

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

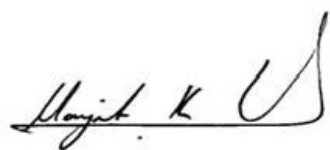
In accordance with section 378 of the *Local Government Act 1993*, I hereby:

1. Delegate to the position of:

**Financial Planning and Reporting Manager**

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**

**15 March 2024**

**DELEGATIONS**

**FS Finance Functions**

**FS01 Bank Guarantees**

Approve the acceptance and release of bank guarantees on behalf of Sutherland Shire Council.

**FS02 Cheque signing & electronic transfer of funds**

Sign cheques drawn from Council's bank account and authorise the electronic transfer of funds from Council's bank accounts.

**FS04 Investments**

Implement the Council's adopted Investment Policy and invest the Council's money in accordance with section 625 of the *Local Government Act 1993*.

**FS05 Sign Tax Declarations**

Sign declarations, on behalf of Council for fringe benefits tax (FBT), Payroll Tax and GST Business Activities Statements on behalf of the Council.

#### **FS14 Issue Tax Invoices**

Issue an official tax invoice or Recipient Created Tax Invoice (RCTI) on behalf of Sutherland Shire Council.

#### **FS16 Staff Novated Lease Agreements**

Execute employee novated lease agreements for the salary packaging of motor vehicles as Council's employer representative

#### **FS17 Council Timesheets Approval**

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

#### **FS25 Refunds – Overpayments and adjustments**

Approve or refuse refunds in accordance with applicable legislation and Council policy for over payment or adjustment of monies, subject to appropriate evidence of the over payment.

#### **FS27 Refunds – Approve Refund of Security Bonds and Deposits**

Draw on, release or authorise the refund of security fund deposits provided that the purpose for which the deposit is held has been satisfied or the deposit is no longer required.

#### **LE Legislative Functions**

##### **LE14 Appointed as a Manager (People Leader) under the Public Interest Disclosure Act 2022**

Appointed as a Manager (People Leader) under the requirements of the *Public Interest Disclosure Act 2022* to receive reports of voluntary public interest disclosures from directly or indirectly supervised employees only and pass voluntary public interest disclosures reports on to a Disclosure Officer.

#### **PC People and Culture Functions**

##### **PC08 Authorise Disciplinary Actions; verbal warnings and performance improvement plans**

Issue verbal warnings and Performance Improvement Plans.

##### **PC26 Authorise Temporary Unfit Stand Down**

Temporarily stand down an employee in accordance with Council's Alcohol & Other Drugs Determination and Guidelines, Code of Conduct for Council Staff, Work Health and Safety Policy and the Local Government (State) Award.

#### **PR Procurement Functions**

##### **PR05 Authorise Expenditure \$25,000**

Authorise expenditure for the procurement of goods, works and services, in accordance with the Procurement Policy and Guidelines up to the value of \$25,000 including;

- Council Stores issued goods and materials,
- prescribed contracts (within the meaning of clause 163 of the *Local Government (General) Regulation 2021*),
- endorsed Preferred Supplier Agreement, or
- where Council has resolved to do so.

### **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.