



ADELAIDE HILLS COUNCIL

INSTRUMENT OF DELEGATION

INSTRUMENT OF DELEGATION UNDER THE
UNCLAIMED GOODS ACT 1987

24 AUGUST 2021

NOTES

1. Conditions or Limitations: conditions or limitations may apply to the delegations contained in this Instrument.
2. Refer to the relevant Council resolution(s) to identify when these delegations were made, reviewed and or amended.

POWERS AND FUNCTIONS DELEGATED IN THIS INSTRUMENT

Delegation Sources

- Unclaimed Goods Act 1987

Positions

Abbreviation	Position	Name
Chief Executive Officer (95)	Chief Executive Officer (95)	
Director Corporate Services (41)	Director Corporate Services (41)	
Director Development and Regulatory Services (70)	Director Development and Regulatory Services (70)	
Manager Property Services (394)	Manager Property Services (394)	
Team Leader Regulatory Services (196)	Team Leader Regulatory Services (196)	

Instrument of Delegation under the Unclaimed Goods Act 1987

Unclaimed Goods Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 5(1)(b)	<p>1. Unclaimed Goods</p> <p>1.1 The power pursuant to Section 5(1)(b) of the Unclaimed Goods Act 1987 (the Act) where the Council is in possession of goods belonging to another (the bailor) in pursuance of an agreement or understanding under which the Council was to deliver the goods to the bailor, to make reasonable attempts to deliver the goods in accordance with the agreement or understanding.</p>	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Manager Property Services (394), Team Leader Regulatory Services (196)	NIL
s5(1)(c)	<p>1. Unclaimed Goods</p> <p>1.2 The power pursuant to Section 5(1)(c) of the Act where the Council is in possession of goods belonging to the bailor and there is no agreement or understanding governing the collection or delivery of the goods, to request the bailor in accordance with Section 5(2) of the Act, to collect the goods.</p>	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Manager Property Services (394), Team Leader Regulatory Services (196)	NIL
s5(2)	<p>1. Unclaimed Goods</p> <p>1.3 The duty pursuant to Section 5(2) of the Act in making a request for the purposes of Section 5(1)(c) of the Act, to ensure the request -</p>	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Manager Property Services (394),	NIL

Unclaimed Goods Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	<p>1.3.1 states the address at which the goods are available for collection; and</p> <p>1.3.2 contains a brief description of the goods; and</p> <p>1.3.3 states the times at which, or the hours between which, the goods will be available for collection at that address; and</p> <p>1.3.4 is made -</p> <p>1.3.4.1 by post addressed to the last known address of the bailor; or</p> <p>1.3.4.2 if the identity or whereabouts of the bailor is unknown - by notice in the prescribed form published in a newspaper circulating generally throughout the State.</p>	Team Leader Regulatory Services (196)	
s5(3)	<p>1. Unclaimed Goods</p> <p>1.4 The duty pursuant to Section 5(3) of the Act to ensure a request made for</p>	Chief Executive Officer (95), Director Corporate Services (41), Director	

Unclaimed Goods Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	the purposes of Section 5(1)(c) of the Act allows the bailor a reasonable opportunity to collect the goods to which it relates.	Development and Regulatory Services (70), Manager Property Services (394), Team Leader Regulatory Services (196)	NIL
s6(1)	<p>2. Sale or Disposal of Unclaimed Goods</p> <p>2.1 The power pursuant to Section 6(1) of the Act and the power subject to Section 6 of the Act, where the Council is a bailee of unclaimed goods, to, after the expiration of three months from the relevant date -</p> <p>2.1.1 sell the goods; or</p> <p>2.1.2 if the value of the goods would be insufficient to defray the costs of sale - otherwise dispose of the goods.</p>	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Manager Property Services (394), Team Leader Regulatory Services (196)	NIL
s6(2)	<p>2. Sale or Disposal of Unclaimed Goods</p> <p>2.2 The power pursuant to Section 6(2) of the Act to apply to the Court for an authorisation to sell or dispose of goods under Section 6(1) of the Act and the duty pursuant to Section 6(2) of the Act, if the value of the goods lies within</p>	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Manager Property Services (394), Team Leader Regulatory Services	NIL

Unclaimed Goods Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	scale 3, to not sell or dispose of the goods without such an authorisation.	(196)	
s6(3)	<p>2. Sale or Disposal of Unclaimed Goods</p> <p>2.3 The duty pursuant to Section 6(3) of the Act where an application for an authorisation under Section 6(2) of the Act is made, to -</p> <p>2.3.1 give notice of the application to the Commissioner of Police; and</p> <p>2.3.2 give such notice (if any) as the Court thinks appropriate to the bailor and any other person who, in the opinion of the Court, may have an interest in the goods.</p>	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Manager Property Services (394), Team Leader Regulatory Services (196)	NIL
s 6(5)	<p>2. Sale or Disposal of Unclaimed Goods</p> <p>2.4 The power pursuant to Section 6(5) of the Act, if the value of unclaimed goods lies within scale 1 or 2, to sell or dispose of the goods under Section 6(1) of the Act without any authorisation by the Court and the duty pursuant to Section 6(5)(b) of the Act, if goods whose value lies within scale 2 are to be sold without such an authorisation, to</p>	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Manager Property Services (394), Team Leader Regulatory Services (196)	NIL

Unclaimed Goods Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	<p>2.4.1 sell the goods by public auction; and</p> <p>2.4.2 give notice in the prescribed form of the time and place of the proposed sale at least one month before the date of the proposed sale -</p> <p>2.4.2.1 to the Commissioner of Police; and</p> <p>2.4.2.2 to the bailor.</p>		
s6(6)	<p>2. Sale or Disposal of Unclaimed Goods</p> <p>2.5 The power pursuant to Section 6(6) of the Act to give a notice under Section 6(5)(b) of the Act by post and, if the identity or whereabouts of the bailor is unknown, to give the notice to the bailor by advertisement in a newspaper circulating generally throughout the State.</p>	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Manager Property Services (394), Team Leader Regulatory Services (196)	NIL
s7(1)	<p>3. Claim Made by Bailor After Commencement of Proceedings Under this Act</p> <p>3.1 The duty pursuant to Section 7(1) of the Act and subject to Section 7(2) of the Act, where the Council has commenced proceedings for the sale or</p>	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Manager Property Services (394),	NIL

Unclaimed Goods Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	disposal of goods under the Act but before the goods are sold or disposed of the bailor claims the goods, to not proceed with the sale or disposal of the goods, and to hand them over to the bailor.	Team Leader Regulatory Services (196)	
s7(2)	<p>3. Claim Made by Bailor After Commencement of Proceedings Under this Act</p> <p>3.2 The power pursuant to Section 7(2) of the Act to, before handing over goods under Section 7(1) of the Act, require the bailor to pay -</p> <p>3.2.1 the reasonable costs incurred by the Council in proceeding under the Act;</p> <p>3.2.2 the reasonable costs incurred by the Council in storing and maintaining the goods after the date on which the bailor should have collected or taken delivery of them;</p> <p>3.2.3 the amount of any lien that the Council has over the goods.</p>	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Manager Property Services (394), Team Leader Regulatory Services (196)	NIL
s7(3)	<p>3. Claim Made by Bailor After Commencement of Proceedings Under this Act</p> <p>3.3 The power pursuant to Section 7(3) of the Act, if at the expiration of 42 days after the Council has rendered a written account of the amounts</p>	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Manager Property Services (394),	NIL

Unclaimed Goods Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	claimed under Section 7(2) of the Act the bailor has not paid those amounts, to, subject to Section 7(4) of the Act, proceed to sell or dispose of the goods.	Team Leader Regulatory Services (196)	
s 8(1)	<p>4. Proceeds of Sale</p> <p>4.1 The power pursuant to Section 8(1) of the Act in relation to the proceeds of the sale of goods under the Act to -</p> <p>4.1.1 retain from those proceeds -</p> <p>4.1.1.1 the reasonable costs of the sale and of proceeding under the Act;</p> <p>4.1.1.2 the reasonable costs of storing and maintaining the goods prior to sale;</p> <p>4.1.1.3 the amount of any lien that the Council had over the goods; and</p> <p>4.1.2 pay the balance to the Treasurer.</p>	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Manager Property Services (394), Team Leader Regulatory Services (196)	NIL