



Local Government Act 1993 (NSW)

**INSTRUMENT OF SUB-DELEGATIONS (GOVERNANCE 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:

Governance

| Code | Name | Description | Legislation | Position Code & Name |
|-------------|--|--|---|--|
| GOV01 | Access to Information - Informal access applications | Authority to exercise the functions of the General Manager in respect of informal access applications under the Government Information (Public Access) Act 2009. | The Government Information (Public Access) Act 2009 | 100023 General Counsel 600002 Senior Solicitor 300000 Director Business & Corporate Services 300034 Head of Corporate Governance & Risk 300122 Senior Governance Officer 300130 Governance Officer 300036 Claims Insurance & Risk Specialist |

| Code | Name | Description | Legislation | Position Code & Name |
|-------|--|--|---|--|
| | | | | 900021 Casual Paralegal 300037 Chief Information Officer 300101 Head of Information Management 300102 Team Leader Records & Information Management Services 300103 Records Officer 300104 Records Officer 300105 Information Management Officer 300106 Information Management Officer 300107 Information Management Officer 300030 Governance & Risk Specialist |
| GOV02 | Access to Information - Formal access applications | Authority to exercise on behalf of Council all Council's delegable functions under the Government Information (Public Access) Act 2009 and Government Information (Public Access) Regulation 2018. | The Government Information (Public Access) Act 2009 Section 9 | 300030 Governance & Risk Specialist 100023 General Counsel 600002 Senior Solicitor 300000 Director Business & Corporate Services 300034 Head of Corporate Governance & Risk 300122 Senior Governance Officer |

| Code | Name | Description | Legislation | Position Code & Name |
|-------|--|---|--|--|
| | | | | 300130 Governance Officer 300036 Claims Insurance & Risk Specialist 900021 Casual Paralegal |
| GOV03 | Access to Information - Internal GIPA Review | Authority to determine applications for Internal Review made under the Government Information (Public Access) Act 2009 | The Government Information (Public Access) Act 2009 | 100023 General Counsel 300000 Director Business & Corporate Services 300034 Head of Corporate Governance & Risk |
| GOV04 | Council's Functions - section 12, Records Act 1998 | Exercise the function under section 12 of the State Records Act 1998 of establishing, maintaining and reporting on a records management program. | The State Records Act 1998 Section 12 | 300000 Director Business & Corporate Services 300037 Chief Information Officer 300101 Head of Information Management |
| GOV05 | Internal Privacy reviews and complaints | Authority to undertake Council's functions under Part 5 of the Privacy and Personal Information Protection Act 1998 including dealing with a complaint pursuant to sections 53 and 54 including appointing a reviewing officer to conduct the review. | The Privacy and Personal Information Protection Act 1998 Part 5 | 100023 General Counsel 300000 Director Business & Corporate Services 300034 Head of Corporate Governance & Risk |
| GOV06 | Insurance claims - to excess | Authority to settle insurance claims to the amount of excess. | | 300000 Director Business & Corporate Services |

| Code | Name | Description | Legislation | Position Code & Name |
|-------|--|---|---|--|
| | | | | 300034 Head of Corporate Governance & Risk |
| GOV07 | Assessment of data breaches | Authority to undertake Council's functions under Part 6A of the Privacy and Personal Information Protection Act 1998 including the carrying out of an assessment of any data breaches, but excluding s59J(2), s59K, s59M(1) and Division 4. | The Privacy and Personal Information Protection Act 1998 Part 6A excluding s59J(2), s59K, s59M(1) and Division 4 | 100023 General Counsel 300000 Director Business & Corporate Services 300034 Head of Corporate Governance & Risk |
| GOV08 | Access to Information - Agency Information Guide | Authority to review and update Council's Information Guide (prepared under Part 3, Division 2, Sections 20, 21 & 22) under the Government Information (Public Access) Act 2009 | The Government Information (Public Access) Act 2009 Section 20, 21 & 22 | 300000 Director Business & Corporate Services 300034 Head of Corporate Governance & Risk 300122 Senior Governance Officer 300030 Governance & Risk Specialist |

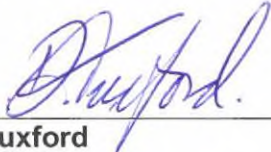
This delegation made by me as General Manager is subject to the following limitations:

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 Governance 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