

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 Operations 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

FS03 Determine Repayment Agreements

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

FS07 Commence non-legal debt recovery

Commence non-legal debt recovery action in accordance with the Council's adopted policy.

FS09 Write off debts (other than rates and charges) up to \$25

Write-off debts for unpaid fees due to maximum \$25 in any one instance

FS10 Bankruptcy and Winding Up

Represent council and act on its behalf relating to bankruptcy or for the relief of insolvent debtors, under section 688 of the *Local Government Act 1993*

FS14 Issue Tax Invoices

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

FS15 Issue Tax Receipts

Issue an official tax receipt on behalf of Sutherland Shire Council.

FS17 Council Timesheets Approval

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

FS18 Rates - Categorisation

Perform the following functions of Rate Categorisation;

- a) categorise land under s514 of the *Local Government Act 1993*.
- b) issue notices of declaration of the categorisation of land for rating purposes and date of effect under sections 520 and 521 of the *Local Government Act 1993*.
- c) review, declare and notify category and date of effect following appeal in relation to s525 of the *Local Government Act 1993*, and
- d) adjust rates and charges following a change in the category of land in accordance with sections 527 and 531A of the *Local Government Act 1993*.

FS19 Rates - Exemptions

Assess land under s555 and s556 of the *Local Government Act 1993* and to:

- a) decide whether land is exempt from rates
- b) determine the date of effect of such decision and adjust rates accordingly.

FS20 Rates - Notice requiring payment

Issue a notice under section 569 of the *Local Government Act 1993* requiring the payment of unpaid rates and charges.

FS21 Rates - Postponement of rates

Perform the following functions of postponement of rates:

- a) refer an application for the postponement of rates to the Valuer-General in accordance with section 586 of the *Local Government Act 1993*,
- b) postpone rates in accordance with section 591 of the *Local Government Act 1993*,
- c) adjust rates in accordance with section 594 of the *Local Government Act 1993*, and
- d) write off rates and interest in accordance with section 595 of the *Local Government Act 1993*.

FS22 Rates - Section 603 Certificates

Issue certificates as to rates and charges under section 603 of the *Local Government Act 1993*.

FS23 Make Applications for Valuation of Land under Valuation of Land Act 1916

Make applications for the valuation of land within the Sutherland Shire Council local government area, under section 14A of the *Valuation of Land Act 1916*.

FS24 Make Objections for Valuation of Land under the Valuation of Land Act 1916

Make an objection to a valuation of the Valuer-General, under section 31 of the *Valuation of Land Act 1916*.

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.

FS37 Issue Pensioner Rebate and abandon associated rates and charges

Issue a Pensioner Rebate and abandon associated rates and charges in accordance with Council's Pensioner Rates Policy and s575 of the *Local Government Act 1993*.

CG Compliance - General Functions

CG14 Appointed as Authorised Person for Entry on to land and other powers under Local Government Act 1993 Chapter 8 Part 2 (Certificate of Authority Required)

Appointed as and Authorised Person to exercise the functions conferred on Council (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.

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

PR01 Authorise Expenditure \$1,000

Authorise expenditure for the procurement of goods, works and services, in accordance with the Procurement Policy and Guidelines up to the value of \$1,000 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.

CF Correspondence Functions

CF02 Authorise Correspondence of a Non-standard Nature

Authorise correspondence of a non-standard nature such as interpretation of Council policy or position in accordance with other delegations granted to the position or in accordance with the responsibilities of the position

LG Legal Functions

LG16 Instruct External Lawyer and/or Mercantile Agent – Debt Recovery

Instruct external lawyers and/or mercantile agents to provide advice, act for Council, defend and do all things necessary in court proceedings or other matters in relation to debt recovery matters.

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.