



Sub-delegations under the Instrument of Delegation under the Work Health and Safety Act 2012

25 January 2017

INSTRUMENT OF SUBDELEGATION

On the 22nd day of April 2014 the City of Holdfast Bay (“the Council”) delegated certain powers and functions under the following Acts:

- INSTRUMENT OF DELEGATION UNDER THE WORK HEALTH AND SAFETY ACT 2012

to the person holding the position of Chief Executive Officer (the “Head Delegation”) subject to the terms and conditions specified in the relevant resolution(s) or in the Schedule of Conditions (if any) in the Head Delegation. The powers and functions so delegated are set out in the Attachments to Report No: 106/14

In exercise of the powers under Section 101 of the Local Government Act 1999 I, as Chief Executive Officer hereby:

- revoke all previous sub-delegations to the positions indicated below;
- sub-delegate such of those powers and functions identified in the Head Delegation as are specified below to the person holding the positions specified below, on the terms and conditions specified below.

The sub-delegated powers and functions may be exercised individually by each sub-delegate in respect of any particular matter where the sub-delegate is required or proposing to act in the course of their duties.

Signature

Justin Lynch
CHIEF EXECUTIVE OFFICER

Date

CONDITIONS OF SUBDELEGATIONS MADE BY THE CHIEF EXECUTIVE OFFICER

Conditions applying to all sub delegations

Nil

Other Conditions

Nil

POWERS AND FUNCTIONS SUBDELEGATED IN THIS INSTRUMENT

Instruments

- INSTRUMENT OF DELEGATION UNDER THE WORK HEALTH AND SAFETY ACT 2012

Delegation Sources

- Work Health and Safety Act 2012

Titles

- Chief Executive Officer
- General Manager Alwyndor
- General Manager Business Services
- General Manager City Assets and Services
- General Manager Community Services
- Manager Active Communities
- Manager Asset Systems
- Manager Assets and Facilities
- Manager City Activation
- Manager Commercial and Strategic Services
- Manager Community Services (Alwyndor)
- Manager Community Wellbeing
- Manager Customer Experience
- Manager Development Services
- Manager Field Services
- Manager Finance
- Manager Information Services
- Manager Library Services
- Manager People and Culture
- Manager Regulatory Services

• INSTRUMENT OF DELEGATION UNDER THE WORK HEALTH AND SAFETY ACT 2012

Work Health and Safety Act 2012				
#	Item Delegated	Conditions and Limitations	Delegate	Date
82808	51. Determination of work groups (1) The power pursuant to Section 51(1) of the Work Health and Safety Act 2012 (the Act), to, if a request is made under Section 50 of the Act, facilitate the determination of one or more work groups of workers.		Chief Executive Officer	
82809	52. Negotiations for agreement for work group (1) The power pursuant to Section 52(1) of the Act, and in accordance with Sections 52(2), (3) and (6) of the Act, to determine a work group by negotiation and agreement with the workers who will form the work group or their representatives.		Chief Executive Officer	
82810	52. Negotiations for agreement for work group (4) The power pursuant to Section 52(4) of the Act to, in relation to an agreement concerning the determination of a work group or groups, at any time, negotiate a variation of the agreement in accordance with Section 52(6) of the Act.		Chief Executive Officer	
82811	54. Failure of negotiations (1) The power pursuant to Section 54(1) of the Act to, if there is a failure of negotiations (including negotiations concerning the variation of an agreement), ask the regulator to appoint an inspector for the purposes of Section 54 of the Act.		Chief Executive Officer	
82812	55. Determination of work groups of multiple businesses (2) The power pursuant to Section 55(2) of the Act to determine the particulars of the work groups by negotiation and agreement, in accordance with Section 56 of the Act, between each of the persons conducting the businesses or undertakings and the workers.		Chief Executive Officer	
82813	55. Determination of work groups of multiple businesses (3) The power pursuant to Section 55(3) of the Act to, in relation to an agreement concerning the determination of a work group or groups, at any time, negotiate a variation of the agreement.		Chief Executive Officer	
82814	56. Negotiation of agreement for work groups of multiple businesses (3) The power pursuant to Section 56(3) of the Act to, if agreement cannot be reached on a matter relating to the determination of a work group (or a variation of an agreement) within a reasonable time after negotiations commence under Subdivision 3 of Division 3, Part 5 of the Act, ask the regulator to appoint an inspector to assist the negotiations in relation to that matter.		Chief Executive Officer	
82815	58. Withdrawal from negotiations or agreement involving multiple businesses (1) The power pursuant to Section 58(1) of the Act to, in relation to a negotiation for an agreement, or an agreement, concerning a work group under Subdivision 3 of Division 3, Part 5 of the Act, withdraw from the negotiation or agreement at any time by giving reasonable notice (in writing) to the other parties.		Chief Executive Officer	

Work Health and Safety Act 2012				
82816	<p>58. Withdrawal from negotiations or agreement involving multiple businesses</p> <p>(2) The power pursuant to Section 58(2) of the Act to, if a party withdraws from an agreement concerning a work group under Subdivision 3 of Division 3, Part 5 of the Act, negotiate a variation to the agreement in accordance with Section 56 of the Act.</p>		Chief Executive Officer	
82817	<p>65. Disqualification of health and safety representatives</p> <p>(1) The power pursuant to Section 65(1) of the Act, to make an application to the Senior Judge of the IRC for a review committee to disqualify a health and safety representative on the ground that the representative has:</p> <p>(a) exercised a power or performed a function as a health and safety representative for an improper purpose; or</p> <p>(b) used or disclosed any information he or she acquired as a health and safety representative for a purpose other than in connection with the role of health and safety representative,</p> <p>where the Council is adversely affected by the exercise of a power or the performance of a function referred to in Section 65(1)(a) of the Act or the use or disclosure of information referred to in Section 65(1)(b) of the Act.</p>		Chief Executive Officer	
82818	<p>70. General obligations of person conducting business or undertaking</p> <p>(1) The power pursuant to Section 70(1) of the Act, to</p> <p>(a) consult, so far as is reasonably practicable, on work health and safety matters with any health and safety representative for a work group of workers carrying out work for the Council; and</p> <p>(b) confer with a health and safety representative for a work group, whenever reasonably requested by the representative, for the purpose of ensuring the health and safety of the workers in the work group; and</p> <p>(c) allow any health and safety representative for the work group to have access to information that the Council has relating to:</p> <p>(i) hazards (including associated risks) at the workplace affecting workers in the work group; and</p> <p>(ii) the health and safety of the workers in the work group; and</p> <p>(d) with the consent of a worker that the health and safety representative represents, allow the health and safety representative to be present at an interview concerning work health and safety between the worker and:</p>		Chief Executive Officer, General Manager Alwyndor, General Manager Community Services, General Manager City Assets and Services, General Manager Business Services	

Work Health and Safety Act 2012

	<p>(i) an inspector; or</p> <p>(ii) the Council or the Council's representative; and</p> <p>(e) with the consent of one or more workers that the health and safety representative represents, allow the health and safety representative to be present at an interview concerning work health and safety between a group of workers, which includes the workers who gave the consent, and:</p> <p>(i) an inspector; or</p> <p>(ii) the Council or the Council's representative; and</p> <p>(f) provide any resources, facilities and assistance to a health and safety representative for the work group that are reasonably necessary or prescribed by the regulations to enable the representative to exercise his or her powers or perform his or her functions under the Act.</p> <p>(g) allow a person assisting a health and safety representative for the work group to have access to the workplace if that is necessary to enable the assistance to be provided; and</p> <p>(h) permit a health and safety representative for the work group to accompany an inspector during an inspection of any part of the workplace where a worker in the work group works; and</p> <p>(i) provide any other assistance to the health and safety representative for the work group that may be required by the regulations.</p>			
82819	<p>71. Exceptions for obligations under Section 70(1)</p> <p>(5) The power pursuant to Section 71(5) of the Act to refuse on reasonable grounds to grant access to the workplace to a person assisting a health and safety representative for a work group.</p>		<p>Chief Executive Officer, General Manager Alwyndor, General Manager Community Services, General Manager City</p>	

Work Health and Safety Act 2012

			Assets and Services, General Manager Business Services	
82820	<p>72. Obligation to train health and safety representatives</p> <p>(1) The power pursuant to Section 72(1) of the Act to, consult with a health and safety representative in relation to the health and safety representative attending a course of training in work health and safety that is subject to Section 72(6), chosen by the health and safety representative.</p>		<p>Chief Executive Officer, General Manager Alwyndor, General Manager Community Services, General Manager City Assets and Services, General Manager Business Services</p>	
82834	<p>72. Obligation to train health and safety representatives</p> <p>(3) The power pursuant to Section 72(3) of the Act to:</p> <p>(a) as soon as practicable within the period of 3 months after the request is made, allow the health and safety representative time off work to attend the course of training; and</p>		<p>Chief Executive Officer, General Manager Alwyndor, General Manager Community Services, General</p>	

Work Health and Safety Act 2012

			Manager City Assets and Services, General Manager Business Services
82835	<p>72. Obligation to train health and safety representatives</p> <p>(3) The power pursuant to Section 72(3) of the Act to:</p> <p>(b) pay the course fees and any other reasonable costs associated with the health and safety representative's attendance at the course of training.</p>		<p>Chief Executive Officer, General Manager Alwyndor, General Manager Community Services, General Manager City Assets and Services, General Manager Business Services</p>
82836	<p>72. Obligation to train health and safety representatives</p> <p>(6) The power pursuant to Section 72(6) of the Act to, if agreement cannot be reached between the Council or Council's delegate and the health and safety representative within the time required by Section 72(3) of the Act as to the matters set out in Sections 72(1)(c) and (3) of the Act, ask the regulator to appoint an inspector to decide the matter.</p>		<p>Chief Executive Officer, General Manager Alwyndor, General Manager Community Services,</p>

Work Health and Safety Act 2012

			General Manager City Assets and Services, General Manager Business Services	
82821	<p>73. Obligation to share costs if multiple businesses or undertakings</p> <p>(1) The power pursuant to Section 73(1) of the Act to, if a health and safety representative, or deputy health and safety representative (if any), represents a work group of workers carrying out work for the Council and one or more other person conducting businesses or undertakings, agree that:</p> <p>(a) the costs of the representative exercising powers and performing functions under the Act; and</p> <p>(b) the costs referred to in Section 72(3)(b) of the Act, for which the Council or any of the other persons conducting those businesses or undertakings are liable, are to be apportioned between each of those persons otherwise than equally.</p> <p>(2) The power pursuant to Section 73(2) of the Act, to vary an agreement to apportion the costs in another way, at any time by negotiation and agreement between each of the persons conducting the businesses or undertakings.</p>		Chief Executive Officer	
82822	<p>75. Health and safety committees</p> <p>(2) The power pursuant to Section 75(2) of the Act to, establish a health and safety committee for the workplace or part of the workplace.</p>		Chief Executive Officer, General Manager Alwyndor, General Manager Community Services, General Manager City Assets and Services,	

Work Health and Safety Act 2012				
			General Manager Business Services	
82823	<p>76. Constitution of committee</p> <p>(1) The power pursuant to Section 76(1) of the Act and subject to Sections 76(2) to (4) of the Act, to agree the constitution of a health and safety committee with the workers at the workplace.</p> <p>(5) The power pursuant to Section 76(5) of the Act to, if agreement is not reached under Section 76 within a reasonable time, ask the regulator to appoint an inspector to decide the matter.</p>		Chief Executive Officer, General Manager Alwyndor, General Manager Community Services, General Manager City Assets and Services, General Manager Business Services	
82824	<p>82. Referral of issue to regulator for resolution by inspector</p> <p>(2) The power pursuant to Section 82(2) of the Act to, ask the regulator to appoint an inspector to attend the workplace to assist in resolving the issue.</p>		Chief Executive Officer	
82825	<p>87. Alternative work</p> <p>The power pursuant to Section 87 of the Act to, if a worker ceases work under Division 6, Part 5 of the Act, direct the worker to carry out suitable alternative work at the same or another workplace if that work is safe and appropriate for the worker to carry out until the worker can resume normal duties.</p>		Chief Executive Officer, General Manager Alwyndor, Manager Community Services (Alwyndor),	

Work Health and Safety Act 2012

Manager
Finance,
Manager
People and
Culture,
Manager
Information
Services,
Manager
Commercial
and Strategic
Services,
Manager
Library
Services,
Manager
Active
Communities,
Manager
Community
Wellbeing,
Manager
Customer
Experience,
Manager City
Activation,
General
Manager
Community
Services,
Manager
Development
Services,
Manager
Regulatory
Services,

Work Health and Safety Act 2012

			<p>Manager Assets and Facilities, Manager Asset Systems, General Manager City Assets and Services, Manager Field Services, General Manager Business Services</p>	
82826	<p>89. Request to regulator to appoint inspector to assist The power pursuant to Section 89 of the Act to ask the regulator to appoint an inspector to attend the workplace to assist in resolving the issue arising in relation to the cessation of work.</p>		Chief Executive Officer	
82827	<p>100. Request for review of provisional improvement notice (1) The power pursuant to Section 100(1) of the Act, to, within 7 days after a provisional improvement notice is issued to the Council or a worker who carries out work at the Council, ask the regulator to appoint an inspector to review the notice.</p>		Chief Executive Officer	
82828	<p>141. Application for assistance of inspector to resolve dispute The power, pursuant to Section 141 of the Act, to, if a dispute arises about the exercise or purported exercise by a WHS entry permit holder of a right of entry under the Act, ask the regulator to appoint an inspector to attend the workplace to assist in resolving the dispute.</p>		Chief Executive Officer	
82829	<p>142. Authorising authority may deal with a dispute about a right of entry under this Act (4) The power pursuant to Section 142(4) of the Act to apply to the authorising authority to deal with a dispute where the dispute relates to the Council.</p>		Chief Executive Officer	
82830	<p>180. Return of seized things (1) The power pursuant to Section 180(1) of the Act to, if a seized thing has not been forfeited, and the Council is the person entitled to the thing, apply to the regulator for the return of the thing after the end of 6 months after it was seized.</p>		Chief Executive Officer, General	

Work Health and Safety Act 2012

			Manager Alwyndor, General Manager Community Services, General Manager City Assets and Services, General Manager Business Services	
82831	181. Access to seized things (1) The power pursuant to Section 181(1) of the Act to, until a seized thing is forfeited or returned, inspect it and, if it is a document, to make copies of it at all reasonable times.		Chief Executive Officer, General Manager Alwyndor, General Manager Community Services, General Manager City Assets and Services, General Manager Business Services	