



# EMPLOYEE

## STATUS CHANGE FORM

Employee details		
Employee name	Louisa Marks	
Employee number	96895	
Position number	703106	
Unit	Arts Culture Venues	
Reason for change	Extension until Branch Structure is finalised	
Type of change		
Permanent	From: / /2013	
Temporary	From: 08 /09 /2014 to 31 /10 /2014	
Details of change		
Branch	Arts Culture and Venues	
Position title	Arts and Cultural Development Officer – Public Arts	
Position number	703106	
Award	LGA award/ other award/banded increase	
Award classification	6	
New weekly rate of pay	\$ / per week	
Cost account	00218 1001 2000	
Employment status	Full Time /Part-Time	
Special engagement loading	Yes /No	In lieu loading: 0.20 0.25
Hours per week		RDO: Yes /No
Employee's signature		Date: 04/09/2014
Signature of recommending officer		Date: 04/09/2014
Title of recommending officer	Coordinator Arts Cult. + Venues	
Signature of approver ##		Date: / /2013
Title of approver		
HR checked		Date: / /2013
Payroll entered		Date: / /2013

## To determine who can approve status change request, please see overleaf. All forms must be sent to HR Services before they are sent to Payroll. Payroll cannot enter without an HR signature.

### Approvals Matrix as at January 2013

Request	Approver
Annual increment	Manager
Reclassification of existing position	EM:HR Director
Increased hours beyond establishment	EM:HR CEO (Permanent Change) Director (Temporary Change)
Increase/Decrease hours within current establishment	Manager
Extension of temporary employment contract	EM:HR Manager