

**Human Resources  
Authority Delegations July 2008**

<b>Situation</b>	<b>Issue</b>	<b>Staff Level</b>	<b>Delegated Authority</b>
<b>Organisational Change</b>	Organisational structure	Across Faculty/Office	Vice Chancellor
	Organisational structure	Within Faculty/Office	DVC
	Creation/deletion of positions	Head of Faculty/Office, DVC, Pro VC	Vice Chancellor
	Creation/deletion of positions	Academic Lvl E and below, Gen'l Lvl 10 and below	Head of Faculty/Office
	Changes to reporting line	All	Head of Faculty/Office
	Evaluation or Regrading of positions	All	Human Resources
<b>Recruitment</b>	Approval to recruit	All	Head of Faculty/Office
	Use of an external recruitment agency	All	Head of Faculty/Office
	Use of external and print advertising	All	Head of Faculty/Office
	Selection committee membership	Executive	Vice Chancellor (or delegate)
		Executive Dean / Head of Office	DVC
		Academic Lvl D & E	DVC
		Academic Lvl A-C, Gen'l Lvl 10 and below	Head of Faculty/Office
<b>Appointment</b>	Fixed-term: up to / including 12 mnths	All	Head of Faculty/Office
	Fixed-term: longer than 12 mnths	All	Academic: DVC (Provost) Gen'l: Deputy Director HR
	Continuing	Vice Chancellor	Council
		Executive	Vice Chancellor
		Head of Faculty	Vice Chancellor
		Academic Lvl D & E	Vice Chancellor (or delegate)
		Head of Dept, Academic Lvl A-E, Gen'l Lvl 10 and below	Head of Faculty/Office
	Casual	All	Head of Faculty/Office
			Head of Faculty/Office (both roles)
	Transfer	All	
	Conversion from Fixed-term to Continuing	All	Director HR
	Adjunct, Honorary & Visiting Academics	Academic Lvl E	Vice Chancellor (or delegate)
	Adjunct, Honorary & Visiting Academics	Academic Lvl A-D	DVC (Provost)
	Emeritus Professors	Academic Lvl E	University Council
	Removal & Relocation	All	Head of Faculty/Office

**Human Resources  
Authority Delegations July 2008**

<b>Situation</b>	<b>Issue</b>	<b>Staff Level</b>	<b>Delegated Authority</b>
<b>Probation</b>	Confirmation / Termination	Executive	Vice Chancellor
		Head of Faculty	Vice Chancellor
		Head of Dept, Academic Lvl A-E, Gen'l Lvl 10	Head of Faculty/Office
		Gen'l Lvl 9 and below	Supervisor
<b>Promotion</b>	Academic	All	DVC ( Provost)
<b>Appeals</b>	Promotion	All	DVC ( Provost)
	Appointment	All	Director HR
	Position grading	All	Director HR
	Outside Studies Program	All	DVC (Research)
<b>Remuneration</b>	Salary loading / Performance bonus	Executive	Remuneration Committee
	Salary loading / Performance bonus	Head of Faculty/Office	Vice Chancellor
	Salary loading / Performance bonus	Head of Dept, Academic Lvl A-E, Gen'l Lvl 10 and below	DVC and Director HR
	Withholding increment	All	Head of Faculty/Office
	Accelerated increment	All	Head of Faculty/Office
	Overtime	All	Supervisor
<b>Allowances</b>	Higher Duties Allowance	All	Head of Faculty/Office
	First Aid	All	Head of Faculty/Office
	Travel	All	Head of Faculty/Office
<b>Development</b>	Secondment	< 12 mnths	Supervisor(s)
		> 12 mnths	Head of Faculty/Office
	Outside Studies Program	All	Head of Faculty/Office
	Training & Development courses (less than \$500)	All	Supervisor
	Training & Development courses (more than \$500)	All	Head of Faculty/Office
	<b>Leave</b>	Personal	All
Annual		All	Supervisor
Leave without pay (< 6 mnths)		All	Head of Dept/ Head of Area
Leave without pay (6 mnths to 2 yrs)		All	Head of Faculty/Office
Long Service Leave		All	Supervisor

**Human Resources  
Authority Delegations July 2008**

<b>Situation</b>	<b>Issue</b>	<b>Staff Level</b>	<b>Delegated Authority</b>
<b>Termination</b>	Resignation	All	Supervisor
	Poor performance	All	DVC
	Misconduct	All	DVC
	Redundancy	All	DVC & Director HR
	Pre-retirement Contracts	All	DVC & Director HR
	Retirement	All	Supervisor
<b>Outside Work</b>	Outside work approval	Executive	Vice Chancellor
		Head of Faculty/Office	DVC
		Head of Dept, Academic Lvl A-E, Gen'l Lvl 10 and below	Head of Faculty/Office