

## INSTRUMENT OF SUB-DELEGATIONS (PROCUREMENT) 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:

### Procurement

Code	Name	Description	Legislation	Position Code & Name
PROC01	Inviting Tenders / Expressions of Interest, including determining the method of tendering	Exercise the functions of the Council to invite tenders or expressions of interest under section 55 of the Local Government Act 1993 or generally, including the function to determine if a tender should be open or selective under clauses 166 - 169 of the Local Government (General) Regulation 2021.	The Local Government Act 1993 - section 55 The Local Government (General) Regulation 2021 - clause 166-169	100002   Chief Audit Executive
				100021   Executive Manager City Futures
				100022   Manager Office of the General Manager
				100023   General Counsel
				200000   Director Assets & Infrastructure
				200002   Manager City Operational Services
				200021   Manager City Technical Services
				200204   Manager Premium Facilities

Code	Name	Description	Legislation	Position Code & Name
				200210   Manager Strategic Placemaking
				300000   Director Business & Corporate Services
				300006   Chief Financial Officer
				300032   Procurement & Contracts Governance Partner^
				300033   Procurement & Contracts Governance Partner
				300037   Chief Information Officer
				300089   Chief People Officer
				300091   Senior Procurement & Contracts Business Partner
				300144   Head of Procurement & Contracts
				400000   Director Community & Culture
				400058   Manager Community & Early Learning Services
				400152   Manager City Life
				400154   Manager Cultural Engagement & Library Services
				400154   Manager Cultural Engagement & Library Services
				500000   Director Environment & Planning
				500002   Manager Development &

Code	Name	Description	Legislation	Position Code & Name
				Building  500038   Manager Environment Health & Regulatory Services  500092   Manager Strategic Planning  600002   Senior Solicitor
PROC02	Amend tender period	Authority to extend the tender period in accordance with clause 172 of the Local Government (General) Regulation 2021 and to shorten the tender period in accordance with clause 171 of the Local Government (General) Regulation 2021.	The Local Government (General) Regulation 2021 Clause 171 and 172	100002   Chief Audit Executive  100021   Executive Manager City Futures  100022   Manager Office of the General Manager  100023   General Counsel  200000   Director Assets & Infrastructure  200002   Manager City Operational Services  200021   Manager City Technical Services  200204   Manager Premium Facilities  200210   Manager Strategic Placemaking  300000   Director Business & Corporate Services  300006   Chief Financial Officer  300032   Procurement & Contracts Governance Partner^  300033   Procurement & Contracts Governance Partner



Code	Name	Description	Legislation	Position Code & Name
				300037   Chief Information Officer 300089   Chief People Officer 300091   Senior Procurement & Contracts Business Partner 300144   Head of Procurement & Contracts 400000   Director Community & Culture 400058   Manager Community & Early Learning Services 400152   Manager City Life 400154   Manager Cultural Engagement & Library Services 500000   Director Environment & Planning 500002   Manager Development & Building 500038   Manager Environment Health & Regulatory Services 500092   Manager Strategic Planning 600002   Senior Solicitor
PROC03	Custody of tenders after receipt	Authority to access tenders received by electronic means pursuant to clause 174(3) of the Local Government (General) Regulation 2021.	The Local Government (General) Regulation 2021	100002   Chief Audit Executive 100021   Executive Manager City Futures 100022   Manager Office of the General

Code	Name	Description	Legislation	Position Code & Name
			Clause 174(3)	Manager 100023   General Counsel 200000   Director Assets & Infrastructure 200021   Manager City Technical Services 200194   Road Safety Officer 200204   Manager Premium Facilities 200210   Manager Strategic Placemaking 200212   Strategic Placemaking Specialist 200213   Senior Asset Engineer - Building Assets 200214   Senior Assets Engineer - Open Space Assets 200215   Senior Road Assets Specialist 200216   Senior Asset Engineer - Stormwater 200217   Stormwater Assets Engineer 200218   Senior Asset Engineer - Traffic & Transport 200219   Traffic Engineer 200221   Traffic Engineer 200238   Coordinator Asset Management 200255   Coordinator Traffic & Transport 200261   Road Asset Engineer

Code	Name	Description	Legislation	Position Code & Name
				300000   Director Business & Corporate Services
				300006   Chief Financial Officer
				300032   Procurement & Contracts Governance Partner
				300033   Procurement & Contracts Governance Partner
				300037   Chief Information Officer
				300089   Chief People Officer
				300091   Senior Procurement & Contracts Business Partner
				300101   Head of Information Management
				300102   Team Leader Records & Information Management Services
				300144   Head of Procurement & Contracts
				400000   Director Community & Culture
				400058   Manager Community & Early Learning Services
				400152   Manager City Life
				400154   Manager Cultural Engagement & Library Services
				500000   Director Environment & Planning



Code	Name	Description	Legislation	Position Code & Name
				500002   Manager Development & Building  500038   Manager Environment Health & Regulatory Services  500092   Manager Strategic Planning  600002   Senior Solicitor
PROC04	Opening of tenders	Designate the holder of this delegation as an appropriate person to carry out such functions as specified in Clause 175 of Part 7, Division 3 of the Local Government (General) Regulation 2021 as applicable to an appropriate person.	The Local Government (General) Regulation 2021 Clause 175	300000   Director Business & Corporate Services  300006   Chief Financial Officer  300032   Procurement & Contracts Governance Partner^  300033   Procurement & Contracts Governance Partner  300091   Senior Procurement & Contracts Business Partner  300144   Head of Procurement & Contracts

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

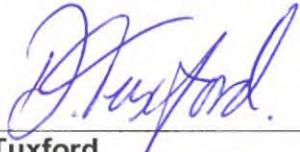
1. The delegated power, authority, duty, or function must be performed in accordance with any applicable legislation, the Code of Conduct, and any Council Policy and Procedures. Where anomalies exist between the Council Policy and/or Procedure and the Delegations of Authority from the General Manager 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 Procurement 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.



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**David Tuxford**  
**General Manager**  
**Georges River Council**



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Date