

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 Strategy & Performance

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

04 January 2019

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.

05 FINANCE

05.01 Accounts

05.01.01 Tax Invoices

Issue tax invoices.

05.01.02 Authorise Payment - Procurement

Determine whether the amounts and calculations in accounts, invoices and tax invoices comply with any relevant agreement or are, in the opinion of the delegate, otherwise fair and reasonable and, if found to be so, authorise payment or so much as is found to be fair and reasonable, up to the amount(s) shown in the authority 'Procurement'.

05.01.03 Authorised Payments

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

05.01.04 Transfer Money

Transfer money to organisations in accordance with any relevant agreement where Council is the transmitting agency.

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.

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.

05.07.07 Refund of Trust Fund Deposits

Authorise the refund of trust fund deposits provided the delegate is of the opinion that the purpose for which the deposit is held has been satisfied or the deposit is no longer required.

05.08 Investment of funds

Invest funds for Council in accordance with Council's policy titled "Policy for Investment of Cash Balances" or other relevant policy

as determined by the Council.

05.09 Loan repayments

Authorise loan repayments.

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

05.12.06.04 < \$25,000

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 \$25,000 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.

05.14 Signing financial documents

05.14.01 Making Payment

Make payment disbursements for Council including signing or counter signing cheques.

05.14.02 Signatory

Act as a signatory to Council's bank account.

05.15 Statutory payments etc

Authorise the payment of statutory levies, charges and the like.

06 LEGAL PROCEEDINGS AND CLAIMS

06.03 Legal

06.03.04 Proceedings

Commence, prosecute, settle, discontinue and withdraw any proceedings or actions and issue and serve any notice, complaint or claim for the recovery of any penalty or debt owing to Council and, where necessary, instruct lawyers to do so. However, proceedings can only be settled if the delegate is of the opinion, in collaboration with the Mayor, that this course of action is appropriate or it is in accordance with a decision of the Development Assessment and Planning Committee or the Council.

07 PERSONNEL

07.02 Personnel and Organisational Matters

07.02.05 Category 5

Attend to the following matters:

- Supervise staff including performance review
- Appraise staff performance
- Recommend remuneration levels and the allocation of positions within Council's salary system
- Recommend staff permanency following the completion of the probation period
- Recommend change of hours arrangements for staff
- Recommend variations to span of hours by work groups and individuals
- Recommend requests for overtime and time in lieu
- Represent Council in industrial matters, including at the Industrial Relations Commission and Anti Discrimination Board
- Authorise timesheets for payment
- Determine higher grade pay for staff
- Determine leave applications excluding Leave Without Pay of greater than one week.
- Direct staff to take leave.
- Responsibilities under any Work Health and Safety legislation and any other applicable law or Policy

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.