

INSTRUMENT OF SUB-DELEGATION (PERMITTED WORKER PERMITS)

In this Instrument:

(a) **Managers** means the following staff members:

- Chief Information Officer
- Manager Procurement and Contracts
- Manager, Buildings, Properties and Planning Enforcement
- Manager, Customer and Communications
- Chief Financial Officer
- Manager, Libraries, Arts and Culture
- Manager, Community Development
- Manager, Community Care Services
- Manager, Family, Youth and Children's Services
- Manager, Glen Eira Leisure
- Manager, Residential Services
- Manager, Quality and ACFI
- Manager, City Futures
- Manager, Community Safety and Compliance
- Manager, Urban Planning
- Manager, Projects and Infrastructure
- Manager, Infrastructure Assets
- Manager, Parks Services
- Manager, Recreation and Open Space
- Manager, Works Depot
- Manager, Project Management Office
- Manager, Climate and Sustainability

(b) **Pandemic Management Staff** means the following staff members:

- Corporate Counsel
- Chief Transformation Officer
- Executive Manager, People and Culture
- Executive Manager, COVID-19 Response and Recovery
- Director, Corporate Services
- Director, Community Wellbeing
- Director, Infrastructure and Open Space
- Director, Planning, Place and Sustainability

(c) **Permitted Worker Permit** means a permit issued to a Council staff member or contractor which enables them to attend authorised work premises in accordance with the Victorian Government Chief Health Officer's Workplace Directions

(d) **Permitted Worker (Childcare) Permit** means a permit issued to a Council staff member or contractor which enables them to attend authorised work premises and access childcare or kindergarten services in accordance with the Victorian Government Chief Health Officer's Workplace Directions

By this Instrument I, as Chief Executive Officer of Glen Eira City Council:

1. delegate to the **Managers** all powers, duties and functions relating to the issuing and revocation of **Permitted Worker Permits** to staff, contractors or other personnel within their business units;

2. delegate to the Manager, Residential Services, all powers, duties and functions relating to the issuing and revocation of **Permitted Worker (Childcare) Permits** to staff, contractors or other personnel within their business units;
3. delegate to the Pandemic Management Staff all powers, duties and functions relating to the issuing and revocation of **Permitted Worker Permits** and **Permitted Worker (Childcare) Permits** to any staff, contractors or other personnel at Glen Eira City Council;
4. declare that the delegations in sections 1, 2 and 3 must be exercised subject to:
 - (a) the Victorian Government Chief Health Officer's Workplace Directions;
 - (b) any other laws, regulations or directions by the federal or state government; and
 - (c) any directions by the Chief Executive Officer;
5. declare that this Instrument of sub-delegation:
 - (a) comes into force immediately upon execution;
 - (b) Remains in force until varied or revoked;
6. declare that on the coming into force of this instrument of sub-delegation the delegations under the instrument of sub-delegation (permitted workers permits) dated 5 August 2020; and the delegations under the sub-delegation (permitted worker – access to childcare and kinder permits) dated 6 August 2020 are revoked;
7. declare that the delegations made in this Instrument do not affect any other Instruments of Delegation or Sub-Delegation, and those other Instruments of Delegation of Delegation or Sub-Delegation remain in force except as provided at paragraph 6 of this delegation; and
8. direct that this Instrument be made available on the Intranet.



Rebecca McKenzie - Chief Executive Officer

Date: 23/8/2021