

Illawarra Shoalhaven Joint Organisation Policy Manual

Delegations of Authority as at 30 June 2025



ISJO Delegations of Authority as at 30 April 2025

ISJO Code	Delegated Function	CEO	Director Environment, Waste & Sustainability	RID Programs Manager	Manager Resilience and Network Coordination	Net Zero Program Manager	Chief Weeds Officer	Biosecurity Weeds Inspector	Weeds Officer	Divisional Manager Finance & Administration	Business Trainee
AA01	Act as an authorised person within the meaning of the Local Government Act 1993 (NSW) "an employee of a Joint Organisation generally or specially authorised by the Joint Organisation in respect of or whose duty it is to deal with, or to act in regard to, any acts, matters or things in relation to which the expression is used"	•									
AA02	Authority to enter any premises pursuant to section 191 of the Local Government Act 1993 (NSW). S191 - (1) For the purpose of enabling the ISJO to exercise its functions, an ISJO employee (or other person) authorised by the ISJO may enter any premises. (2) Entry may only be made at any reasonable hour in the daytime or at any hour during which business is in progress or is usually carried on at the premises.			•							
AA03	Act as an authorised person to exercise functions under the Biosecurity Act 2015 with the condition and limitation of: "for weeds only and only in relation to land for which Wollongong City, Shellharbour City and Kiama Municipal councils are the Local Control Authority"						•	•	•		
AA04	Act as the ISJO's responsible accounting officer pursuant to clause 196 of the Local Government (General) Regulation 2005. "responsible accounting officer" of a ISJO means: (a) a member of the staff of the ISJO designated by the CEO, or (b) if no such member has been designated, the CEO.	•									
AA05	Exercise the ISJO's functions under the State Records Act 1998 (NSW), including the disposal of ISJO records and making of open & closed access directions in accordance with that Act and the State Records Regulation 2010 (NSW).	•									
AA06	Authorise any correspondence on behalf of the Organisation including correspondence to Members of Parliament or those for the direct attention of heads of government departments and agencies.	•									
AA07	Authorise correspondence of a non-standard nature <u>with the exception of correspondence to Members of Parliament or those for the direct attention of heads of government departments and agencies.</u>	•	•	•	•		•	•		•	
AA08	Authorise correspondence of a standard nature, such as replies to routine enquiries from the public <u>with the exception of correspondence to Members of Parliament or those for the direct attention of heads of government departments and agencies.</u>	•	•	•	•		•	•		•	
AA09	Enter into a short term permit, short or long term lease or licence on behalf of ISJO, with ISJO as permit holder, lessee or licensee, of land required for operational purposes.	•									

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AA10	Authorise New South Wales and Federal Government grant acquittal progress reports <u>other than the final report</u> .	•	•		•		•			•	
AA11	Enter into (sign) a funding deed / contract between the ISJO and a government funding agency (State or Commonwealth)	•									
F01	Authorise expenditure for works, services, facilities and goods for ISJO pursuant to clause 211 of the Local Government (General) Regulation 2005 of not more than \$2,000 (including GST) within approved budget limits and sign documents arising therefrom.	•	•	•	•	•	•	•		•	
F02	Authorise expenditure for works, services, facilities and goods for ISJO pursuant to clause 211 of the Local Government (General) Regulation 2005 of not more than \$10,000 (including GST) within approved budget limits and sign documents arising therefrom.	•	•				•			•	
F03	Authorise expenditure for works, services, facilities and goods for ISJO pursuant to clause 211 of the Local Government (General) Regulation 2005 up to \$500,000 (including GST) within approved budget limits and sign documents arising therefrom.	•									
F04	Act as a signatory to the ISJO's bank account.	•									
F05	Sign declarations on behalf of the ISJO for Fringe Benefits Tax, GST, Business Activity Statements and Payroll Tax.	•									
F06	Invite and accept quotations for a proposed contract on behalf of the ISJO in accordance with the ISJO's Sustainable Procurement Policy and within authorised expenditure limitations.	•	•	•	•	•	•	•		•	
F07	Procure goods or services for the ISJO by means of an ISJO Purchase Card subject to a monthly limit of \$2,000 (including GST) and compliance with ISJO's Purchase Card Policy and Procurement Policy.	•	•	•	•		•	•		•	
F08	Procure goods or services for the ISJO by means of a ISJO Purchase Card subject to a monthly limit of \$4,000 (including GST) and compliance with ISJO's Purchase Card Policy and Procurement Policy.	•	•	•	•		•			•	
F09	Procure goods or services for the ISJO by means of a ISJO Purchase Card subject to a monthly limit of \$5,000 (including GST) and compliance with ISJO's Purchase Card Policy and Procurement Policy.	•	•				•			•	
F10	Procure goods or services for the ISJO by means of a ISJO Purchase Card subject to a monthly limit of \$10,000 (including GST) and compliance with ISJO's Purchase Card Policy and Procurement Policy.	•									
F11	Waive or reduce a fee	•									
F12	Authorise the disposal of assets of value less than \$10,000 (including GST), other than land or assets of potentially historical or cultural significance and, in any case, not by donation, in accordance with ISJO's Disposal of Assets and Impounded Items Procedures, and sign documents arising therefrom.	•	•		•		•			•	

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F13	Authorise the disposal of assets of value over \$10,000 (including GST), other than land or assets of potentially historical or cultural significance and, in any case, not by donation, in accordance with ISJO's Disposal of Assets and Impounded Items Procedures, and sign documents arising therefrom.	•									
F14	Authorise the payment of variations to Contracts where the funds required are contained within the amount set aside in the budget adopted.	•	•		•		•			•	
HR01	Authorise timesheets for employees within the area of control of the position.	•	•		•		•			•	
HR02	Issue a first warning, in accordance with the procedure set out in Step 1 of the Disciplinary Procedure in ISJO's Local Government Award 2017.	•									
HR03	Issue a written warning, in accordance with the procedure set out in Step 2 of the Disciplinary.	•									
HR04	Issue a final warning, in accordance with the procedure set out in Step 3 of the Disciplinary Procedure.	•									
HR05	Initiate suspension with a view to termination or dismissal with due notice, in accordance with the procedure set out in Step 4 of the Disciplinary Procedure.	•									
HR06	Initiate summary dismissal, in accordance with the Summary Dismissal procedure set out in the Disciplinary Procedure.	•									
HR07	Appoint staff in accordance with the ISJO's organisation structure and resources approved by the ISJO.	•									
HR08	Determine an application for secondary employment submitted by a temporary, casual or part-time staff member.	•									
M01	Exercise ISJO's functions in relation to the determination of Access Applications made to ISJO under the Government Information (Public Access) Act.	•									
M02	Exercise ISJO's functions in relation to the determination of Formal Access Applications made to ISJO under the Government Information (Public Access) Act.	•									
M03	Act as an appropriate person, within the meaning of clause 164 of the Local Government (General) Regulation 2005, to receive or deal with tenders submitted to ISJO. "appropriate person", in relation to a tender submitted to a ISJO, means a person designated by the CEO to receive or deal with tenders submitted to the ISJO and, if a person is not designated, means the CEO.	•									

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M04	Determine, pursuant to clause 166 of the Local Government (General) Regulation 2005, the method of tendering to be used where ISJO is required to invite tenders in accordance with section 55 of the Local Government Act 1993. Whenever a ISJO is required by section 55 of the Act to invite tenders before entering into a contract, the ISJO must decide which of the following tendering methods is to be used-- (a) the open tendering method by which tenders for the proposed contract are invited by public advertisement, (b) the selective tendering method by which invitations to tender for a particular proposed contract are made following a public advertisement asking for expressions of interest, (c) the selective tendering method by which recognised contractors selected from a list prepared or adopted by the ISJO are invited to tender for proposed contracts of a particular kind.	•									
M05	Local Government Act 1993 400Y(3) The executive officer may also, if the joint organisation determines an organisation structure requiring other staff— (a) appoint staff in accordance with the organisation structure and the resources approved by the joint organisation, and (b) direct and dismiss staff	•									
M06	Local Government Act 1993 400Y(2) The executive officer is to be the public officer of the joint organisation or is to designate another member of staff as the public officer.	•									
M07	400ZE Delegations (1) A joint organisation may delegate to the executive officer, a committee of the board of the joint organisation or any other person or body (not including another employee of the joint organisation) any of the functions of the joint organisation, other than a function prescribed by the regulations for the purposes of this section. (2) A joint organisation may sub-delegate to the executive officer, a committee of the board of the joint organisation or any other person or body (not including another employee of the joint organisation) any function delegated to the joint organisation by Historical version for 1 March 2024 to 30 May 2024 (accessed 8 July 2024 at 16:55) Page 277 of 558 Local Government Act 1993 No 30 [NSW] the Departmental Chief Executive or a council, except as provided by the regulations or the instrument of delegation to the joint organisation. (3) The executive officer may delegate any of the functions of the executive officer, other than this power of delegation. (4) The executive officer may sub-delegate a function delegated to the executive officer by the joint organisation to any person or body (including another employee of the joint organisation). (5) Subsection (4) extends to a function sub-delegated to the executive officer under subsection (2).	•									

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