



Greater Dandenong City Council

Instrument of Financial Delegation by the Chief Executive Officer

1 November 2023

INSTRUMENT OF FINANCE DELEGATION

In exercise of the power conferred by Section 47 of the *Local Government Act 2020* ("the Act"), I, **JACQUELINE WEATHERILL** as Chief Executive Officer of the Greater Dandenong City Council ("Council");

1. delegate the financial power described in Schedule A to the member of Council staff occupying, holding, acting in or performing the duties of the position or title described in Schedule A; and
2. delegate the financial power described in Schedule B to the members of Council staff occupying, holding, acting in or performing the duties of the positions or titles described in Schedule B; and
3. delegate the financial power described in Schedule C to the members of Council staff occupying, holding, acting in or performing the duties of the positions or titles described in Schedule C; and
4. delegate the financial power described in Schedule D to the members of Council staff occupying, holding, acting in or performing the duties of the positions or titles described in Schedule D; and
5. delegate the financial power described in Schedule E to the members of Council staff occupying, holding, acting in or performing the duties of the positions or titles described in Schedule E; and
6. delegate the financial power described in Schedule F to the members of Council staff occupying, holding, acting in or performing the duties of the positions or titles described in Schedule F; and
7. delegate the financial power described in Schedule G to the members of Council staff occupying, holding, acting in or performing the duties of the positions or titles described in Schedule G.
8. delegate the financial power described in Schedule H to the members of Council staff occupying, holding, acting in or performing the duties of the positions or titles described in Schedule H.

and declare that:

1. each financial delegation:
 - a) comes into force immediately;
 - b) remains in force until I decide to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the relevant Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which I, from time to time, adopt, or which Council, from time to time, adopts;
2. all previous financial delegations under the Chief Executive Officer's signature are revoked; and
3. if a position or title listed in any of the Schedules attached is amended then the financial power delegated to the person holding, acting in or performing that position or title shall continue to be delegated to the person holding, acting in or performing the duties of the position or title, as amended, unless I declare otherwise.

DATED: 1 November 2023

SIGNED by:



Jacqueline Weatherill
CHIEF EXECUTIVE OFFICER

in the presence of:



Lisa Roberts
Manager Governance, Legal & Risk
Greater Dandenong City Council
225 Lonsdale Street, Dandenong, VIC 3175

SCHEDULE A

To the;

1. Executive Director Corporate Development
2. Executive Director City Futures

the power to authorise expenditure of \$500,000 or less per authorisation on a line item contained in the current adopted Budget.

SCHEDULE B

To the;

1. Chief Engineer Major Projects (Deputy Director)
2. Chief Financial Officer
3. Executive Director Community Strengthening

the power to authorise expenditure of \$250,000 or less per authorisation on a line item contained in the current adopted Budget.

SCHEDULE C

To the;

1. Chief Information Officer
2. Executive Manager Strategic Growth & Advocacy
3. Manager Business Development & Investment
4. Manager Infrastructure Services
5. Manager Procurement Contracts
6. Manager Statutory Planning
7. Manager Strategic & Environmental Planning
8. Manager Transport & Civil Development

the power to authorise expenditure of \$100,000 or less per authorisation on a line item contained in the current adopted Budget.

SCHEDULE D

To the;

City Futures

1. Coordinator Open Space Planning & Sustainability
2. Coordinator Statutory Planning
3. Coordinator Asset Management
4. Coordinator Building Maintenance
5. Coordinator Building Projects
6. Coordinator Civil Projects
7. Coordinator Open Space Projects
8. Coordinator Special Projects
9. Manager Building & Compliance
10. Manager Business Networking
11. Senior Project Manager
12. Service Unit Leader Works & Fleet
13. Service Unit Leader Waste & Cleansing
14. Service Unit Leader Parks

Community Strengthening

15. Manager Community Amenity
16. Manager Community Care
17. Manager Community Wellbeing
18. Manager Community Arts, Culture & Libraries
19. Manager Safe, Active & Connected Communities
20. Special Projects Officer

Corporate Development

21. Coordinator Management Accounting & Systems
22. Manager Communications & Customer Experience
23. Manager Governance, Legal & Risk
24. Manager People & Change

the power to authorise expenditure of \$75,000 or less per authorisation on a line item contained in the current adopted Budget.

SCHEDULE E

To the;

Chief Information Office

1. Senior Information Technology Coordinator

City Futures

2. Coordinator Civil Development & Asset Protection
3. Municipal Building Surveyor
4. Project Engineer Civil Projects
5. Team Leader Statutory Planning
6. Team Leader Strategic Planning
7. Team Leader Sustainability Planning
8. Team Leader – Asset Data & GIS
9. Team Leader – Asset Management
10. Team Leader – Building Maintenance
11. Team Leader – Conservation & Horticultural Services
12. Team Leader - Cleansing
13. Team Leader – Fleet & Operations Centre Services
14. Team Leader – Turf Services
15. Team Leader - Waste Services
16. Team Leader – Works Services
17. Works Foreperson Infrastructure Services & Planning

Community Strengthening

18. Coordinator Children's Services
19. Coordinator In Home Support
20. Emergency Management Coordinator
21. Library Services Senior Coordinator
22. Coordinator Community Access

Corporate Development

23. Governance Coordinator
24. Records Management Coordinator
25. Team Leader Contracts Unit
26. Team Leader Customer Service
27. Team Leader Organisational Development

the power to authorise expenditure of \$50,000 or less per authorisation on a line item contained in the current adopted Budget.

SCHEDULE F

To the;

Chief Executive Office

1. Executive Assistant to the Chief Executive Officer

Chief Information Office

2. Desktop Services Coordinator
3. Digital & Data Transformation Lead
4. Network Services Coordinator
5. Service Desk Analyst

City Futures

6. Coordinator Place Making & Revitalisation
7. Coordinator Public Health
8. Coordinator Strategic Transport
9. Coordinator Transport
10. Deputy Municipal Building Surveyor
11. Economic Development & Network Coordinator
12. Fleet Operations Coordinator
13. Infrastructure & Utilities Contract Coordinator
14. Project Engineer
15. Project Manager City Improvement
16. Program Officer Capital Works
17. Senior Arborist
18. Strategic Planning Engineer
19. Team Leader Administration Building & Compliance Services
20. Team Leader Planning Support
21. Works Planner

Community Strengthening

22. Civic Facilities Coordinator
23. Community Precincts Strategic Operations Coordinator
24. Coordinator Arts & Cultural Development
25. Coordinator Community Advocacy
26. Coordinator Community Partnerships and Volunteers
27. Coordinator Drum Theatre
28. Coordinator Festivals & Events
29. Coordinator Immunisation
30. Coordinator Maternal & Child Health
31. Coordinator Sport & Recreation
32. Coordinator Youth & Family Services
33. Executive Support Officer Community Services
34. Leisure Services Senior Officer
35. Library Operations Coordinator
36. Library Programs & Learning Coordinator
37. Library Resources & Content Coordinator
38. Library Technology & Heritage Coordinator
39. Municipal Fire Prevention Coordinator

SCHEDULE F cont.

- 40. Municipal Recovery Manager
- 41. Team Leader Administration Regulatory Services
- 42. Team Leader Family Day Care
- 43. Team Leader Home Maintenance
- 44. Team Leader Parking Compliance
- 45. Team Leader Public Safety & Security

Corporate Development

- 46. Coordinator Financial Accounting
- 47. Coordinator Financial Operations
- 48. Community Facilities Property Officer
- 49. Health & Safety Consultant
- 50. Mayor & Councillors Administration Coordinator
- 51. Media Production & Technology Coordinator
- 52. Organisational Development Consultant
- 53. Rates & Revenue Coordinator
- 54. Risk Management Consultant
- 55. Senior Contracts Officer
- 56. Senior Governance Officer
- 57. Senior Media & Communications Coordinator
- 58. Senior Commercial Property Officer
- 59. Team Leader Digital & Marketing

and to the:

- 60. Senior Contracts Officer or Contracts Officer
the power to approve utility invoices **only** up to \$20,000

Strategic Growth & Advocacy

- 61. Corporate Planning Officer

the power to authorise expenditure of \$20,000 or less per authorisation on a line item contained in the current adopted Budget and subject to guidelines set for controlling departmental budgets.

SCHEDULE G

To the;

Chief Information Office

1. + Database Administrator
2. Desktop Systems Administrator
3. Network & Security Administrator
4. Senior Desktop Services Officer

City Futures

5. Coordinator Planning Compliance
6. Executive Support Officer – City Futures
7. Motor Mechanic/Mechanical Fitter
8. Place Manager, Activity Centres' Revitalisation
9. Team Leader Administration Support Infrastructure Services & Planning

Community Strengthening

10. Assessment Team Leader
11. Business Support Officer - Community Wellbeing
12. Business Support Officer - Community Arts, Cultural & Library Services
13. Business Support Officer – Community Care
14. Business Support Officer – Community Development, Sport & Recreation
15. Civic & Community Facilities Team Leader
16. Emergency Management Support Officer
17. In Home Support Team Leader
18. Maternal & Child Health Nurse Team Leader
19. Positive Ageing Team Leader
20. Prosecutions Officer
21. Senior Civic Facilities Officer
22. Senior Facilities Officer
23. Senior Team Leader Youth & Family Support Services
24. Team Leader Animal Management
25. Team Leader Children's Services Partnerships
26. Team Leader Children's Services Support
27. Team Leader Community Advocacy
28. Team Leader Family Support
29. Team Leader Immunisation (PRIME)
30. Team Leader Local Laws
31. Team Leader Youth & Community Development
32. Team Leader Youth Engagement & Participation
33. Venue Operations Leader (Drum Theatre)
34. Venue Support Officer
35. Volunteer Program Leader

Corporate Development

36. Contracts & Administration Officer
37. Communications Officer
38. Customer Service Quality Assurance Officer
39. Customer Service Support & Process Improvement Officer

SCHEDULE G cont.

- 40. Customer Service Technical Support & Business Administration Officer
- 41. Digital Media Officer
- 42. Executive Support Officer – Director Corporate Development
- 43. Governance Officer
- 44. Media & Communications Officer
- 45. Online Communications Officer
- 46. Senior Property Revenue Officer

the power to authorise expenditure of \$7,500 or less per authorisation on a line item contained in the current adopted Budget and subject to guidelines set for controlling departmental budgets.

SCHEDULE H

To the;

Chief Information Office

1. Desktop Services Officer

City Futures

2. Administration Officer City Infrastructure Services & Planning
3. Administration Systems & Services Officer City Improvement
4. Asset Protection Administration Officer
5. CIP Delivery Support Officer City Improvement
6. Executive Support Officer Business, Engineering & Major Projects
7. Project Support Officer City Improvement
8. Support Officer Building Maintenance

Community Strengthening

9. Administration Officer Library Services
10. Business Support Officer Children's Services
11. Business Support Officer Community Development
12. Business Support Officer Family Day Care
13. Business Support Officer Youth & Family Services
14. Curator (Arts & Cultural Development)
15. Customer Service Leader (Drum Theatre)
16. Exhibitions, Operations & Customer Experience Team Leader (Arts & Cultural Development)
17. Systems & Administration Team Leader
18. Team Leader Administration & Early Parenting (MCH)
19. Youth & Family Programs Support Worker
20. Youth Development & Community Engagement Officer
21. Youth Development Officer
22. Senior Festivals & Events Officer

Corporate Development

23. Customer Service Centre Supervisor
24. Organisation Development Officer/Support Officer

the power to authorise expenditure of \$2,500 or less per authorisation on a line item contained in the current adopted Budget and subject to guidelines set for controlling departmental budgets.