



DELEGATIONS

Part 4

Sub-Delegation

Instrument of Sub-Delegation

From Chief Executive to General Manager Organisational Development and HR, Human Resources Manager, Health Safety and Wellbeing Manager, Human Resources Advisor, Human Resources Administrator, General Manager (Level 2) and Unit Manager (Level 3)

The following sub-delegation has been approved in accordance with delegated authority granted to the Chief Executive (ref clauses 32(3) and 32B Schedule 7 of the Local Government Act 2002):

Background

The Council adopted the Delegations Manual, which is available on the Council's website. Under Part 4 of the Delegations Manual, specifically Delegation S-DM 1048, the Council delegated to me, as Chief Executive functions for the General Manager Organisational Development and Human Resources, Human Resources and Health, Safety and Wellbeing.

Sub-delegation

Under clauses 32(3) and 32B, Schedule 7 of the Local Government Act 2002, I sub-delegate to the officers identified in the first column of the attached schedule the powers, duties, and responsibilities identified in the second column of the schedule, subject to any conditions, limitations, or prohibitions identified in the third column of the schedule.

For the avoidance of doubt, all powers, duties and responsibilities delegated can also be performed by the Chief Executive.

Delegations of powers, duties and responsibilities cannot be further sub-delegated at any time.

Signed:

Jeff Millward
Acting Chief Executive

on 22 September 2022



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Officer(s)	Summary of Power	Limitations, conditions, or prohibitions
Chief Executive	Chief Executive <ul style="list-style-type: none">Approve and sign contracts for all new management positions (level 3 and above).Approve and sign letters for all contract variations to level 2.Approve additions to the current FTE headcount for any department / unit at any level.Approve all exceptions above stated policy guidelines.Approve and sign collective bargaining settlement arrangements.	<i>The Acting Chief Executive may not authorise in the absence of the Chief Executive accept when the Chief Executive is transitioning</i>
General Manager Organisational Development & Human Resources	Manager People and Engagement <u>Collective Bargaining</u> <ul style="list-style-type: none">Authority to issue notice to initiate collective bargaining.Authority to consent to parties joining bargaining after it begins.Authority to consolidate bargaining.	<i>Plus all the Human Resources Manager, Health Safety & Wellbeing Manager and the Human Resources Advisor delegations when absent</i>
Human Resources Manager	Human Resources Manager <u>Recruitment & Selection</u> <ul style="list-style-type: none">Sets position description competencies for all roles across WDC, including job sizing if appropriate.Authority to approve alteration of position descriptions which may / may not affect job size.Authority to approve external recruitment support as required (seek; trade me, consultants, linked in etc.) in consultation with Unit Manager. <u>Departing staff</u> <ul style="list-style-type: none">Authority to complete exit interviews for managers / people leaders (level 2 and below).	<i>Plus all Human Resources Advisor delegations</i>



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Officer(s)	Summary of Power	Limitations, conditions, or prohibitions
	<p><u>Payroll & Absence Management</u></p> <ul style="list-style-type: none">Authority to approve the exchange of excess leave for pay in accordance with the Leave Entitlement Policy. <p><u>Disciplinary & Appeals</u></p> <ul style="list-style-type: none">Authority to agree to the resolution of any personal grievance (in consultation with the Chief Executive)Attend all investigations and formal meetings where a dismissal <u>may</u> occur. <p><u>Training</u></p> <ul style="list-style-type: none">Authority to arrange external training support as required within corporate training budget.Agree study leave payments / time off in conjunction with study leave policy in consultation with General Manager. <p><u>Performance Management / Remuneration</u></p> <ul style="list-style-type: none">Authority to hear appeals for performance or remuneration reviews ratings in conjunction with CE. <p><u>Health, Safety and Wellbeing</u></p> <ul style="list-style-type: none">Authority to approve EAP counselling above 3 sessions.Authority to approve Flexible Working requests outside of the Flexible Working Policy in conjunction with the Chief Executive	
Human Resources Advisor	<p>Human Resources Advisor</p> <p><u>Departing staff</u></p> <ul style="list-style-type: none">Authority to arrange a Certificate of Service upon departure from the Council.Authority to complete exit interviews for managers / leaders (level 3 & 4 and below). <p><u>Payroll & Absence Management</u></p> <ul style="list-style-type: none">Authority to approve parental leave.Authority to approve Sporting/Cultural leave.	



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Officer(s)	Summary of Power	Limitations, conditions, or prohibitions
	<ul style="list-style-type: none">Authority to approve and contribute to all rehabilitation programmes in consultation with Health, Safety & Wellbeing Manager and ACC. <p><u>Disciplinary & Appeals</u></p> <ul style="list-style-type: none">Attend investigations and formal meetings where any warnings <u>may</u> occur.Attend disciplinary meetings where dismissal may occur upon approval from Human Resources Manager and Chief Executive. <p><u>Training</u></p> <ul style="list-style-type: none">Authority to write and facilitate internal training programmes as required and within own knowledge. <p><u>Performance Management</u></p> <ul style="list-style-type: none">Authority to approve / review all performance improvement plans.	
Health, Safety & Wellbeing Manager	Health Safety & Wellbeing Manager <ul style="list-style-type: none">Authority to approve any work reviews of existing or non-existing health and safety procedures / policies as appropriate.Authority to approve all H&S related training / providers.Authority to sign off on all H&S investigations following an incident / accident.Authority to approve risk registers in consultation with General Managers.	
General Manager	General Manager (Level 2) <p><u>Recruitment & Selection</u></p> <ul style="list-style-type: none">Authority to approve the alteration of position descriptions that <u>may not</u> affect job size.Authority to recruit / replace all roles at below level 3.Authority to approve and sign contracts for all new management positions within the bounds of WDC's Recruitment and Selection Policy and Remuneration and Rewards Policy (below level 3).	Plus all Unit Manager and Team Leader delegations



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Officer(s)	Summary of Power	Limitations, conditions, or prohibitions
	<ul style="list-style-type: none">Authority to approve contract variations at Level 3 and below which do not affect FTE headcount.Authority to sign off on all contractual documentation for any of the above conditions. <p><u>Payroll & Absence Management</u></p> <ul style="list-style-type: none">Authority to approve higher duties allowances, in line with current policy.Authority to approve discretionary leave, including leave without pay in line with current policy.Authority to approve bereavement leave within entitlement and accordance of WDC's Policy.Authority to approve discretionary unpaid leave, in accordance with the Leave Entitlement Policy.Authority to approve contract extensions for fixed term employees.Authority to approve / agree work experience contracts. <p><u>Disciplinary & Grievance</u></p> <ul style="list-style-type: none">Authority to initiate an investigation, in line with current policy and in consultation with Human Resources Manager.Authority to dismiss. In consultation with Human Resources Manager & Chief Executive.Authority to approve appropriate performance management processes with individuals at level 3 and below and in consultation with Human Resources Manager.	
Unit Manager	<p>Unit Manager (Level 3)</p> <p><u>Recruitment & Selection</u></p> <ul style="list-style-type: none">Authority to agree selection and interview criteria.Authority to offer employment, in consultation with level 2 manager.Authority to approve all vacancy management material including job adverts, media used and costs. <p><u>Payroll & Absence Management</u></p> <ul style="list-style-type: none">Authority to approve temporary change of hours.	Plus all Team Leader delegations



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Officer(s)	Summary of Power	Limitations, conditions, or prohibitions
	<ul style="list-style-type: none">Authority to approve permanent change of hours which does not impact on team headcount or have increased cost implications. <p><u>Disciplinary & Appeals</u></p> <ul style="list-style-type: none">Authority to issue Written Caution, Written Warning and Final Written warnings (Disciplinary Procedure), in consultation with HR Manager and Level 2 Manager. <p><u>Training</u></p> <ul style="list-style-type: none">Authority to authorise attendance at training (funded from Corporate and Unit training budget). <p><u>Health & Safety</u></p> <ul style="list-style-type: none">Authority to conduct accident investigations in consultation with HS&W Advisor / HS&W Manager.Authority to make changes to risk register, in consultation with HS&W Manager.	
Team Leader	<p>Team Leader (Level 4)</p> <p><u>Recruitment & Selection</u></p> <ul style="list-style-type: none">Authority to recruit team members in consultation with Unit Manager.Authority to perform reference checks.Authority to provide candidate feedback. <p><u>Payroll & Absence Management</u></p> <ul style="list-style-type: none">Authority to approve the taking of annual leave and time in lieu (within accrual and entitlement).Authority to approve timesheets.Authority to approve working additional hours.Authority to approve working on public holidays.Authority to approve taking of alternative public holidays.Authority to approve sick leave within entitlement.Authority to approve staff claiming time in lieu, having consulted the Unit Manager before the work is done.	



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Officer(s)	Summary of Power	Limitations, conditions, or prohibitions
	<p><u>Disciplinary & Appeals</u></p> <ul style="list-style-type: none">Complete investigations as part of the WDC disciplinary process in consultation with Human Resources Manager and Human Resources Advisor. <p><u>Performance Management</u></p> <ul style="list-style-type: none">Authority to conduct performance reviews.Authority to initiate performance improvement plans in consultation with Human Resources.	