



*Local Government Act 1993 (NSW)*

**INSTRUMENT OF SUB-DELEGATIONS (ADMINISTRATIVE AUTHORISATIONS CATEGORY) 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:

**Administrative Authorisations**

Code	Name	Description	Legislation	Position Code & Name
ADM01	Respond to media	Authority to advise and respond to enquiries from the media to matters relevant to Council in accordance with Council's Media Policy.		100012   Coordinator Communications & Engagement 100013   Communications Officer 100014   Communications Officer 100015   Communications Officer 100023   General Counsel 100021   Executive Manager City Futures
ADM02	Issue of media releases	Issue media releases on behalf of Council, in accordance with Council's Media Policy.		100012   Coordinator Communications & Engagement

Code	Name	Description	Legislation	Position Code & Name
				100013   Communications Officer 100014   Communications Officer 100015   Communications Officer 100021   Executive Manager City Futures
ADM03	Production and release of publicity material	Authority to approve production and release of Council's publicity material, including social media in accordance with Council's Social Media Policy.		100012   Coordinator Communications & Engagement 100013   Communications Officer 100014   Communications Officer 100015   Communications Officer 100016   Website & Digital Officer 100018   Community Engagement Officer 100022   Manager Office of the General Manager 100021   Executive Manager City Futures 100029   Head of Marketing and Brand 100034   Head of Economic Development 100031   Marketing Officer 100030   Senior Marketing Officer
ADM05	Signing Correspondence on behalf of the General Manager, including being able	Authority to sign outwards correspondence relating to the area for which the officer is responsible, on behalf of the General Manager		100023   General Counsel 100002   Chief Audit Executive

Code	Name	Description	Legislation	Position Code & Name
	to correspond with the Ombudsman and ICAC	except for correspondence: (a) to the Prime Minister, Premier, Ministers (Federal or State); or Local Members and subject to prior approval of supervisor.		300000   Director Business & Corporate Services  300034   Head of Corporate Governance & Risk
ADM06	Nominating and instructing legal service providers	Authorised to nominate and instruct legal service providers to act for, or advise Council in respect of all matters, including proceedings for and against the Council and the giving of instructions to the Council's legal service provider during the course of proceedings.		400000   Director Community & Culture 400152   Manager City Life  400058   Manager Community & Early Learning Services  400154   Manager Cultural Engagement & Library Services  400019   Coordinator Programming & Operations  500000   Director Environment & Planning  500038   Manager Environment Health & Regulatory Services  500092   Manager Strategic Planning  500002   Manager Development & Building  500016   Coordinator Development Assessment  500017   Coordinator Development Assessment  500019   Principal Planner  500025   Principal Planner

Code	Name	Description	Legislation	Position Code & Name
				500100   Coordinator Strategic Planning 500015   Coordinator Advisory & Specialist Assessment 500018   Coordinator Building Assessment
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.		400000   Director Community & Culture 400154   Manager Cultural Engagement & Library Services 400156   Coordinator Library Customer Experience 400158   Team Leader Customer Experience 400167   Team Leader Customer Experience 400192   Coordinator Library Operations 400194   Team Leader Library Information Services 400199   Team Leader Library IT 400204   Coordinator Library Programs & Marketing 400205   Team Leader Children & Youth Services 400209   Team Leader Library Programs 400214   Team Leader Collections 400219   Team Leader Content & Discovery

Code	Name	Description	Legislation	Position Code & Name
				400252   Coordinator Library Programs, Marketing and Outreach
ADM08	Signing correspondence on behalf of the General Manager	Authority to sign outwards correspondence relating to the area for which the officer is responsible, on behalf of the General Manager except for correspondence: (a) to the Ombudsman and ICAC; (b) to the Prime Minister, Premier, Ministers (Federal or State); or Local Members and subject to prior approval of supervisor.		100022   Manager Office of the General Manager 100021   Executive Manager City Futures 200000   Director Assets & Infrastructure 300000   Director Business & Corporate Services 400000   Director Community & Culture 500000   Director Environment & Planning 500038   Manager Environment Health & Regulatory Services 500092   Manager Strategic Planning 500002   Manager Development & Building 500100   Coordinator Strategic Planning 500095   Senior Strategic Planner 500096   Senior Strategic Planner 500099   Strategic Planner 500101   Strategic Planner 500102   Strategic Planner/Urban Designer 500094   Executive Strategic Planner

Code	Name	Description	Legislation	Position Code & Name
				500098   Strategic Planner/Information Management  500097   Senior Development Contributions Planner

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 Administrative Authorisations Category. 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