

**SUTHERLAND SHIRE COUNCIL**  
**INSTRUMENT OF DELEGATION BY THE CHIEF EXECUTIVE OFFICER**

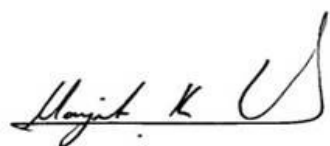
In accordance with section 378 of the *Local Government Act 1993*, I hereby:

1. Delegate to the position of:

**Administration Assistant Revenue**

and to those people who may act in that position from time to time, the following functions subject to the limitations stated in this Instrument of Delegation and any subsequent written direction made by the Chief Executive Officer or the Mayor; and

2. Revoke any previous Instrument of Delegation to that position.



**M Grewal**

**Chief Executive Officer**

**13 August 2019**

**DELEGATIONS**

**02 BUSINESS OF COUNCIL**

**02.12 Operations and Services**

Exercise the functions of the position to which the delegate is appointed or acting, generally in accordance with the position description and responsibilities for that position and if applicable, the sums voted by the Council and Budget allocation.

**03 CERTIFICATES**

**03.04 Local Government Act 1993**

**03.04.03 Local Government Act 1993 (section 603)**

Issue a certificate as to rates and charges, pursuant to section 603 of the *Local Government Act 1993*.

## **05 FINANCE**

### **05.01 Accounts**

#### **05.01.01 Tax Invoices**

Issue tax invoices.

#### **05.01.03 Authorised Payments**

Pay accounts, invoices and tax invoices which have been authorised for payment by an appropriately authorised officer.

#### **05.01.05 Recipient Created Tax Invoices**

Issue Recipient Created Tax Invoices as per Council agreements

### **05.02 Amounts Due to Council**

#### **05.02.01 Collection**

Collect amounts due to Council and issue a receipt for the payment.

#### **05.02.02 Repayment Agreements**

Determine applications to pay by instalments amounts due to Council and vary repayment agreements.

## **10 REGULATION AND ENFORCEMENT**

### **10.02 Functions**

#### **10.02.13 Local Government Act 1993**

##### **10.02.13.02 Inspection Functions**

Exercise Council's inspection functions under the *Local Government Act 1993* and regulation.

## **INTERPRETATION**

Where appearing in this Instrument of Delegation:

- Headings are for convenience only and do not affect interpretation.
- Monetary amounts are inclusive of GST, unless the contrary is expressly stated.
- *Law* includes an Act, regulation, instrument and the like and any amendment, re-enactment, consolidation or replacement of that law by a similar provision in that law or any other law.
- A reference to a policy means a policy adopted by resolution of the Council and includes an amendment or replacement of that policy where adopted by resolution of the Council.
- A reference to "written objections" or "public submission" refers to objections or submissions received from the general public and not from a Commonwealth or State Government department, authority, agency and the like.
- A petition, objection or submission that is signed by or contains the names of more than one person is taken to be one objection or submission as the case may be.
- A reference to a Commonwealth or State Government department, authority, agency and the like includes any successor to it.
- A reference to a concurrence includes any later or amended concurrence.
- A reference to a function includes a reference to a power, authority, duty and the like and to the exercise or performance of such.
- Where the exercise or performance of a function requires other functions to be exercised or performed or requires the delegate to do other things to exercise or perform that function, the delegate is authorised to exercise or perform those other functions and to do those other things.

- A word which denotes the singular denotes the plural and vice versa.
- An authority to 'approve' includes approve with conditions or to refuse.