



CITY OF  
MITCHAM

INSTRUMENT OF DELEGATION  
HUMAN RESOURCE DELEGATIONS

22 MARCH 2023

# Preamble

## GENERAL

In all matters delegates are to adhere to the General Principles of Human Resource Management as detailed in the [Local Government Act 1999, Section 107](#).

The Chief Executive Officer, whilst empowered to make decisions regarding remuneration and conditions of employment of all staff, shall do so in consultation with Council in determining or changing any of the following to a significant degree:

- the organisational structure.
- the processes, terms or conditions applying to the appointment of senior executive officers.
- the appraisal scheme applying to senior executive officers.

The delegations have been allocated according to management level. The three levels as specified are:

- Executive Leadership Group (General Managers)
- Leadership Group (Managers and Team Leaders)
- Supervisor

The positions empowered with delegated authority are listed below. Delegations may be exercised by the person occupying the position or by a person reassigned to that position on a higher duty basis. Delegates shall afford all employees fair and consistent treatment in administering their delegated responsibilities with particular attention being given to family responsibility matters.

The exercise of the delegation is restricted to a delegate's own span of control, except where stated otherwise. Delegates cannot approve any matter relating to themselves. Before taking any action which will affect a significant number of employees, delegates are to ensure that the appropriate consultation takes place and that the appropriate union is involved.

Delegates should ensure that appropriate records of approval are maintained and should forward advice and/or copies of approvals given within the scope of their delegations to the Paymaster for purpose of updating payroll and personnel records.

## Delegation Sources

Human resource delegations

### Positions

Chief Executive Officer	Manager Development Services
General Manager Corporate Services and Innovation	Manager Engineering
General Manager Development and Community Safety	Manager Environmental Services and Community Safety
General Manager Engineering and Horticulture	Manager Finance and Rates
General Manager Organisational and Community Development	Manager Information Management
Group Manager	Manager Open Space
Group Manager City Operations	Manager People and Culture
Manager Assets	Manager Performance and Strategy
Manager Change Management	Manager Property and Facilities
Manager City Maintenance	Manager Special Projects
Manager Community Connection-Projects	Manager Sustainability and Procurement
Manager Community Development and Libraries	Manager Technology and Customer Communications

Team Leader Building and Compliance	Team Leader Parks and Sports Ground Maintenance
Team Leader City Services	Team Leader Planning and Business Support
Team Leader Civil Works	Team Leader Service and Response
Team Leader Community Connection Programs	Team Leader Sports and Recreation
Team Leader Community Connections - Libraries - 1	Team Leader Traffic and Transport
Team Leader Community Connections - Libraries - 2	Team Leader Tree Management
Team Leader Community Safety	Team Leader Waste Services
Team Leader Community Wellbeing	Team Leader Marketing and Engagement
Team Leader Customer Communication	
Team Leader Environmental Health Services - 1	
Team Leader Environmental Health Services - 2	
Team Leader Finance	
Team Leader Information Technology	

## Human resource delegations

Human resource delegations			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Blood donor's leave	To grant an employee up to 2 hour's leave, for a maximum of four attendances per year, for the purpose of donating blood.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Information Management, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety,	See relevant Enterprise Agreement.
			See relevant Enterprise Agreement

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Community Safety, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology,	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Jury service	Grant an employee leave to attend Court for jury service.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Manager People and Culture, Manager Development	Employee to continue receiving normal salary/ wages. Employee required to report for duty for all hours when not required to be in attendance at Court. Jury fees to be paid to Council general revenue (see relevant Enterprise Agreement).

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Sports and Recreation, Team Leader Waste Services	



## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Performance management	To instigate and conduct annual MyPlan review.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement,	

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Connection-Projects, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Sports and Recreation, Team Leader Waste Services	
Work health and safety	Rehabilitation	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Manager Finance and Rates, Manager Property and	Negotiate duties to accommodate an injured employee's return to work.

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Facilities, Team Leader Planning and Business Support, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Sports and	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Recreation, Team Leader Waste Services	
Work health and safety	To negotiate and where possible resolve any matter considered by the Business Partner, Strategy & Safety, Work Health Safety Officer or the Workplace Safety Rep to be unsafe or hazardous.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports	<p>Authority does not extend to matters referred to:</p> <p>a) WHS Committee,</p> <p>b) Where a Default Notice has been issued</p> <p>Advice and assistance should be sought from the Business Partner, Strategy &amp; Safety or Work Health Safety Officer. Relevant Manager must be advised of the matter and kept informed.</p>

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection- Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Staff training and development programs	Approve claims for reimbursement of travel expenses.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	Expenses must be actually and necessarily incurred whilst travelling in connection with their official duties. Employees to provide receipts and certify that all amounts claimed were in fact necessarily incurred e.g. lunch/dinner, etc (see Travel and Accommodation Policy).
Staff training and development programs	Attend interstate conferences and seminars.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community	All interstate course nominations to indicate all costs incl. travelling, accommodation & course costs (see Travel and Accommodation Policy).

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Safety, General Manager Corporate Services and Innovation	
Staff training and development programs	Membership of professional associations where legislation requires employee to hold "accreditation" to perform the work.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1,	Reimbursement of fees (See SAMSOA Enterprise Agreement)

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection- Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries -	



### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		1, Team Leader Finance, Team Leader Environmental Health Services - 2, Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Staff training and development programs	Approve the undertaking of part-time studies and time off (with or without pay) to attend lectures, tutorials, exams, etc	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader	Maximum time off with pay 5 hours/week including travelling time. All approvals subject to:  o organisational convenience o undertaking satisfactory study load in own time (ideally 50/50 basis)

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Tree Management, Team Leader Service and Response, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Sports and Recreation, Team Leader Waste Services	
Grievance appeals	Attempt to resolve a grievance by conciliation in accordance with the relevant Enterprise Agreement.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community	Need to ensure employee's concerns receive adequate and reasonable hearing.

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Safety, General Manager Corporate Services and Innovation, Manager People and Culture	
Overtime	Approve overtime be worked. LGE EA: time worked accrued as TOIL (Time off in Lieu) or payment made per relevant Enterprise Agreement.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader	Should be approved in advance. TOIL / flexitime can be accrued up to 2 days as per relevant Enterprise Agreement.

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection- Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader	

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Disclosure of information	Authorise an employee to disclose information gained in the employee's official capacity.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	Refer to the City of Mitcham Employee Code of Conduct.
Engage in outside employment	Approve a full-time employee engage in remunerative employment or in an occupation or business outside Council Employment.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community	The outside employment, occupation, business:  o must be conducted outside the employee's hours of duty,

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Safety, General Manager Corporate Services and Innovation	<ul style="list-style-type: none"> <li>o must not affect the employee's Council duties,</li> <li>o must not give rise to a conflict of interest with the employee's Council duties.</li> </ul>
Long service leave	Approve payment in lieu of Long Service Leave either on termination of employment or death.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development	Employee must have minimum of 7 years effective service.

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information	

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Long service leave	Approve an employee take less than 1 week's L.S.L. due to special circumstances.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader	Special reasons must exist (i.e. sick, family responsibilities). Payment not to be made before approval.



### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Change Management, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy,	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Long service leave	Approve pro-rata long service leave be taken or cashed in by an employee who has not less than 7 years effective service	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group	Employee must have 7 or more years effective service.

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Operations, Manager City Maintenance, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space,	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Long service leave	Grant Long Service Leave to an employee.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager	The employee must have 10 or more years effective service. Minimum 2

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		<p>Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader</p>	<p>weeks. Employees may take long service leave:</p> <p>(a) At normal pay</p> <p>(b) At half pay</p> <p>(c) At double pay</p> <p>(d) Cash in of entitlement</p>

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Team Leader Civil Works, Manager Sustainability and Procurement, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Waste Services	
4/5 purchased leave	Approve employees purchasing a year's leave.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager	Refer to Clause 42 of the SAMSOA Agreement.

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Manager Finance and Rates, Manager Property and Facilities, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Manager Community Connection- Projects, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Manager Sustainability and Procurement, Manager Special Projects	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
48/52 purchased leave (PL) arrangements	Approve employees being granted up to 4 weeks purchased leave and their rate of pay being adjusted to 48/52 mode.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Manager Finance and Rates, Manager Property and Facilities, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Manager Community Connection- Projects, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Manager Sustainability and	Employee must nominate period of PL and annual leave. Approval subject to organisational convenience. Employee must take the nominated leave. (See relevant Enterprise Agreement).



## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Procurement, Manager Special Projects	
Special leave	Grant special leave without pay to care for an immediate family member or member of household.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	Maximum time off - 12 months. Employee must have 5 years minimum continuous service. (See relevant Enterprise Agreement)
Special leave	Grant special leave without pay for professional development purposes.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	Maximum time off - 12 months. Employee must have 5 years minimum continuous service. (per relevant Enterprise Agreement)
Special leave	Grant special leave without pay for a variety of reasons i.e. personal or overseas holiday.	General Manager Organisational and Community Development, General Manager Engineering and	12 month maximum. Need to consider organisational needs and length of

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	service, reason. Term of leave does not count for service.
Paid parental (partner) leave	To grant maximum of 2 weeks paid parental (partner) leave to attend birth of child or assist with family responsibilities, or adopt child.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety,	Maximum 2 weeks, half time to be deducted from employee's accrued sick leave. Paid in accordance with relevant Enterprise Agreement.

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community	

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Paid parental leave	To grant paid parental leave.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and	Maximum 12 weeks after 6 years of service. Paid in accordance with relevant Enterprise Agreement.

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Parental leave	Approve an employee's maternity, paternity or family leave to a maximum of 12 months.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager	Employee must have at least 12 months continuous service. Certificate required stating expected date of confinement at least 10 weeks prior. Unless medical clearance given in writing, leave to commence at least 6 weeks prior to date of confinement.

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Community Safety, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Compassionate leave	Grant special leave with pay for an employee to attend funeral/funeral arrangements of a family member (or where there is a life threatening injury or illness).	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community	Refer to relevant Enterprise Agreement. Leave can be up to 4 days where relationship is of a direct nature



### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement,	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		<p>Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services</p>	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Personal leave	<p>Grant leave to attend to:-</p> <ul style="list-style-type: none"> <li>o Matters of urgent and pressing necessity</li> <li>o Other pressing domestic, family or personal matters, where adequate notice of TOIL is not available.</li> </ul>	<p>General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader</p>	<p>Deducted from accrued sick leave. Up to three days per year. Evidence may be requested.</p>

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		<p>Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports</p>	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		and Recreation, Team Leader Community Connections - Libraries - 2	
Personal (including family) leave	Grant leave with pay for an employee to attend to "immediate family" or members of their household who need care and support.  Personal/Sick leave accrued since 26/5/95 is available for family leave purposes.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader	Leave is deducted from available sick leave. Support evidence may be requested. (See relevant Enterprise Agreement)

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection- Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader	

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Personal (including sick) leave	Grant sick leave and where considered necessary, require that the period of absence be supported by a medical certificate.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and	For a continuous period of more than 2 days, a medical certificate must be produced. Includes both paid and unpaid sick leave.

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		<p>Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection- Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team</p>	



### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Leader Information Technology, Team Leader Community Connection Programs, Team Leader Finance, Team Leader Sports and Recreation, Team Leader Waste Services	
Annual leave	Approve payment in lieu of annual leave entitlement either on termination of employment or death.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	In case of death, payment to be authorised to dependants (if any). If payment to other, Grant of Probate or Letters of Administration to be produced.
Annual leave	Grant annual leave entitlement be taken by an employee	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group	Refers to normal leave entitlement. Employee must have completed 1 year's effective service.

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Operations, Manager City Maintenance, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space,	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Hours of attendance	Approve an employee exceed the permissible carry-over of hours.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager	Flexible Working Hours (clause 38) allows for 10 hours debit, or 15.2 hours credit.

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		<p>Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader</p>	<p>NOTE: neither the EA or the Flexible Working Hours Guidelines currently refer to debit hours.</p>

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Hours of attendance	Approve the variation of hours of duty of an employee or a vacant position.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Manager Finance and Rates, Manager Property and Facilities, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Manager Community Connection- Projects, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Manager Sustainability and	Where the position is occupied, the variation must be at the request of the employee, or if a short term variation, with the employee's consent. Hours employed cannot exceed 38 per week; normally should not be less than 12.

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Procurement, Manager Special Projects	
Performance matters	Disciplinary matter	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1,	Undertake investigation of the matter, instruct employees of their rights, afford employees representation and "natural justice". Consider response and determine appropriate action.

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		<p>Team Leader Parks and Sports  Ground Maintenance, Team Leader  Tree Management, Team Leader  Service and Response, Team  Leader City Services, Team Leader  Operations Support, Team Leader  Traffic and Transport, Team Leader  Marketing and Engagement,  Manager Community Connection-  Projects, Team Leader Community  Wellbeing, Manager Open Space,  Manager Community Development  and Libraries, Manager Assets,  Manager Performance and Strategy,  Manager Technology and Customer  Communications, Group Manager,  Team Leader Civil Works, Manager  Sustainability and Procurement,  Manager Special Projects, Team  Leader Information Technology,  Team Leader Community  Connection Programs, Team Leader  Community Connections - Libraries -</p>	



### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		1, Team Leader Finance, Team Leader Environmental Health Services - 2, Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Performance matters	Counselling	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development	Undertake/initiate intervention to address performance problems and develop strategies to resolve issues.

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		<p>Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team</p>	

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Resignation of employment	Deem an employee to have resigned where absent without authority.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader	<p>An employee must be absent for a continuous period (approx. 10 working days) without appropriate written explanation or excuse. All reasonable steps</p> <p>(letters, personal visit to home) must be taken to contact employee prior to termination.</p>

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer	

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Resignation of employment	Consider a period of notice of resignation of less than the period specified in employee's contract.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	Ensure no over payments are made.

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Termination of employment	Terminate a permanent or fixed term employee.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	Due process must be followed and natural justice provided. Seek P&C advice in all such matters. Documented recommendation to the relevant General Manager.
Termination of employment	Terminate the employment of an employee on probation.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and	Must occur before the 3 month probation period has lapsed or within 6 months if probation period extended by further 3 months.

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Selection and recruitment	Appoint a person on a fixed term basis.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	Subject to funding.



## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Selection and recruitment	Appoint a person to an ongoing role.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	
Selection and recruitment (in accordance with the Recruitment and Selection Policy, procedures and Enterprise Agreement)	Higher duty.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	Reassign an employee to perform duties at a higher level.
Selection and recruitment (in accordance with the Recruitment and Selection Policy,	Confirm the appointment of an employee on probation.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
procedures and Enterprise Agreement)		Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement,	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		<p>Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services</p>	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Selection and recruitment (in accordance with the Recruitment and Selection Policy, procedures and Enterprise Agreement)	Recruit a new employee via the selection process (i.e.merit).	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		<p>Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports</p>	

### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Selection and recruitment (in accordance with the Recruitment and Selection Policy, procedures and Enterprise Agreement)	Approve the membership of a selection panel.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	
Selection and recruitment (in accordance with the Recruitment and Selection Policy, procedures and Enterprise Agreement)	Approve a vacant position to be advertised internally/externally.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Position management	Direct an employee perform additional duties and authorise an appropriate allowance.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Team Leader Customer Communication, Manager Finance and Rates, Manager Property and Facilities, Team Leader Planning and Business Support, Team Leader Building and Compliance, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Team Leader Environmental Health Services - 1, Team Leader Parks and Sports Ground Maintenance, Team Leader Tree Management, Team Leader	Employees must perform normal duties in addition to duties for which allowance is payable.

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		<p>Service and Response, Team Leader City Services, Team Leader Operations Support, Team Leader Traffic and Transport, Team Leader Marketing and Engagement, Manager Community Connection-Projects, Team Leader Community Wellbeing, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Team Leader Civil Works, Manager Sustainability and Procurement, Manager Special Projects, Team Leader Information Technology, Team Leader Community Connection Programs, Team Leader Community Connections - Libraries - 1, Team Leader Finance, Team Leader Environmental Health Services - 2 , Team Leader Sports</p>	



### Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		and Recreation, Team Leader Community Connections - Libraries - 2, Team Leader Waste Services	
Position management	Approve reclassification	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	
Position management	Initiate position reclassification proceedings.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Manager People and Culture	Does not extend to actual reclassification, only to initiate a Classification Review.

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Position management	Alter the title of a position and/or change the duties.	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation, Group Manager City Operations, Manager City Maintenance, Manager Finance and Rates, Manager Property and Facilities, Manager People and Culture, Manager Development Services, Manager Environmental Services and Community Safety, Manager Engineering, Manager Community Connection- Projects, Manager Open Space, Manager Community Development and Libraries, Manager Assets, Manager Performance and Strategy, Manager Technology and Customer Communications, Group Manager, Manager Sustainability and	

## Human resource delegations

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Procurement, Manager Special Projects	
Position management	Abolish a position, alter its title or redefine duties	General Manager Organisational and Community Development, General Manager Engineering and Horticulture, General Manager Development and Community Safety, General Manager Corporate Services and Innovation	
Position management	Create a position by assigning title, defining duties and determining classification.	Chief Executive Officer	