

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

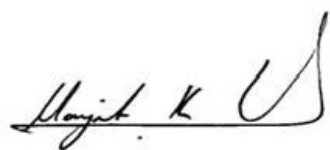
In accordance with section 378 of the *Local Government Act 1993*, I hereby:

1. Delegate to the position of:

**Manager Public Safety and Lifeguards**

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**

**AM Asset Management Functions**

**AM03 Authorise the removal of graffiti**

Authorise graffiti removal work on private land by agreement with the owner or occupier of that land or without agreement if the graffiti is visible from a public place, in accordance with *Graffiti Control Act 2008*.

**AM04 Authorise work on private land**

Authorise work on private land by agreement with the owner or occupier of that land in accordance with the approved fees determined by the Council, under section 67 of *Local Government Act 1993*.

**FS Finance Functions**

**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

**FS13 Waive or Amend Fees and Charges up to \$2,000**

The position holder is delegated authority to waive or amend or determine various fees as detailed in Council's Schedule of Fees and Charges in accordance with Section 610E of the *Local Government Act 1993*.

#### **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.

#### **FS32 Hold Corporate Credit Card \$5000**

Hold a Corporate Credit Card for the supply, purchase, or hire of goods, works, services, plant, equipment in accordance with the Credit Card Determination and Procurement Policy and Guidelines to the value of \$5000

#### **CG Compliance - General Functions**

##### **CG03 Appointed as an Authorised Person under the Public Spaces (Unattended Property) Act 2021 (Certificate of Authority Required)**

Appointed as an Authorised Person and Impounding Officer and authorised to exercise all other functions under the *Public Spaces (Unattended Property) Act 2021* and *Regulation*. This includes (but is not limited to) impounding, giving notices and serving penalty notices.

##### **CG04 Appointed as an Authorised Person under the Road Transport (General) Act 2013 (Certificate of Authority Required)**

Appointed as an Authorised Officer and authorised to exercise all other functions under the *Road Transport (General) Act 2013* and *Regulation* and the 'road transport legislation' as defined in that Act. This includes (but is not limited to) inspecting and searching vehicles and premises, giving directions and serving penalty notices.

##### **CG07 Appointed as Authorised Officer under the Protection of the Environment Operations Act 1997 (Certificate of Authority Required)**

Appointed as and to exercise the functions of an authorised officer and enforcement officer and authorised to exercise all other functions under the *Protection of the Environment Operations Act 1997* and *Regulation*. This includes (but is not limited to) entering and inspecting premises, seizing items, applying for search warrants, requiring the furnishing of information and records, requiring answers to questions, giving directions and notices and serving penalty notices.

##### **CG10 Appointed as Authorised Officer under the Rural Fires Act 1997**

Appointed as an Authorised Officer to exercise the functions conferred on the Council under the *Rural Fires Act 1997* and *Regulation*.

##### **CG13 Appointed as Authorised Officer, Authorised Person, Inspector, Enforcement Officer or similar on behalf of Council (Certificate of Authority Required)**

Appointed as an Authorised Officer/Person/Inspector/Enforcement Officer and the like under any law under which Council has functions and authorised to exercise all other functions under those laws, subject to the qualifications listed below. The functions referred to in this clause include (but are not limited to): entering, inspecting and searching land, premises and property; applying for search warrants; giving directions; requiring answers to questions; requiring the furnishing of information and records; giving directions; issuing, giving and serving notices and orders; revoking orders; and issuing and serving penalty notices. Qualifications:

1. Subject to this Delegation, only the following functions can be exercised under the *Environmental Planning and Assessment Act 1979* and *Regulation*: (a) The delegate is appointed as and to exercise the functions of an authorised person, including the functions under Division 1A (Local Enforcement Powers) of Part 6; and (b) Council's functions under Part 6 Division 2A (Orders); and (c) Serve penalty notices as an authorised person, under section 127A and clause 284; and (d) Council's inspection functions.
2. Subject to this Delegation, only the following functions can be exercised under the *Local Government Act 1993* and *Regulation*: (a) The delegate is appointed as and to exercise the functions of an authorised person, including the functions as a 'person authorised' under Part 2 (Entry on to land and other powers) of Chapter 8; and (b) Council's functions under Part 2 (Orders) of Chapter 7; and (c) Serve penalty notices as an authorised person, under section 679; and (d) Council's inspection functions.

**CG15 Appointed as Council Investigation Officer under the Environmental Planning and Assessment Act 1979 (Certificate of Authority Required)**

Appointed as a Council Investigation Officer pursuant Division 9.2 of the *Environmental Planning and Assessment Act 1979* and clause 284 of the *Regulation*. For the purposes of entry, search, inspecting premises, obtaining information, requiring the answering of questions.

**CG16 Appointed as Council Authorised Person under the Environmental Planning and Assessment Act 1979**

Appointed as a Council Authorised Person pursuant Division 9.3 and clause 284 of the *Environmental Planning and Assessment Act 1979* and *Regulation*, for the purposes of serving penalty notices relating to any offence committed under this Act or Regulation.

**CG18 Authorised Officer under the Recreation Vehicles Act 1983**

Appointed as an Authorised Officer and authorised to exercise all other functions under the *Recreation Vehicles Act 1983* and *Regulation*. This includes (but is not limited to) inspecting vehicles and giving directions.

**CG19 Authorise Signage and Notices related to Alcohol under the Local Government Act 1993 and Regulation**

Authorise the location, content, design and erection of signs and notices under the *Local Government Act 1993* and *Regulation*, including (but not limited to) prohibition of alcohol consumption and possession of alcohol (but not in relation to any public place that is a road or part of public road or public car park). The erection of alcohol prohibited area signs are subject to first gaining approval of the Local Area Commander of Police.

**CG20 Authorise Signage and Notices related to Parking under the Local Government Act 1993 and Regulation**

Authorise the location, content, design and erection of signs and notices under the *Local Government Act 1993* and *Regulation*, including (but not limited to) those determining free parking areas.

**CG21 Approve the Carrying Out of Works by Council under Local Government Act 1993 Section 678**

Approve the carrying out of works by Council as under Section 678 of the *Local Government Act 1993*, to give effect to the terms of an order issued under Chapter 7 Part 2 where a person fails to comply with the Order.

**CG22 Consider Representations on Penalty Notices, Direction or Order**

Consider representations in relation to penalty infringement notices, direction or order issued in accordance with Council's Compliance and Enforcement Policy and guidelines. The delegate can decide whether to caution the person, suspend, discontinue or continue enforcement of the notice (which may involve court proceedings), other than notices, directions or orders issued by the position holder.

**CG23 Issue Orders under Environmental Planning and Assessment Act 1979**

Exercise Council's functions under Schedule 5 Development Control Orders of the *Environmental Planning and Assessment Act 1979* and *Regulation*.

**CG24 Exercise Functions Under the Liquor Act 2007**

Exercise Council's delegable functions under the *Liquor Act 2007*.

**CG26 Conduct Inspections under the Environmental Planning and Assessment Act 1979**

Exercise Council's inspection functions under the *Environmental Planning and Assessment Act 1979* and *Regulation*.

**CG27 Issue Orders under Local Government Act 1993 Chapter 7 Part 2**

Issue Orders on behalf of Council, under the *Local Government Act 1993* Chapter 7 Part 2 Orders.

**CG31 Appointed as Authorised Officer under the Heavy Vehicle National Law (NSW)**

Appointed as an Authorised Officer under the *Heavy Vehicle National Law (NSW)* for the purposes outlined in sections;

- a. 169A;
- b. 175;
- c. 177; and
- d. 195;

of the *Road Transport Act 2013* and subject to current issue of the appropriate Authorisation Instrument/s.

## **CR Compliance - Roads Act 1993 Functions**

### **CR01 Appointed as Authorised Officer under the Roads Act 1993 (Certificate of Authority Required)**

Appointed as an Authorised Officer and authorised to exercise all other functions under the *Roads Act 1993* and *Regulation*. This includes (but is not limited to) entering and inspecting land, applying for search warrants, granting consent, issuing notices and orders and serving penalty notices.

### **CR05 Roads Act 1993 Section 101 Issue Directions regarding Road Condition**

Direct any person by whom a public road is dug up to restore the road to its previous condition, and if a public road is damaged as a result of a leakage from, or breaking or bursting of, any object or work placed in, on or over the road, direct the person:

- (a) who was responsible for placing the object or work in, on or over the road; or
- (b) who has the care or control of the object or work; or
- (c) whose act or omission caused the leakage, breaking or bursting, to restore the road to its previous condition, or instead of giving such a direction, authorise such action as is necessary to restore the road to its previous condition and seek recovery of the costs incurred in taking action;

under Section 101 of the *Roads Act 1993*.

### **CR06 Roads Act 1993 Section 102 Issue Directions regarding Damage to a Public Road**

Direct a person who causes damage to a public road, or to any road work on a public road or any traffic control facility on a road or road related area within the meaning of the *Road Transport (General) Act 2005* (other than a road or road related area that is the subject of a declaration made under section 15 of that Act relating to all of the provisions of that Act), to pay the cost incurred by Council in making good the damage that they are liable to pay, under Section 102 of the *Roads Act 1993*.

### **CR07 Roads Act 1993 Section 103 Issue Directions regarding Safety of Persons or Property**

Direct the owner or occupier of land to erect or install fences, lights or other equipment on or around any premises on the land that are in a sufficiently dangerous condition to threaten the safety of persons or property on a public road in the vicinity of the premises, under Section 103 of the *Roads Act 1993*.

### **CR08 Roads Act 1993 Section 107 Issue Directions regarding Obstruction and Encroachment**

Direct any person who causes an obstruction or encroachment on a public road, or the owner of any land that is used, or is able to be used, in connection with an obstruction or encroachment on a public road, to remove the obstruction or encroachment, under Section 107 of the *Roads Act 1993*.

### **CR09 Roads Act 1993 Section 115 Regulate Traffic on a Public Road**

Regulate traffic on a public road by means of barriers or by means of notices conspicuously displayed on or adjacent to the public road, under Section 115 of the *Roads Act 1993*.

### **CR24 Roads Act 1993 Section 229 Authority to Require Documentation**

Require the owner of a vehicle or the person in charge of a vehicle to produce documents immediately where the authorised officer suspects on reasonable grounds that the driver of the vehicle has committed an offence against the Act or the Regulations under Section 229 of the *Roads Act 1993*.

## **CR26 Roads Act 1993 Section 243 Serve Penalty Notices**

Issue serve penalty notices as an authorised officer under Section 243 of the *Roads Act 1993*.

## **CN Contract Functions**

### **CN07 Execute contracts up to the value of \$50,000**

Execute contracts, on behalf of Council, in accordance with the Delegations of Authority Determination and Guidelines, provided the expenditure does not exceed \$50,000 over the life of the contract.

### **CN10 Terminate contracts up to the value of \$50,000 (to align with existing execute delegation function provision)**

Terminate contracts, on behalf of Council, in accordance with the Delegations of Authority Determination and Guidelines, provided the contract value does not exceed \$50,000 (to align with existing execute delegation function provision)

### **CN12 Grants - Prepare and submit grant funding applications**

Prepare and submit grant funding applications to seek additional resources through grant opportunities that align to Council's strategic direction.

## **ES Emergency Situation and Urgent Works Functions**

### **ES03 Authorise the Use of Council's personnel, plant and equipment in Emergency Situations**

Authorise the use of Council's plant, equipment and personnel as required emergency situations and in response to any lawful direction given under the *State Emergency and Rescue Management Act 1989*

### **ES04 Authority to take Action - State Emergency and Rescue Management Act 1989**

Take action under the *State Emergency Rescue Management Act 1989*

### **LE04 Appointed as Public Interest Disclosure Officer under the Public Interest Disclosure Act 2022**

Appointed as a Public Interest Disclosure Officer under the requirements of the Public Interest Disclosure Act 2022 to receive reports of voluntary public interest disclosures.

## **LP Land and Property Functions**

### **LP04 Appointed as Authorised Officer in relation to Community Land as a Public Reserve under the Crown Lands Management Act 2016**

Appointed as an Authorised Officer to manage operational land under the *Crown Lands Management Act 2016* and *Regulation* under section 3.22 of the Act.

### **LP05 Appointed as Authorised Officer to Manage land as a Public Reserve under the Crown Lands Management Act 2016**

Appointed as an Authorised Officer to fulfil the function of a Council manager of land under Sections 3.22 and 10.6 of the *Crown Lands Management Act 2016* and *Regulation*

## **PC People and Culture Functions**

### **PC05 Determine Overtime and Time in Lieu Requests**

Determine requests for the accrual of overtime and time in lieu

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

Issue verbal warnings and Performance Improvement Plans.

### **PC18 Authorise the Engagement of Temporary Staff**

Authorise the engagement of temporary staff.

## **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.

## **CA Companion Animals Act Functions**

### **CA01 Issue and Revoke Certificate of Compliance for enclosures for Dangerous and Restricted Dogs**

Issue and revoke a certificate of compliance in relation to the enclosure in which a dangerous dog or restricted dog is required to be kept, under section 58H of the *Companion Animals Act 1998* and *Regulation*.

### **CA02 Appointed as Authorised Officer under the Companion Animals Act 1998 (Certificate of Authority Required)**

Appointed as an Authorised Officer under the *Companion Animals Act 1998* and *Regulation*. This includes authority to (but is not limited to) entering property, seizing dogs, issuing and giving orders and notices, making declarations and serving penalty notices.

### **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*.

## **PR Procurement Functions**

### **PR07 Authorise Expenditure \$100,000**

Authorise expenditure for the procurement of goods, works and services, in accordance with the Procurement Policy and Guidelines up to the value of \$100,000 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

### **CF03 Respond with Council's Position**

Correspondence that is making a submission in relation to draft legislation or government position, on behalf of Council, in accordance with the responsibilities of the position

## **LG Legal Functions**

### **LG06 Instruct External Lawyer - Administrative Law Matters**

Instruct external lawyers to provide advice, act for Council, defend and do all things necessary in court proceedings or other matters in relation to administrative law matters brought against Council.

### **LG09 Instruct External Lawyer – Regulatory Enforcement**

Instruct external lawyers to provide advice and to commence, defend, prosecute, settle, discontinue and withdraw any proceedings or other matters or actions in relation to matters under the relevant legislation or Regulation governing enforcement action associated with the responsibilities of the Delegate.

### **LG11 Instruct External Lawyer - Local Court**

Instruct external lawyers to provide advice and to commence, defend, prosecute, settle, discontinue and withdraw any proceedings or actions in the Local Court.

### **LG14 Instruct External Lawyer Local Court and Land and Environment Court**

Instruct external lawyers to provide advice and to commence, defend, prosecute, settle, discontinue and withdraw any proceedings or actions in the Local Court and the Land and Environment Court.

## 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.