

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

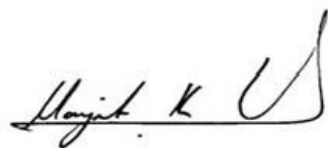
In accordance with section 378 of the *Local Government Act 1993*, I hereby:

1. Delegate to the position of:

**Coordinator Customer Service Information 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**

**15 March 2024**

**DELEGATIONS**

**FS Finance Functions**

**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.

**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*.

## **LE Legislative Functions**

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

Exercise Council's delegable functions 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 functions 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*.

## **PC People and Culture Functions**

### **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.

## **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.