

Recruitment or Contract Variation Approval Request

Operations Division



TYPE OF RECRUITMENT

Permanent	New Fixed Term	Fixed Term Extension from	to	Casual/ Temp/Fixed Term to Permanent	Secondment
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OPTION A: RECRUIT / APPOINT TO VACANT POSITION

Position Title		Position number(s)	
Department		Team Area	
Position Classification (Fixed, Permanent etc)		FTE / Hours	
Position budgeted? Note – this is specific to the position that approval is being sought for and not the ability to absorb it elsewhere in the budget.			
Account Code to be charged		Date Job Description reviewed	
Duration (For Fixed Term or Temp)		Advertising type	Internal Internal/External

OPTION B: CHANGE TO EXISTING EMPLOYEE STATUS (eg Extension of Contract)

Current Position Details			
Employee Name		Employee Number	
Position Title		Current FTE (e.g. 0.4, 0.5, 1 etc)	
Department		Position Classification (Casual, Fixed, Permanent etc)	
Position budgeted? Note – this is specific to the position that approval is being sought for and not the ability to absorb it elsewhere in the budget.			
Account Code to be charged		When was Job Description last reviewed?	

DETAILS TO SUPPORT REQUEST

Explanation of Request / Details of Change	
Alternative Options Considered?	
If position has no budget, or appointment level is higher than budget, what is proposed funding strategy?	

DIVISION APPROVAL

	Name	Signature	Date	Phone Extension
Hiring Manager				
Department (Cost Centre) Manager				
Divisional Finance Manager (confirming position has budget)				
Director				

In line with the [Operations Division Recruitment or Contract Variation Approval Policy](#), approval from the COO is required if:

- 1. Recruitment, Direct to Offers or Casual for new staff is in excess of the Divisions / Departments approved and budgeted FTE establishment;*
- 2. A permanent increase in hours / FTE status for existing contracts above the Divisions / Departments approved FTE establishment;*
- 3. Extensions for fixed term staff that are identified as 'Transitional' staff as part of the SSR / Enabling Excellence Implementation*

COO Approval	Stephen Willis			
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COO Comments				
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