

SUTHERLAND SHIRE COUNCIL
INSTRUMENT OF DELEGATION BY THE GENERAL MANAGER

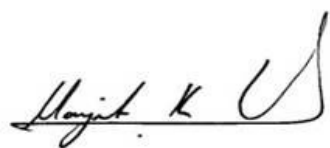
In accordance with section 378 of the *Local Government Act 1993*, I hereby:

1. Delegate to the position of:

Building Regulation Supervisor - Env Building & Compliance

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 General Manager or the Mayor; and

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



M Grewal

Acting General Manager

14 December 2018

DELEGATIONS

02 BUSINESS OF COUNCIL

02.05 Correspondence

02.05.02 General

Sign and send correspondence that, in the opinion of the delegate, does not require the consideration of the Council or the signature of the General Manager or the Mayor, except correspondence addressed to:

- The Mayor and Councillors
- The Governors General of any State
- Mayors and councillors of other councils
- Members of Parliament
- The New South Wales Ombudsman
- Heads of Statutory Authorities and Government Departments
- The Independent Commission Against Corruption
- The Local Government and Shires Association
- The legal profession (other than standard acknowledgement letters)

- Council's insurers

and any other correspondence which, in the opinion of the delegate:

- (a) will, in any significant way, bind or commit Council, or
 - (b) concerns a matter which the Council or the community are likely to deem to be of a sensitive nature,
- other than correspondence conveying a decision of the 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

03.03 Environmental Planning and Assessment Act 1979

03.03.01 Part 8

Assess and determine an application for and issue a building certificate, pursuant to Part 8 of the *Environmental Planning and Assessment Act 1979* and regulation.

04 ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

04.02 Functions under Part 4 of the Environmental Planning and Assessment Act 1979 and Regulation

04.02.01 - Development applications, modification of consents etc

04.02.01.03 - Grant Consents - Team Leader

Exercise Council's functions under Part 4 (Development Assessment) of the *Environment Planning and Assessment Act 1979* and *Regulation* **EXCEPT:**

- (1) Grant development consent or modify consent or review a determination (as the case may be) where:
 - (a) For all applications:
 - (i) if, before the application is determined, Council advises the Manager Administration and Risk they wish for the Development Assessment and Planning Committee to consider calling the matter to Council for determination, and the Council resolves that the matter should be determined by it.
 - (ii) if a Councillor or Council is the applicant or landowner, unless the Director Planning and Environment consultation the General Manager determines is appropriate to do so after giving consideration to the following:
 - the extent to which the development complies with the controls in Council's LEP and DCP;
 - whether any objections have been received on the reasonableness of the objections, taking into account any guidance from Council's LEP and DCP on the issues raised; and
 - whether circumstances warrant assessment by an external professional, a peer review of assessment undertaken by Council staff, and/or referral of the application to IHAP.
 - (iii) if a member of Council staff is the applicant or landowner or where a declaration of affiliation has been completed by the applicant or property owner, unless the Director Planning and Environment determines that it is appropriate to do so after giving consideration to the following:
 - the extent to which the development complies with the controls in Council's LEP and DCP's in the:
 - whether any objections have been received and the reasonableness of the objections, taking into account any guidance from Council's LEP and DCP on the issues raised;
 - whether the circumstances warrant assessment by an external professional, a peer review and assessment undertaken by Council staff, and/or referral of the application to IHAP;
 - the relationship of the staff member or person identified in the declaration to the Council and staff involved in assessing applications.

- (iv) if the application is for a dwelling house or dual occupancy with more than two storeys.
 - (v) if the application is for a dual occupancy and the storeys above ground floor exceed 60% of the depth of the site measured from the front property boundary.
 - (vi) the development relies on existing use rights.
 - (vii) the development is for 'sex services premises'.
 - (viii) written objections have been received that are considered to be substantive by the Submission Review Panel, unless the Director Planning and Environment agrees that delegated authority can be exercised.
- (b) For development applications:
- (i) the delegate does not have authority to vary a development standard pursuant to the provisions of Clause 4.6 of Sutherland Shire Local Environmental Plan 2015.
- (c) For applications to modify a consent or review a determination if the application seeks to modify or review a condition relating to a s.94 contribution or planning agreement.
- (2) Enter into a Planning Agreement.

04.02.03 Rejecting Applications

Reject a development application pursuant to clause 51 of the *Environmental Planning and Assessment Regulation 2000*.

04.02.04 Requesting Further Information

Request further information pursuant to clauses 53 and 54 of the *Environmental Planning and Assessment Regulation 2000*.

04.03 Clause 4.6 of Sutherland Shire Local Environmental Plan 2015

04.03.02 Clause 4.6 Team Leader

Exercising Council's authority under Clause 4.6 of Sutherland Shire Local Environmental Plan 2015 in relation to the determination of applications, EXCEPT:

- (a) in respect of an application for any of the following types of development:
- dual occupancy;
 - residential flat building;
 - multi – dwelling housing;
 - seniors housing; or
 - Shop top housing;

If any of the development standards for height, floor space ration or landscape area in Sutherland Shire Local Environmental Plan 2015 are exceeded. These exceptions do not apply to pre-existing variations.

(b) in respect of any application not referred to in (a) above that the delegate has authority to determine, the variation to any development standard is greater than 20%.

(c) in respect of any application for development below the Fore Shore Building Line.

04.05 Telecommunication Low Impact Facilities

Assess, determine and deal with a notification by a licensed carrier within the meaning of the *Telecommunication (Low – Impact Facilities) Determination Act 1997* for the construction, maintenance and operation of telecommunication facilities on land under the ownership of Council and land under Council's care, control and management.

05 FINANCE

05.07 Fees, Charges and Quotations

05.07.03 Refunds and Overpayments

Approve refunds for all overpayments and credit adjustments to fees and charges that, in the opinion of the delegate, are not legitimately due to Council.

05.07.04.03 Refund Certificates < \$500

Authorise the refund, reduction or waiver of fees and charges in relation to inspections or certificates where, in the opinion of the delegate, it is appropriate to do so or required by law, up to \$500 in any one instance, pursuant to the *Environmental Planning and Assessment Regulation 2000*. Note: No limit applies where Council is required by law to refund the fee or charge.

05.10 Petty Cash

05.10.01 < \$200

Authorise petty cash up to \$200 in any one instance.

05.12 Procurement

05.12.06 Obtain Quotes and Authorise Expenditure

05.12.06.08 < \$5,000

Obtain quotations and authorise expenditure for the supply, purchase, lease or hire of goods, works, services (including consultants engaged by the General Manager or Director), plant, equipment and the like subject to:

- (a) expenditure not exceeding \$5,000 for any one transaction; and
- (b) funds for such expenditure having been allocated in the Budget (where relevant); and
- (c) compliance with any limit on incurring such expenditure which the Council may have fixed (where relevant),

unless authorised by a resolution of the Council.

Note:

1. This authority extends to the execution of procurement type contracts and agreements only associated and consistent with the delegate's authorised Position Description. All other documents and agreements may only be executed if this delegation includes an authority under item 02.07.
2. This authority does not extend to authorising petty cash claims.

05.13 Security

05.13.01 Accept Guarantees

Accept security in the form of monetary deposits, guarantees, certificates, bonds and the like in respect of a condition of development consent under the *Environmental Planning and Assessment Act 1979*, an approval under the *Local Government Act 1993*, a consent under the *Roads Act 1993*, an order of a court or otherwise relating to the business of Council.

05.13.02 Draw On or Release

Draw on or release any security provided the delegate is of the opinion that it is appropriate to do so having regard to the reason why the security is held.

06 LEGAL PROCEEDINGS AND CLAIMS

06.03 Legal

06.03.02 Witness

Appear as a witness or delegate of Council in any court or forum.

06.05 Trees (Disputes Between Neighbours) Act 2006

Exercise Council's functions under the *Trees (Disputes Between Neighbours) Act 2006*.

10 REGULATION AND ENFORCEMENT

10.02 Functions

10.02.08 Environmental Planning and Assessment Act 1979

(Note: See also *ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979*)

10.02.08.01 Functions under Division 1C - Investigative Powers (C of A required)

Appointed as and to exercise the functions of a council investigation officer under the *Environmental Planning and Assessment Act 1979* and regulation. This includes (but is not limited to) the functions under Division 1C (Investigative Powers) of Part 6 (e.g. entering and inspecting premises, giving directions, applying for search warrants, requiring answers to questions) and serving penalty notices as an authorised person pursuant to section 9.58 of the Act and clause 284 of the regulation. **(Certificate of Authority required)**

10.02.08.03 Functions under Part 6 Division 2A (Orders)

Exercise Council's functions under Part 6 Division 2A (Orders) of the *Environmental Planning and Assessment Act 1979* and regulation.

10.02.08.04 Issue notices pursuant to Division 1 Part 4A

Issue notices as an accredited certifier pursuant to Division 1 of Part 4A (Certification of work and other matters) of the *Environmental Planning and Assessment Act 1979* and regulation.

10.02.09 Food Act 2003 (C of A required)

Appointed as and to exercise the functions of an authorised officer and authorised to exercise all other functions under the *Food Act 2003* and regulation. This includes (but is not limited to) entering and inspecting premises, applying for search warrants, seizing items, serving notices and orders, and serving penalty notices. **(Certificate of Authority required)**

10.02.13 Local Government Act 1993

10.02.13.01 Appointed Persons and Exercising Functions (C of A required)

Appointed as and to exercise the functions of an authorised person (including the 'person authorised' referred to in Part 2 of Chapter 8) under the *Local Government Act 1993* and regulation. This includes (but is not limited to) entering and inspecting premises, giving directions, applying for search warrants, requiring answers to questions and serving penalty notices. **(Certificate of Authority required)**

10.02.13.05 Part 2 (Orders) of Chapter 7

Exercise Council's functions under Part 2 (Orders) of Chapter 7 of the *Local Government Act 1993* and regulation.

10.02.15 Protection of the Environment Operations Act 1997

10.02.15.01 Protection of the Environment Operations Act 1997

Appointed as and to exercise the functions of an authorised officer and enforcement officer and authorised to exercise all other functions under the *Protection of the Environment Operations Act 1997* and regulation. This includes (but is not limited to) entering and inspecting premises, seizing items, applying for search warrants, requiring the furnishing of information and records, requiring answers to questions, giving directions and notices and serving penalty notices.

10.02.16 Public Health Act 2010 (C of A required)

Appointed as and to exercise the functions of an authorised officer and authorised to exercise all other functions under the *Public Health Act 2010* and regulation. This includes (but is not limited to) entering and inspecting premises, giving directions, applying for search warrants, taking of samples, requiring answers to questions, serving penalty notices and serving notices and orders. **(Certificate of Authority required)**

10.02.19 Roads Act 1993

10.02.19.01 Exercise functions of authorised officer (C of A required)

Appointed as and to exercise the functions of an authorised officer and authorised to exercise all other functions under the *Roads Act 1993* and regulation. This includes (but is not limited to) entering and inspecting land, applying for search warrants, granting consent, issuing notices and orders and serving penalty notices. **(Certificate of Authority required)**

10.02.21 Swimming Pools Act 1992 (C of A required)

Appointed as and to exercise the functions of an authorised officer and authorised to exercise all other functions under the *Swimming Pools Act 1992* and regulation. This includes (but is not limited to) entering and examining premises, applying for search warrants, serving orders, and serving penalty notices. **(Certificate of Authority required)**

10.02.22 Boarding Houses Act 2012 (C of A required)

Appointed pursuant to Division 4 of the *Boarding Houses Act 2012*, as and to exercise the functions of an authorised officer and authorised to exercise all other functions under the *Boarding Houses Act 2012* and regulation. This includes (but is not limited to) entering and inspecting premises, open ground and remove flooring, taking of photographs, and giving notices. **(Certificate of Authority required)**

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.