



Local Government Act 1993 (NSW)

**INSTRUMENT OF SUB-DELEGATIONS (400252 Coordinator Library Programs, Marketing and Outreach)
FROM THE GENERAL MANAGER TO STAFF**

I, David Tuxford, General Manager of Georges River Council, pursuant to section 378 of the *Local Government Act 1993*, hereby delegate my powers, authorities, duties, and functions to the positions listed below or the persons who, from time to time, hold (or are acting in) those positions, the following functions:

400252 Coordinator Library Programs, Marketing and Outreach

Administrative Authorisations

Code	Name	Description	Legislation
ADM07	Discard and accept library books, periodicals, and resources	Authority to discard library books, periodicals and like material as required and accept and dispose of material donated to the library.	

Appointments of Employees as Authorised Persons

Code	Name	Description	Legislation
APP03	Public Interest Disclosures - Disclosures Officer	Appointed as a Disclosures Officer under the Public Interest Disclosures Act 2022 and as specified in Appendix A of Council's Public Interest Disclosure Reporting Policy.	The Public Interest Disclosures Act 2022

Financial

Code	Name	Description	Legislation
FIN02	Expenditure - operating budget up to \$50,000	<p>The position holder is authorised to incur expenditure up to \$50,000 provided the expenditure:</p> <ul style="list-style-type: none"> - is incurred in relation to a matter of which the delegate holds an appropriate delegation; and - has been identified in Council's Annual Operational Plan and associated budget; and - is incurred in accordance with Council's Sustainable Procurement Policy; and - does not involve the acceptance of a tender which is required under the Local Government Act 1993 to be invited and accepted only by the Council; and - does not require a resolution of the Council under the Local Government Act 1993 and associated Regulation. 	<p>The Local Government Act 1993 The Local Government (General) Regulation 2021</p>
FIN29	Voiding of allocated fees and charges	<p>Authority to approve the voiding of allocated fees and charges that, in the opinion of the delegate, are not legitimately due to Council.</p> <p>Note: Approval is subject to the following conditions: a) the delegate must ensure that appropriate evidence is obtained and documented, and that any other necessary requirements as set out in Council's Payment Handling and Cash Collection Policy are followed.</p>	

Human Resources

Code	Name	Description	Legislation
HR01	Functions of appointed position	<p>Exercise the functions of the Council position to which the position holder is appointed in accordance with the job description for that position, Local</p>	

Code	Name	Description	Legislation
		Government Award, management direction, Council strategic plans, policies and procedures, resolutions, lawful decisions and relevant legislation.	
HR05	Personnel Matters - Staff with supervisory responsibilities	<p>Exercise the functions of the General Manager under section 335 of the Local Government Act 1993 to:</p> <ul style="list-style-type: none"> - Supervise staff including performance review - Appraise staff performance - Recommend change of hours arrangements for staff - Recommend variations to span of hours by work groups and individuals - Recommend requests for overtime and time in lieu - Represent Council, with the Chief People Officer or Head of People and Performance, in industrial matters, including at the Industrial Relations Commission and Anti-Discrimination Board - Recommend remuneration levels and the allocation of positions in accordance with Council's job evaluation system and salary system - Recommend higher grade pay for staff - Determine leave applications except for leave without pay, at double pay or special leave. - Recommend staff to take leave - Authorise timesheets for payment - Direct staff in respect of day to day matters within in their section 	The Local Government Act 1993 Section 335

Legal

Code	Name	Description	Legislation
LE01	Signing of Contracts, Deeds and Agreements not requiring the Council Seal	Authority to sign any contract, deed, or other legally binding arrangement (which is not of a type dealt with by another delegation within this register) in circumstances where: (a) the total value of the contract, deed or arrangement, including options, is less than \$250,000 (GST inclusive); and (b) the Council's seal is not to be affixed; and (c) a resolution of the Council is not required to authorise entry into the contract, deed or arrangement, and (d) it is within the position holder's expenditure delegation and the area for which they are responsible.	

This delegation made by me as General Manager is subject to the following limitations:

1. The delegated power, authority, duty, or function must be performed in accordance with any applicable legislation, the Code of Conduct, and any Council Policy and Procedures. Where anomalies exist between the Council Policy and/or Procedure and the Delegations of Authority from the General Manager to Staff, the Delegations of Authority from the General Manager to Staff will prevail.
2. Any limitations or qualifications on the scope of function delegated must be expressed within the delegation.
3. Any limitations on the scope of the power, authority, duty, or function delegated to me as General Manager by Council, as per section 377 of the *Local Government Act 1993*, must be adhered to.
4. The delegated power, authority, duty, or function is subject to any limitations contained within a Certificate of Authority issued to the delegated Council officer, if any.

This Instrument of Sub-Delegations revokes any previous powers, authorities, duties, and functions that have been delegated to any positions in the listed in this instrument. The delegations made in this instrument will remain in force until they are revoked or amended by me as General Manager.

This Instrument does not affect the validity of any past act or past exercise of powers or functions exercised or performed in accordance with previous delegations or directions.

This instrument takes effect from the date of signature.



David Tuxford
General Manager
Georges River Council

Date **4/11/2024.**