

Approval - New Appointment or Change Existing Position

All proposed ADS staff appointments/changes will need to be approved by the General Manager with relevant Directors recommendation and CFO sign off.

Approval must be gained before commencing advertising or change made.

|  |  |
| --- | --- |
| **New Employee or Existing Employee** | [ ]  New [ ]  Existing |
| **For Existing staff -**  | Current Arrangements * Fortnightly Hours
* Term of employment
* Pay Rate       annual /per hour
 |
| Proposed Arrangements * Fortnightly Hours
* Term of employment
* Pay Rate       annual /per hour
 |
| **Proposed Position Title**  |       |
| **Position Justification** |       |
| **Which entities will this position support?** | [ ]  Anglicare [ ]  Registry Office[ ]  Schools [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Term of Employment** | [ ]  On-going [ ]  Non on-going |
| **Salary**  |       annual or       per hour |
| **Other Costs**  | [ ]  Phone[ ]  Laptop [ ]  Car[ ]  Other (pls list)        |
| **Total Cost** |       (including on-costs) |
|  **Location** |       |
| **Budget effects**  |       |
| **Requested by** |       |
| **Directors Recommendation** |       |

Approved [ ]  Yes [ ]  No

CEO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

CFO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_