

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|----------------|--|--|---------------------|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------------|------------------------|-------------------|------------------------|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|-----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|--|--|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerkontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuerssekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | | | | | |
| | Anstellung/Einstufung Gemeindeschreiber | | | | E | | | A | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung Abteilungsleiter (im Rahmen des Stellenplanes) | | | | E | | | A | | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung Gruppenleiter (im Rahmen des Stellenplanes) | | | | I | | | I | | E | A | | | | | | | | A | | | | | A | | A | | | | | | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung Mitarbeiter (im Rahmen des Stellenplanes) | | | | I | | | | | E | A | A | | | | | | | A | | | | | A | | A | | | | | | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung von Aushilfen mit befristeter Anstellung (im Rahmen des Stellenplanes) | | | | I | | | | | I | E | E | E | | | | | | E | | | | E | | | | | E | E | E | E | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung von Lehrlingen (Kaufmann/Kauffrau) | | | | I | | | | | E | M | | | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung von Lehrlingen (Forstwart) | | | | I | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Anstellung/Einstufung von Lehrlingen (Betriebspraktiker) | | | | I | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Neue Mitarbeitende | | Einführung | | | | | | | U | U | U | | | | | | | U | | | | U | U | U | U | U | | | | | | | | | | | | | | | | | | | | | | |
| | Personalakten | | Führen, Verwalten | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zeitkontrolle Gemeindeschreiber | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zeitkontrolle Abteilungsleiter | | | | | | | | | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zeitkontrolle unterstellte Mitarbeitende | | | | | | | | | U | | | | | | | | | U | | | | | U | U | U | | | | | | | | | | | | | | | | | | | | | | | |
| | Jährl. Mitarbeiterbeurteilung Gemeindeschreiber | | | | M | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Jährl. Mitarbeiterbeurteilung Abteilungsleiter | | | | | | | | M | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Jährl. Mitarbeiterbeurteilung Gruppenleiter | | | | | | | | | M | E | | | | | | | | E | | | | E | E | | E | E | | | | | | | | | | | | | | | | | | | | | | |
| | Jährl. Mitarbeiterbeurteilung Mitarbeiter | | | | | | | | | M | E | E | E | | | | | | E | | | | E | E | | E | E | | | | | | | | | | | | | | | | | | | | | | |
| | Jährliches Weiterbildungsprogramm (gesamten Personal) | | | | | | | | | E | A | | | | | | | | A | | | | | A | A | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kursbesuche, Fachtagungen, Supervision im Rahmen des Weiterbildungsprogrammes | | | | | | | | | E | | | | | | | | | E | | | | | E | E | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bewilligung unbezahlte Urlaube | | | | | | | | | E | A | | | | | | | | A | | | | | A | A | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bewilligung von Ausnahmen (Arbeitszeit, Ferien, Urlaub, Kündigungsfrist) gegenüber Reglement | | | | | | | | | E | A | | | | | | | | A | | | | | A | A | | | | | | | | | | | | | | | | | | | | | | | | |
| | Entscheidung Zeitkompensation | | | | | | | | | E | E | E | | | | | | | E | | | | E | E | E | E | | | | | | | | | | | | | | | | | | | | | | | |
| | Angeordnete Überzeiten | | Anordnen / Kontrolle | | I | | | | | E | F | | | | | | | | F | | | | F | F | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Entscheidung Überstundenabgeltung | | | | E | | | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kontrolle Spesenabrechnung Gemeindeschreiber | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kontrolle Spesenabrechnungen Abteilungsleiter | | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kontrolle Spesenabrechnungen übriges Personal | | | | | | | | | E | E | E | | | | | | | E | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Arbeitssicherheitsbeauftragter | | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Entscheidung Stufenerhöhung (im Rahmen Budget) | | | | I | | | | | E | A | | | | | | | | A | | | | | A | A | | | | | | | | | | | | | | | | | | | | | | | | |
| | Entscheidung Stufenerhöhung (Abteilungsleiter) | | | | E | | | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kündigung durch Arbeitnehmer | | | | I | | | | | I | | | | | | | | | I | | | | I | I | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Entlassung durch Arbeitgeberin | | | | E | | | | | A | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Arbeitszeugnis ausstellen | | | | | | | | | U | M | A | A | | | | | | M | | | | A | M | M | A | | | | | | | | | | | | | | | | | | | | | | | |
| | Austrittsgespräch/Verabschiedung | | | | | | | | | I | U | | | | | | | | U | | | | | U | U | | | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | |
|---------------------|---|----------------|---|--|--|----------|--|--|--|--|--|--|--|--|--|----------|--|--|--|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | | | | | | | | | | | | | | | | | | | | | |
| | Listenauskünfte für amtliche Zwecke | | Auskünfte, Datensperre, Datenschutz | | | | | | | | | | | | | | | | | | | | | | |
| | Informationszugangsgesuch | | Erteilen/Verweigern | | | | | | | | | | | | | | | | | | | | | | |
| 1.10 | Zusammenarbeit | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kontakte zu kant. Behörden | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kontakte zu Nachbargemeinden | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zusammenarbeitsverträge Gemeinden | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.11 | Verbände | | | | | | | | | | | | | | | | | | | | | | | | |
| | Delegierte ernennen | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bei-/Austritt Verein | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bei-/Austritt Berufsverbände | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.12 | Gemeindeverwaltung | | | | | | | | | | | | | | | | | | | | | | | | |
| | Schliessplan | | | | | | | | | | | | | | | | | | | | | | | | |
| | Mobiliar | | | | | | | | | | | | | | | | | | | | | | | | |
| | Protokollführung und Registratur | | zur Archivierung | | | | | | | | | | | | | | | | | | | | | | |
| | Telefondienst | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.13 | Archiv | | | | | | | | | | | | | | | | | | | | | | | | |
| | Verantwortlichkeit | | | | | | | | | | | | | | | | | | | | | | | | |
| | Nachführung | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.14 | Bibliothek | | | | | | | | | | | | | | | | | | | | | | | | |
| | strategische Ausrichtung | | | | | | | | | | | | | | | | | | | | | | | | |
| | Benützungsordnung | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Öffnungszeiten festlegen | | | | | | | | | | | | | | | | | | | | | | | | |
| | Aufsicht über Bibliothek, Tagesgeschäft | | | | | | | | | | | | | | | | | | | | | | | | |
| | Beschaffung, Pflege Medien | | | | | | | | | | | | | | | | | | | | | | | | |
| | Benützungsgebühren | | Rechnung stellen, beziehen | | | | | | | | | | | | | | | | | | | | | | |
| | Organisation von Anlässen | | | | | | | | | | | | | | | | | | | | | | | | |
| | Jahresbericht erstellen | | | | | | | | | | | | | | | | | | | | | | | | |
| | Öffentlichkeitsarbeit | | Berichte Mitteilungsblatt, Homepage | | | | | | | | | | | | | | | | | | | | | | |
| 1.15 | Kulturkommission | | gemäss Reglement und Pflichtenheft Kulturkommission | | | | | | | | | | | | | | | | | | | | | | |
| | Wahl der Mitglieder | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.16 | Ortsmuseum | | gemäss Reglement und Pflichtenheft Kulturkommission | | | | | | | | | | | | | | | | | | | | | | |
| 1.17 | Führung | | | | | | | | | | | | | | | | | | | | | | | | |
| | Führungssitzungen Abteilungsweise | | | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | |
|---------------------|---|----------------|--|--|--|----------|--|--|--|--|--|--|--|--|--|----------|--|--|--|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | | | | | | | | | | | | | | | | | | | | | |
| | Anpassungen Funktionendiagramm | | Abgrenzung Behörde/Verwaltung | | | | | | | | | | | | | | | | | | | | | | |
| | Anpassungen Funktionendiagramm | | Zuordnung innerhalb Verwaltung | | | | | | | | | | | | | | | | | | | | | | |
| | GR - Ressorts - Kommissionen - Verwaltung | | Koordination | | | | | | | | | | | | | | | | | | | | | | |
| | Eingehende Geschäfte und Zuteilung | | Triage | | | | | | | | | | | | | | | | | | | | | | |
| | interne Arbeitsabläufe | | Festlegung | | | | | | | | | | | | | | | | | | | | | | |
| | Gemeindestrukturen | | Anpassungen | | | | | | | | | | | | | | | | | | | | | | |
| 1.18 | Internes Kontrollsystem (QMS - IKS) | | | | | | | | | | | | | | | | | | | | | | | | |
| | Grundsätze QMS - IKS | | Festlegen / Anpassen | | | | | | | | | | | | | | | | | | | | | | |
| | QMS - IKS Verantwortlicher Gemeinderat | | Kontrollen, Massnahmen einleiten | | | | | | | | | | | | | | | | | | | | | | |
| | QMS - IKS Verantwortlicher Verwaltung | | Schulung, Pflege, Reporting | | | | | | | | | | | | | | | | | | | | | | |
| 1.19 | AHV-Zweigstelle | | | | | | | | | | | | | | | | | | | | | | | | |
| | Vorschriften, Kontrollberichte | | Führen, Überprüfen | | | | | | | | | | | | | | | | | | | | | | |
| | Mutationen | | Melden | | | | | | | | | | | | | | | | | | | | | | |
| | Abrechnungspflichtige | | Erfassen | | | | | | | | | | | | | | | | | | | | | | |
| | Rentenbezüger | | Erfassen | | | | | | | | | | | | | | | | | | | | | | |
| | Ergänzungsleistungsbezüger | | Erfassen | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Schule | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gemäss eigener Organisation | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Finanzen | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | Formelles | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gebührenreglement (Verwaltungsgebühren) | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Arbeitsvergebungen (Reglement) | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenreglement | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Visumsreglement | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Visumsliste | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Vereinsunterstützung (Reglement) | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| 3.2 | Finanzielles | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung und Budget | | Terminplan festsetzen | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung / Budget Ressort | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung gesamt | | | | | | | | | | | | | | | | | | | | | | | | |
| | Budgetrichtlinien, Finanzplankonzept | | | | | | | | | | | | | | | | | | | | | | | | |
| | Budget / Jahresrechnung gesamt | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 5'000 | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 50'000 | | | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|---|--|--|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------------|------------------------|-------------------|------------------------|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|-----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|--|--|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | Aufgaben | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerkontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuerssekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | | | | | |
| 3.5 | Kommission Grundsteuern | gemäss Reglement und Pflichtenheft Ausschuss | | E | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Wahl der Mitglieder | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.6 | Versicherungen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Portfolio | Bewirtschaften | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Neue Versicherungsverträge | Prüfung, Verhandlung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Neue Versicherungsverträge; abschliessen | Abschliessen gemäss Ausgabenkompetenz | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Liegenschaften | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 | Formelles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Liegenschaftenkonzept | | | E | | | A | | | | | | | | | | | | | | | | | | | | F | U | | | | | | | | | | | | | | | | | | | |
| | Benützungsgreglement für öffentliche Anlagen | Erläss / Ändern | | E | | | A | | | | | | | | | | M | | | | | | | | | | F | U | | | | | | | | | | | | | | | | | | | |
| | Schwimmbad (Reglement und Gebühren) | Erläss / Ändern | | E | | | A | | | | | | | | | | | | | | | | | | | | F | A | | M | | | | | | | | | | | | | | | | | |
| | Tarifblatt Benutzung öffentl. Anlagen | Erläss / Ändern | | E | | | A | | | | | | | | | | | | | | | | | | | | F | M | | | M | | I | | | | | | | | | | | | | | |
| | Fernwärmeversorgung Reglement | Erläss / Ändern | | E | | | A | | | | | | | | | | | | | | | | | | | | F | | | | | | | | | | | | | | | | | | | | |
| | Fernwärmeversorgung Gebührenreglement | Erläss / Ändern | | E | | | A | | | | | | | | | | | | | | | | | | | | F | | | | | | | | | | | | | | | | | | | | |
| 4.2 | Finanzielles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung / Budget Ressort | | | E | | | A | | | | | | | | | | | | | | | | | | | | F | M | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 5'000 | | | | | | E | | | | | | | | | | | | | | | | | | | | M | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 50'000 | | | | | | | | | | | | | | | | | | | | | | | | | | A | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 25'000 | | | | | | | | | | | | | | | | | | | | | | | | | | E | A | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 5'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | E | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 1'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 25'000 (wiederkehrend) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.3 | Liegenschaften | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Zielsetzungen Ressort im Rahmen der übergeordneten Ziele | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Massnahmenplanung Neubau / Erweiterung | Festlegen | | E | | | A | | | | | | | | | | | | | | | | | | | | F | M | | | | | | | | | | | | | | | | | | | |
| | Massnahmenplanung Werterhaltung | Erstellen und Nachführen | | | | | | | | | | | | | | | | | | | | | | | | | | A | M | | | | | | | | | | | | | | | | | | |
| | Bedarfsplanung Räume und Anlagen | | | | | | | | | | | | | | | | | | | | | | | | | | | A | M | | | | | | | | | | | | | | | | | | |
| | Energiebuchhaltung | Führen, Überprüfen, Massnahmen einleiten | | | | | | | | | | | | | | | | | | | | | | | | | | U | M | | M | M | | | | | | | | | | | | | | | |
| | Pachtverträge | Abschluss, Auflösung | | | | | | | | | | | | | | | | | | | | | | | | | | A | | | | | | | | | | | | | | | | | | | |
| | Mietverträge | Abschluss, Auflösung | | | | | | | | | | | | | | | | | | | | | | | | | | | E | | | | | | | | | | | | | | | | | | |
| | Miet- und Pachtzinsen | Anpassung | | | | | | | | | | | | | | | | | | | | | | | | | | | F | | | | | | | | | | | | | | | | | | |
| | Baurechtsvertrag | Abschluss | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Baurechtzinsen (gem. Baurechtsvertrag) | Anpassung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|----------------|--|--|---------------------|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------------|------------------------|-------------------|------------------------|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|-----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|--|--|--|---|---|---|---|---|---|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerkontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuerssekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | | 25'000 (wiederkehrend) | | | I | | | | | F | | | | | | | | | | | | | | | | | | | | | | | | | | A | | | | | | | | | | | | | |
| 5.3 | Gemeindestrassen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Massnahmenplan Werterhaltung | | Erstellen und nachführen | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | M | | | | | |
| | Strassen- und Wegnetz (ohne Waldstrassen) | | Ausbauen im Rahmen Budget | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | F | U | | | | |
| | Gehwege (Anstösser!) | | Ausbauen im Rahmen Budget | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | F | U | | | | |
| | Strassenbeleuchtung | | Ausbauen im Rahmen Budget | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | M | | | | | |
| | Strassen- und Wegnetz, Brücken (ohne Waldstr.) | | Unterhalt, Reparaturen | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | | | | |
| | Strassenbeleuchtung | | Unterhalt, Reparaturen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | | | | |
| | Planwerke GIS | | Nachführen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | F | | | | |
| | Fahrzeuge/Geräte/Einrichtungen | | Ersatzbeschaffung, Unterhalt, Reparaturen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | | | |
| | Durchleitungsrechte im Strassenbereich | | Bewilligung erteilen | | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | M | | | |
| | Strassenaufbrüche | | Bewilligung erteilen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | E | | |
| | Strassenaufbrüche | | Kontrolle und Ausmass | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | | |
| | Strassenaufbrüche | | Rechnungsstellung, Regress | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | A | U | | |
| | Privatstrassen und -wege | | Übernahme durch Gemeinde | | | | E | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | F | M | | | |
| | Benutzung öffentlichen Grundes | | Bewilligung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | E | U | | |
| | Benutzung öffentlichen Grundes | | Rechnung stellen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | A | U | | |
| | Strassenreinigung | | Festlegen, Rhythmus | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | M | U | | |
| | Strassenreinigung | | Organisieren | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | E | U | | |
| | Strassenschächte | | Reinigung organisieren | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | E | U | |
| | Winterdienst | | Organisieren, durchführen | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I | U | |
| | Winterdienst | | Schneepfähle setzen, abräumen, unterhalten | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I | E | |
| | Zurückschneiden von Bäumen/Sträuchern | | Veröffentlichen, auffordern | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | E | U |
| | Zurückschneiden von Bäumen/Sträuchern | | Ersatzvornahme | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | E | |
| | Plakatierung | | Durchführen | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | M | F | U |
| | Mehrwerts-/Grundeigentümerbeiträge | | Rechnung stellen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | |
| | Gehwegbeiträge | | Rechnung stellen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | A | U | |
| | Durchleitungsrechte im Strassenbereich | | Rechnung stellen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | A | U | |
| | Strassenrechnung (für Staatsbeiträge) | | Erstellen und einreichen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | U | |
| 5.4 | Wasserversorgung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Generelles Wasserversorgungsprojekt | | GWP Erlassen/Aktualisieren | | | | E | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | F | M | |
| | Massnahmenplan Neubau/Erweiterung | | Festlegen | | | | E | | A | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | F | M |
| | Massnahmenplan Werterhaltung | | Erstellen und Nachführen | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | A | M |
| | Grundwasser- und Quellfassung | | Schutzzone einrichten | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | A | M | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | |
|---------------------|--|----------------|--|--|--|----------|--|--|--|--|--|--|--|--|--|----------|--|--|--|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | | | | | | | | | | | | | | | | | | | | | |
| | Pflegeversorgung (Ambulante und Stationäre) | | Koordination Pflegeplätze | | | | | | | | | | | | | | | | | | | | | | |
| | Abrechnung | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.10 | Kindertagesstätte | | | | | | | | | | | | | | | | | | | | | | | | |
| | Betriebsbewilligung | | Ausstellen, Überwachen | | | | | | | | | | | | | | | | | | | | | | |
| | Kostenkontrolle | | Elternbeiträge ausrichten | | | | | | | | | | | | | | | | | | | | | | |
| | Aufsicht über Kinderkrippe | | Auftragvergabe an Dritte | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Sicherheit | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.1 | Formelles | | | | | | | | | | | | | | | | | | | | | | | | |
| | Polizeiverordnung | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Gemeindegewalt (Pflichtenheft) | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Nachtparkierreglement | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Ordnungsbussenreglement | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | Videoüberwachung (Reglement) | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| | VO über Nummerierung der Wohnhäuser und Anbringen von Strassentafeln | | Erlass / Ändern | | | | | | | | | | | | | | | | | | | | | | |
| 7.2 | Finanzielles | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung / Budget Ressort | | E | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 5'000 | | E | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 50'000 | | E | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 25'000 | | E | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 1'000 | | E | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 500 | | E | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF 25'000 (wiederkehrend) | | I | | | | | | | | | | | | | | | | | | | | | | |
| 7.3 | Einwohnerkontrolle | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bevölkerungsstatistik | | | | | | | | | | | | | | | | | | | | | | | | |
| | Volkszählung | | | | | | | | | | | | | | | | | | | | | | | | |
| | Führen der Einwohner- und Fremdenkontrolle | | | | | | | | | | | | | | | | | | | | | | | | |
| | Identitätskarten | | | | | | | | | | | | | | | | | | | | | | | | |
| | Stimmregisters | | Führen | | | | | | | | | | | | | | | | | | | | | | |
| | Objektregister | | Nachführen | | | | | | | | | | | | | | | | | | | | | | |
| | Initiativen/Referenden | | Kontrolle Unterschriften | | | | | | | | | | | | | | | | | | | | | | |
| | Fundbüro | | Aufbewahren, Verwertung nicht abgeholter Gegenstände | | | | | | | | | | | | | | | | | | | | | | |
| | Handlungsfähigkeitszeugnisse | | Ausstellen | | | | | | | | | | | | | | | | | | | | | | |
| | Waffenerwerbsschein | | Ausstellen | | | | | | | | | | | | | | | | | | | | | | |
| | Waffenerwerbsschein | | Verweigern | | | | | | | | | | | | | | | | | | | | | | |

| Gemeinde Neftenbach | | | Stand: 12. Oktober 2020 | | | 1. Stufe | | | | | | | | | | 2. Stufe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|---|----------------|---|--|---------------------|-------------|------------------------|-------------------|-----------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------------|------------------------|-------------------|------------------------|-----------------|---------------------------------|-----------------------|------------------------------|---------------------|-------------------------|-----------------|----------------------------|-------------------|---------------------------|------------------------------|----------------|------------|-------------------------|--------------------|-----------------|-----------------|----------|-----------------------------|----------------|----------------|-----------------|------------------|--|--|--|--|--|--|--|--|--|--|
| Register | | | A = Antragsteller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. Präsidiales | 6. Soziales | E = Entscheid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2. Schule | 7. Sicherheit | F = Federführung / Kontrolle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. Finanzen | 8. Bau | I = Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. Liegenschaften | 9. Forst | M = Mitsprache / Mitwirkung / Mitbericht | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5. Werke | 10. Informatik | U = Umsetzung / Ausführung / Vollzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nr. | Bezeichnung | | Aufgaben | | Gemeindeversammlung | Gemeinderat | Kommission / Ausschuss | Gemeindepräsident | Ressortvorstand | Gemeindeleitung | Gemeindeschreiber | AL Allg. Verwaltung | Leiter Bibliothek | Leiter Ortsmuseum | Leiter Einwohnerkontrolle | Gemeindeschreiber Stv. | Feuerwehrkommando | Gesundheitssekretariat | AL Gesellschaft | Sozialarbeiter/Sozialarbeiterin | Schulsozialarbeitende | Sachbearb. Abt. Gesellschaft | Leiter Jugendarbeit | Mitarbeiter Jugendtreff | AL Bauabteilung | Mitarbeiter Bausekretariat | AL Liegenschaften | Teamleiter Liegenschaften | Sachb. Admin. Liegenschaften | Schulhauswarte | Badmeister | Leitung Forstbetrieb ** | AL Finanzabteilung | Rechnungsführer | Steuerssekretär | AL Werke | Sachb. Administration Werke | Leiter Werkhof | Brunnenmeister | Strassenmeister | Gemeindearbeiter | | | | | | | | | | |
| | Katastrophenorganisation | | Handbuch Krisenmanagement | | | E | | | A | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Schiessanlage unterhalten | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.8 | Verkehrssicherheit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Verkehrskonzept | | | | | E | | | A | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Planung von Massnahmen (ohne bauliche) | | | | | E | | | A | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Verkehrszählung, Geschwindigkeitskontrollen | | Anordnen und durchführen | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bauliche Massnahmen | | Planung | | | E | | | A | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bauliche Massnahmen | | Umsetzung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Dauernde Verkehrsbeschränkungen | | bei KAPO beantragen | | | E | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Vorübergehende Verkehrsbeschränkungen | | Verfügen | | | | | | E | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Strassensignalisation und Bodenmarkierungen | | Ausführen und unterhalten | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gewerbehinweisschilder | | Bewilligung und Erstellen | | | | | | E | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Verkehrsspiegel für private Ausfahrten | | Bewilligung | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | bfu-Sicherheitsdelegierter | | Bestimmen | | | E | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Nachtparkierung | | Kontrolle/Gebühreneinzug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.9 | Öffentlicher Verkehr | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Fahrplangestaltung | | Mitsprache beim ZVV | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bushaltestellen | | Planung von Bauten | | | E | | | A | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bushaltestellen | | Vollzug Bau | | | | | | | | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bushaltestellen | | Baulicher Unterhalt | | | | | | | | | | | | | | | | | | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | |
| | Bushaltestellen | | Reinigung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.10 | Jugendarbeit | | gemäss Reglement und Pflichtenheft Kommission | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Vermietung des Jugendtreffs ausserhalb der Betriebszeiten | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Bau | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.1 | Formelles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bau- und Zonenordnung (Urne) | | Erlass / Ändern | | | E | A | | | A | M | | | | | | | | | | | | | | | F | U | | | | | | | | | | | | | | | | | | | | | | | | |
| | Baugebührenverordnung | | Erlass / Ändern | | | | E | | | A | | | | | | | | | | | | | | | | | F | U | | | | | | | | | | | | | | | | | | | | | | | |
| | Gebührenverordnung der Feuerpolizei | | Erlass / Ändern | | | | E | | | A | | | | | | | | | | | | | | | | | F | U | | | | | | | | | | | | | | | | | | | | | | | |
| | Umwelt- und Energiekommission (Reglement) | | Erlass / Ändern | | | | E | | | A | F | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.2 | Finanzielles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Finanzplanung / Budget Ressort | | | | | | E | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | | 5'000 | | | | | | | E | I | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | | 50'000 | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ausgabenkompetenz im Rahmen Budget bis CHF | | 25'000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

