

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:

Team Leader Enterprise Content Management

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; and

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



Manjeet Grewal

Chief Executive Officer

22 October 2021

DELEGATIONS

FS Finance Functions

FS17 Council Timesheets Approval

Approve and certify staff timesheets within the position holder's area of responsibility.

CG Compliance - General Functions

CG30 Issue documents under the Environmental Planning and Assessment Act 1979

Issue a certified copy or extract of a document, pursuant to section 10.8 of the *Environmental Planning and Assessment Act 1979*.

CR Compliance - Roads Act 1993 Functions

CR19 Roads Act 1993 Section 162 Name and Number public roads

Name and number public roads in Sutherland Shire for which Council is the roads authority under Section 162 of the *Roads Act 1993*.

LE Legislative Functions

LE09 Determine Informal Applications under the Government Information (Public Access) Act 2009

Exercise Council's delegable related to the determination of Informal Access Applications made to Council under the *Government Information (Public Access) Act 2009* and *Regulation*.

LE10 Determine Formal Applications under the Government Information (Public Access) Act 2009

Exercise Council's delegable related to the determination of Formal Access Applications made to Council under the *Government Information (Public Access) Act 2009* and *Regulation*.

LE11 Privacy and Personal Information Protection Act 1998

Manage access to personal information under *Privacy and Personal Information Protection Act 1998* and *Regulation*.

LE12 Managing records in accordance with the State Records Act 1998 (NSW)

Exercise the Council's functions under the *State Records Act 1998 (NSW)*, including the disposal of Council records and making of open & closed access directions in accordance with that Act and the *State Records Regulation 2010 (NSW)*.

PC People and Culture Functions

PC08 Authorise Disciplinary Actions; verbal warnings and performance improvement plans

Issue verbal warnings and Performance Improvement Plans.

CA Companion Animals Act Functions

CA03 Release of Confidential Information under Companion Animals Act 1998

Authorised to release information in accordance with Section 89 of the *Companion Animals Act 1998*.

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.