

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:

Team Leader Risk

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.



S Phillips

General Manager

5 October 2018

DELEGATIONS

02 BUSINESS OF COUNCIL

02.05 Correspondence

02.05.03 Legal

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

other than correspondence conveying a decision of the Council.

02.08 Insurance

Arrange, enter into and manage Council's insurance required by Part 4 (Insurance) of Chapter 12 of the *Local Government Act 1993* as well as any other insurance that, in the opinion of the delegate, is considered appropriate.

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.

02.16 Records

02.16.03 Subpoenas

Respond to subpoenas, notices to produce and the like.

05 FINANCE

05.02 Amounts Due to Council

05.02.02 Repayment Agreements

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

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

05.12.06.07 < \$10,000

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 \$10,000 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.

05.17 Writing off debts

05.17.01 Max of \$2,000

Write off debts (other than rates and charges) to a maximum of \$2,000 in any one instance, but only where the debt is not lawfully recoverable, it is the result of a decision of a court, or the delegate believes on reasonable grounds that an attempt to recover the amount would not be cost effective, pursuant to the *Local Government Act 1993* and regulation.

Note: Clause 213(2) of the *Local Government (General) Regulation 2005* provides that a council must, from time to time, by

resolution, fix the amount above which debts to the council may be written off only by resolution of the council. Clause 213 also requires the decision to write off a debt to be in writing and to contain certain information.

06 LEGAL PROCEEDINGS AND CLAIMS

06.02 Claims

06.02.04 instruct Lawyers

Instruct lawyers to provide advice, act for Council, defend and do all things necessary in court proceedings in relation to claims brought against Council.

06.02.05 Settlement < \$50,000

Settle claims brought against Council provided the cost of the claim does not exceed \$50,000 and the delegate is of the opinion that Council's interests would best be served by such settlement.

06.03.02 Witness

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

07 PERSONNEL

07.02 Personnel and Organisational Matters

07.02.10 Category 10

- Supervise staff including performance review
- Appraise staff performance
- Authorise timesheets for payment
- Determine leave applications excluding leave without pay of greater than one week
- Responsibilities under any Work Health and Safety legislation and any other applicable Law or Policy.

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.