

S7A Instrument of Sub-Delegation by CEO

**Glen Eira City Council
Instrument of Sub-Delegation
by
The Chief Executive Officer**

Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 47(1) of the *Local Government Act 2020*, I, as Chief Executive Officer of Glen Eira City Council –

1. delegate each duty and/or function and/or power respectively described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position respectively described in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

Reference	Meaning
CEO	Chief Executive Officer
CFO	Chief Financial Officer
CIO	Chief Information Officer
CPO	Chief People Officer
CCEWS	Coordinator Circular Economy and Waste Services
CLG	Coordinator Legal and Governance
CPD	Coordinator Permits and Development
CPDD	Coordinator Project Design and Delivery
CPL	Coordinator Property and Leasing
CRM	Coordinator Risk Management
CSBS	Coordinator Statutory Building Services
DMBS	Deputy Municipal Building Surveyor
DCW	Director Community Wellbeing
DCCA	Director Customer and Corporate Affairs
DPP	Director Planning and Place
DSAL	Director Sustainability, Assets and Leisure
FAN	Financial Asset Accountant
GC	General Counsel
GMGEL	General Manager Glen Eira Leisure
GCO	Governance and Compliance Officer
HOAS	Head of Asset Strategy
HOCCE	Head of Climate and Circular Economy
HOPC	Head of Procurement and Contracts
HOPD	Head of Project Delivery
MCSC	Manager Community Safety and Compliance
MCE	Manager Customer Experience
MLRG	Manager Legal Risk and Governance
MPBS	Manager Planning and Building Services
MSA	Manager Sustainability and Assets
MWD	Manager Works Depot
PLO	Property and Leasing Officer
SLGO	Senior Legal and Governance Officer
SPE	Senior Project Engineer

References to 'Category A Staff', 'Category B Staff', 'Category C Staff', and 'Category D Staff' are to be read in accordance with the table at Appendix 1 of this Instrument;

3. declare that this Instrument of Sub-Delegation -

4.1 comes into force immediately upon its execution;

4.2 remains in force until varied or revoked;

4.3 is subject to any conditions and limitations set out in paragraph 5, and in the Schedule; and

4.4 must be read in accordance with any guidelines or policies which Council from time to time adopts; and

4. declare that the delegate must not determine the issue, take the action or do the act or thing if:

5.1 the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or

5.2 the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council; or

5.3 the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of ss 11(2)(a)-(n) (inclusive) and 47(2) of the Local Government Act 2020 or otherwise.

This Instrument of Sub-Delegation is dated 15 June 2026 and is made by the Chief Executive Officer under authority of an instrument of delegation authorised by Resolution of Council on **28 April 2026**.

Electronically signed by the Chief Executive Officer of Council



Date: 15 June 2026

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MISCELLANEOUS ORGANISATIONAL (SECTION A - PEOPLE AND CULTURE ISSUES)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power to approve up to a maximum of an additional purchased leave of 6 weeks	Category D staff Category C staff	
	Power to increase part time hours for positions up to and including Band 8 for periods of up to 3 months	Category D staff Category C staff	Additional EFT not delegated
	Power to approve incremental increase within a Band as per Council procedure	Category D staff Category C staff Category B staff	
	Power to authorise accelerated progression within the salary band or to appoint to a salary level other than the commencement level prescribed within the current Enterprise Agreement	Category D Staff	
	Power to authorise variations to entitlements or allowances in accordance with changes to relevant Enterprise Agreement	CPO	

MISCELLANEOUS ORGANISATIONAL (SECTION A - PEOPLE AND CULTURE ISSUES)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power to authorise permanent decrease in hours of work of a staff member in accordance with relevant policies and industrial instruments other than at the employees request	CPO	Can only be exercised following consultation with CEO.
	Power to reclassify a position to higher band for positions up to and including Band 8 following a position review	Category D staff	Delegation can only be exercised following consultation with CPO.
	Power to stand an employee down on personal leave due to health and safety concerns	Category D staff Category C staff	Power can only be exercised in relation to staff within the delegate's directorate. Can only be exercised in consultation with CPO

MISCELLANEOUS ORGANISATIONAL (SECTION B: FINANCE ISSUES)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power to exercise an option to extend a contract	DCW DSAL DPP DCCA CFO	
	Power to approve the sale of Council-owned vehicles, plant and related equipment	CFO	<p>Value must not exceed \$100,000 per item sold or \$100,000 total value of multiple items sold to a nominated purchaser.</p> <p>Value is the higher value of the estimated Sale Value (determined by the officer responsible for the Asset) and the Written-Down Value (determined by Finance).</p> <p>Delegate must comply with Council policies for contract management.</p> <p>Any disposal of the item by donation to a charity or community group must be approved by the CEO.</p>
	Power to approve the sale of Council-owned vehicles, plant and related equipment	HOPC	<p>Value must not exceed \$50,000 per item sold or \$50,000 total value of multiple items sold to a nominated purchaser.</p> <p>Value is the higher value of the estimated Sale Value (determined by the officer responsible for the Asset) and the Written-Down Value (determined by Finance).</p>

MISCELLANEOUS ORGANISATIONAL (SECTION B: FINANCE ISSUES)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Delegate must comply with Council policies for contract management.</p> <p>Any disposal of the item by donation to a charity or community group must be approved by the CEO.</p>
	<p>Power to approve the sale of items under control of the Information Management area including hardware, software and related materials and intellectual property</p>	<p>CIO</p>	<p>Delegation limited to the sale of items under the direct control of the Information Management area.</p> <p>Value must not exceed \$50,000 per item sold or \$50,000 total value of multiple items sold to a nominated purchaser.</p> <p>Value is the higher value of the estimated Sale Value (determined by the officer responsible for the Asset) and the Written-Down Value (determined by Finance).</p> <p>Delegate must comply with Council policies for contract management.</p> <p>Any disposal of the item by donation to a charity or community group must be approved by the CEO.</p>

MISCELLANEOUS ORGANISATIONAL (SECTION B: FINANCE ISSUES)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	<p>Power to approve the sale of items under control of the Information Management area including hardware, software and related materials and intellectual property</p>	<p>DCCA</p>	<p>Delegation limited to the sale of items under the direct control of the Information Management area.</p> <p>Value must not exceed \$100,000 per item sold or \$100,000 total value of multiple items sold to a nominated purchaser.</p> <p>Value is the higher value of the estimated Sale Value (determined by the officer responsible for the Asset) and the Written-Down Value (determined by Finance).</p> <p>Delegate must comply with Council policies for contract management.</p> <p>Any disposal of the item by donation to a charity or community group must be approved by the CEO.</p>
	<p>Power to approve sale of furniture and fittings and other raw material assets</p>	<p>Category D staff</p>	<p>Delegation limited to the sale of furniture and fittings and other raw material assets relevant to the Directors, or the CFO or the CPO's, area.</p> <p>Value must not exceed \$100,000 per item sold or \$100,000 total value of multiple items sold to a nominated purchaser.</p> <p>Value is the higher value of the estimated Sale Value (determined by the officer responsible for the Asset) and the Written-Down Value (determined by Finance).</p>

MISCELLANEOUS ORGANISATIONAL (SECTION B: FINANCE ISSUES)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			Any disposal of the item by donation to a charity or community group must be approved by the CEO.
	Power to approve sale of furniture and fittings and other raw material assets	Category C staff	<p>Delegation limited to the sale of furniture and fittings and other raw material assets relevant to the Managers area.</p> <p>Value must not exceed \$50,000 per item sold or \$50,000 total value of multiple items sold to a nominated purchaser.</p> <p>Value is the higher value of the estimated Sale Value (determined by the officer responsible for the Asset) and the Written-Down Value (determined by Finance).</p> <p>Any disposal of the item by donation to a charity or community group must be approved by the CEO.</p>
	Power to roll over existing investments	CFO FAN	

MISCELLANEOUS ORGANISATIONAL (SECTION C: BUILDING ISSUES)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	<p>Power to determine whether there should be any, and if so, what permits, approvals, authorisations or consents be granted, issued or given for or in relation to:</p> <ul style="list-style-type: none"> (i) the crossing of footpaths, nature strips kerbs and channels, right of ways, laneways, footways or other property under the ownership, control or maintenance of the Council for or in connection with any building work; (ii) road openings and reinstatement; (iii) hoarding to protect the public where building work is to be or is being carried out; <ul style="list-style-type: none"> i. hoardings, gantries and site offices or site sheds located beyond the street alignment of any land; ii. use or occupation of any road, street, footpath, nature strip, right of way, laneway, footway or other property under the ownership, control or maintenance of Council; iii. carrying out of any work where there may be a risk of damage to any property under the ownership, control or maintenance of the Council or any combination of the above (collectively, Council Land Matters). 	<p>DSAL MSA CPD MWD CSBS DMBS MPBS HOAS HOPD</p>	<p>Delegate must consider advice from MPBS and MCSC before making determination</p>

MISCELLANEOUS ORGANISATIONAL (SECTION C: BUILDING ISSUES)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Determine any conditions of, or procedures for, any permit, approval, authorisation or consent referred to above for Council Land Matters.	DSAL MSA MWD CPD HOPD HOAS	
	Determine any fees, charges, or deposits payable in relation to any permit, approval, authorisation or consent referred to above for Council Land Matters.	DSAL MSA MWD CPD HOPD HOAS	
	Power to designate person(s) responsible for the payment of the fees, charges or deposits payable and the method of payment and recovery of these fees, charges and deposits.	DSAL MSA MWD CPD HOPD HOAS	Delegate must consider advice from MCSC and MPBS before making determination.

MISCELLANEOUS ORGANISATIONAL (SECTION C: BUILDING ISSUES)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power to provide landlord consent as required in an existing lease or licence	DCCA MLRG CPL PLO	
	Power to require repairs, maintenance or other works, or to cause any repairs, maintenance or other works to be carried out in accordance with the lease or licence.	DCCA MLRG CPL PLO	

MISCELLANEOUS ORGANISATIONAL (SECTION D: BUILDING AND PROPERTIES ISSUES)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
General	Power to vary or agree to a variation of a lease	DCCA MLRG	The varied lease must be consistent with Council's Leasing and Licensing Policy.
General	Power to exercise a notice to quit or a notice to terminate in relation to a lease or licence	DCCA MLRG	
General	Power to accept a notice to quit or a notice to terminate in relation to a lease or licence	MLRG CPL	
General	Power to issue a notice of breach and/or a notice to remedy in relation to a lease or licence	DCCA MLRG CPL	
General	Power to accept a surrender of a licence	DCCA MLRG CPL PLO	

MISCELLANEOUS ORGANISATIONAL (SECTION D: BUILDING AND PROPERTIES ISSUES)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
General	Power to accept surrender of a lease where Council is the Landlord	DCCA MLRG CPL	Where the lease is consistent with Council's Leasing and Licensing Policy
Independent living units	In relation to Council's independent living units, power to: vary or agree to a variation of a lease; exercise a notice to quit or a notice to terminate in relation to a lease or licence; accept a notice to quit or a notice to terminate in relation to a lease or licence; issue a notice of breach and/or a notice to remedy breach in relation to a lease or licence; and accept a notice of breach and/or a notice to remedy breach in relation to a lease or licence.	DCW	
	In relation to Council's independent living units, power to execute lease or licence agreements.	DCW	
	Power to enter into agreements for the use of Senior Citizen Centres	DCW	
	Power , as landlord to sign certain documents of an administrative nature such as planning permit applications where Council is an applicant.	DSAL MSA	Delegation must be exercised in accordance with Council policies

MISCELLANEOUS ORGANISATIONAL (SECTION D: BUILDING AND PROPERTIES ISSUES)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		DCCA MLRG CPL	
	Power as landlord to instruct real estate agents, engage management agents and sign agreements and any associated documents related to the management of property owned by Council	MLRG CPL PLO	
	Power to complete and sign all transactional documents relating to the sale or purchase of land	MLRG CPL PLO	

MISCELLANEOUS ORGANISATIONAL (SECTION E: GLEN EIRA LEISURE)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	In respect of User charges and other fees outlined in Council's annual budget, the power to vary a fee by not more than 5 per cent; and for not more than two months.	GMGEL	Must be exercised for the purpose of promotional and marketing programs.
	Power to make seasonal and casual allocations of facilities at GESAC, Carnegie Memorial Swimming Pool or the Caulfield Recreation Centre	DSAL GMGEL	

MISCELLANEOUS ORGANISATIONAL (SECTION F: INSURANCE)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power to investigate, respond to, or authorise settlement of, liability claims	MLRG GC CLG CRM	

MISCELLANEOUS ORGANISATIONAL (SECTION G: OTHER)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power to make seasonal and casual allocations of advertising space on the fence line of Duncan McKinnon Reserve and East Caulfield Reserve	MCE	
	Power to advise Land Titles Office that a road abuttal on a plan is a 'Road' within the meaning of Road Management Act 2006 or provide a copy of the Notice proclaiming the road abuttal a Public Highway.	MLRG DSAL	Only applies to justifying road abuttals shown on plans that are not known to title
	Power to sign on behalf of Council prescribed forms under the <i>Building Act 1993</i> and <i>Planning and Environment Act 1987</i> and regulations under those Acts, where Council is the owner of the land	DSAL DPP MPBS	
	Power to enter into agreement with Minister for management of land vested in or controlled or managed by Council.	DSAL DPP	
	Power to exercise powers in relation to a park with the Secretary's consent subject to any conditions directed by the Secretary.	DSAL	
	All functions and powers as necessary to enable Council to fulfil its obligations under the Clayton South Regional Landfill User Group Agreement as amended from time to time	DSAL MSA CCEWS HOCCE	while acting as Council's Representative on the Management Committee of the Clayton South Regional Landfill Joint Venture

MISCELLANEOUS ORGANISATIONAL (SECTION G: OTHER)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Function of receiving subpoenas or summons as the proper officer on behalf of Council	MLRG GC CLG SLGO GCO	
	Power to authorise the order, release, refund, or return of securities, bank guarantees and bonds.	SPE CPDD	Relating to construction contracts only.

APPENDIX 1: REFERENCES TO CATEGORY A STAFF, CATEGORY B STAFF, CATEGORY C STAFF AND CATEGORY D STAFF

Customer and Corporate Affairs	City Management	Community Wellbeing	Planning and Place	Sustainability Assets and Leisure
Category D Staff means				
Director Customer and Corporate Affairs	Chief People Officer Chief Financial Officer	Director Community Wellbeing	Director Planning and Place	Director Sustainability Assets and Leisure
Category C Staff means				
Manager Legal, Risk and Governance; Manager Public Affairs; Manager Organisational Strategy; Chief Information Officer; Manager Customer Experience	Head of Procurement and Contracts Manager People Services	Manager Libraries, Arts and Culture; Manager Community and Economic Development; Manager Life Stages; Facility Manager Warrawee Manager Family, Youth and Children Services	Manager City Futures; Manager Community Safety and Compliance; Manager Planning and Building Services;	Manager Sustainability and Assets; Manager Parks Services; Manager Works Depot; General Manager Glen Eira Leisure Business Operations Manager Business Services Manager
Category B Staff means				
Organisational Strategy Head of Innovation and Change; Head of Enterprise Program Management Office	Finance Coordinator Rates and Valuations; Coordinator Financial Accounting Coordinator Management	Libraries Arts and Culture Coordinator Library Operations; Coordinator Library Engagement; Coordinator Arts and Culture	City Futures Coordinator City Strategy Coordinator City Design Community Safety and	Sustainability and Assets Head of Asset Strategy; Head of Project Delivery; Head of Climate and Circular Economy; Coordinator Strategic Asset Management; Team Leader Recreation and Open Space

<p>Public Affairs</p> <p>Coordinator Communications;</p> <p>Coordinator Engagement and Insights</p> <p>Coordinator Advocacy and Partnerships</p> <p>Customer Experience</p> <p>Customer Experience Lead;</p> <p>Coordinator Customer Experience Operations;</p> <p>Facilities Services Team Leader Venue Experience</p> <p>Team Leader Customer Experience</p> <p>Digital and Technology Services</p> <p>Records Team Leader;</p> <p>Coordinator Technology Services;</p> <p>Coordinator Information, Governance</p> <p>Coordinator Digital and Data</p> <p>Legal, Risk and</p>	<p>Accounting</p> <p>People & Culture</p> <p>Coordinator Health, Safety and Wellbeing ;</p> <p>P&C Business Partner;</p> <p>Coordinator Organisation Development and Culture;</p> <p>Coordinator People Operations</p>	<p>Community and Economic Development</p> <p>Senior Coordinator Wellbeing and Social Policy</p> <p>Coordinator Community Strengthening;</p> <p>Coordinator Economic Development</p> <p>Life Stages</p> <p>Team Leader Occasional Care;</p> <p>Coordinator Maternal and Child Health and Immunisation;</p> <p>Coordinator Early Years Services and Partnerships;</p> <p>Coordinator Youth Services;</p> <p>Quality and Education Manager;</p> <p>-</p> <p>Hospitality Services Coordinator</p> <p>Clinical Care Manager Warrawee;</p> <p>Senior Coordinator Healthy Ageing;</p>	<p>Compliance</p> <p>Coordinator Parking and Safety;</p> <p>Coordinator Civic Compliance;</p> <p>Coordinator Public Health;</p> <p>Coordinator Appeals and Business Support</p> <p>Planning & Building Services</p> <p>Coordinator Urban Planning;</p> <p>Coordinator Planning and Building Business Support</p> <p>Coordinator Statutory Building Service;</p>	<p>Development;</p> <p>Coordinator Transport Engineering and Safety;</p> <p>Coordinator Project Delivery and Design;</p> <p>Team Leader Open Space Design and Delivery;</p> <p>Team Leader Buildings Design and Delivery;</p> <p>Coordinator Climate and Sustainability;</p> <p>Coordinator Circular Economy and Waste Services;</p> <p>Team Leader Circular Economy Strategy;</p> <p>Parks Services</p> <p>Coordinator Open Space Horticulture and Biodiversity;</p> <p>Coordinator Open Space Asset Management;</p> <p>Coordinator Urban Forest;</p> <p>Coordinator Sports Turf and Facilities;</p> <p>Team Leader Open Space Asset Management;</p> <p>Team Leader Horticultural Maintenance;</p> <p>Team Leader Turf and Streetscapes;</p> <p>Team Leader Urban Biodiversity</p> <p>Team Leader Sports Turf and Facilities;</p> <p>Team Leader Urban Forest</p> <p>Works Depot</p>
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<p>Governance</p> <p>General Counsel;</p> <p>Coordinator Legal and Governance;</p> <p>Coordinator Risk Management</p> <p>Coordinator Property and Leasing</p> <p>Coordinator Councillor Business;</p>				<p>Coordinator Permits and Development;</p> <p>Coordinator Services;</p> <p>Coordinator Operations;</p> <p>Coordinator Building Operations and Services;</p> <p>Works Supervisor (Drainage);</p> <p>Works Supervisor (Concrete);</p> <p>Works Supervisor (Asphalt);</p> <p>Team Leader Development;</p> <p>Team Leader Public Works and Permits</p> <p>Glen Eira Leisure</p> <p>Aquatics Coordinator</p> <p>Aquatics Programs Team Leader;</p> <p>GELSwim Team Leader;</p> <p>Health and Fitness Coordinator;</p> <p>Personal Training Team Leader;</p> <p>Health and Fitness Team Leader;</p> <p>Programs Coordinator</p> <p>Every Body Active Team Leader;</p> <p>Group Exercise Team Leader</p> <p>Sports Programs Team Leader;</p> <p>Wellness Team Leader</p> <p>Safety and Supervision Coordinator</p> <p>Lifeguard Team Leader;</p> <p>Centre Supervisor Team Leader</p>
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				Risk and Compliance Coordinator; Maintenance Team Leader People Development Coordinator; Customer Experience Team Leader; Customer Experience Coordinator; Member Experience Team Leader Marketing Team Leader Innovation and Administration Coordinator; Finance and Administration Team Leader; Leisure Systems Team Leader
Category A Staff means				
Public Affairs Senior Digital Communications Advisor Senior Communications Advisor Customer Experience Team Leader Booking Services	Finance Senior Payroll Officer;	Libraries Arts and Culture Branch Team Leader Arts Team Leader Events Team Leader Life Stages Immunisation Team Leader Kindergarten Administration and Partnership Lead; Universal Maternal Child Health Team Leader; Enhanced Maternal Child Health Team Leader Healthy and Active Ageing Officer Lifestyle Team Leader;	Community Safety and Compliance Team Leader Civic Compliance; Team Leader Public Health	Sustainability and Assets Team Leader Waste and Resource Recovery; Sustainable Business Specialist