	NIL	drinking water provider

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)		
section 25(1)	Ensure drinking water supplied by the council is collected and tested in accordance with prescribed requirements	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	drinking water provider
section 27(1)	Make available to the public the results of any monitoring program that the drinking water	Chief Executive Officer (95), Director Development and Regulatory Services		drinking water provider

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	provider conducts on drinking water for the purpose of the council's risk management plan	(70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	
section 34(1)	Appoint a person with appropriate qualification or experience to be an authorised officer	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	enforcement agency
section 34(2)	Prepare and maintain a list of authorised officers	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Development and Regulatory Services (70), Director	NIL	enforcement agency

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93)		
section 35(1)	Provide each authorised officer with a certificate of authority	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	enforcement agency
section 35(2)	Determine limits on the powers of an authorised officer	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	enforcement agency
section 35(4)	Receive a surrendered certificate of authority	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	enforcement agency

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 37(2)	Approve the removal or interference with a thing subject to a seizure order under section 37	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	enforcement agency
section 37(3)(a)	Hold a thing subject to a seizure order pending proceedings	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241),	NIL	enforcement agency

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)		
section 37(3)(a)(i)	Authorise the release of a thing subject to a seizure order ending proceedings subject to conditions which the council thinks fit	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	enforcement agency
section 37(3)(a)(ii)	Order that a thing subject to a seizure order be forfeited to the council	Chief Executive Officer (95), Director Development and Regulatory Services		enforcement agency

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	
section 37(3)(b)(i)	Receive a thing forfeited to the council by court order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91),	NIL	enforcement agency

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Environmental Health Project Officer (97), Team Leader Environmental Health (96)		
section 37(3)(d)	Dispose of a thing forfeited to the council under section 37	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	enforcement agency
section 38(1)	Issue a notice to secure compliance with a requirement imposed by or under the Act or to avert, eliminate or minimise a risk, or a perceived risk, to the public in relation to drinking water	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical	NIL	enforcement agency

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)		
section 38(5)	Issue a notice confirming an emergency notice issued by an authorised officer	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer	NIL	enforcement agency

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(97), Team Leader Environmental Health (96)		
section 38(6)	Vary or revoke a notice to secure issued under section 38	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Sustainability Waste & Emergency Management (93), Team Leader Environmental Health (96)	NIL	enforcement agency
section 39(1)	Take action required by a notice issued under Division 3, Part 7 which has not been undertaken	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer	NIL	enforcement agency

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(97), Team Leader Environmental Health (96)		
section 39(2)	Authorise a person to take action under section 39(1) on behalf of the council	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	enforcement agency
section 39(3)	Enter relevant land in order to take action under section 39	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets	NIL	enforcement agency

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)		
section 39(4)	Recover the reasonable costs and expenses in taking action under section 39	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	enforcement agency

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 39(5)	Fix a period from the date of a notice issued under section 39 within which an amount under section 39(4) must be paid	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	enforcement agency
section 40(5)	Recover the reasonable costs and expenses incurred by an authorised officer taking action under section 40	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241),	NIL	enforcement agency

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)		
section 41(1)	Require a person to furnish information relating to the quality or supply of drinking water or any other matter associated with the administration or operation of the Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96)	NIL	enforcement agency
section 42(3)	Act as a party in proceedings under section 42	Chief Executive Officer (95)		enforcement agency

Safe Drinking Water Act 2011				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
			NIL	
section 52(1)	Furnish a report to the Minister on or by 30 September on the activities of the council under the Act during the financial year ending on the preceding 30 June	Chief Executive Officer (95)	NIL	enforcement agency