

**PEOPLE AND CULTURE DELEGATIONS SCHEDULE**

No.	Delegation	Stage of Approval	Delegation Band (board / committee or position) or Delegate						Reference	Conditions, exceptions or limitations	Is this work-flowed?
			Recommend or Approve	C	1	2	3	4			
<b>1.0</b>	<b>Establishment and Recruitment</b>										
<b>1.1</b>	<b>Authority to establish a position and/or approve the recruitment process for ongoing and fixed term positions:</b>								<b>People and Culture Schedule</b>	Effective 5 October 2015 all positions that are not within budget, or do not have confirmed non-recurrent/tied funding, are subject to the approval of the relevant Senior Executive. This group is comprised of the VC, Provost, COO, VP International & VP VUIT.	
	Vice Chancellor	Recommend		Not applicable							No
		Approve	<input checked="" type="checkbox"/>								
	Band 2 positions	Recommend		Not applicable							No
		Approve	<input checked="" type="checkbox"/>								
	Band 3 Positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
	Band 4 Positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
	All other positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>1.2</b>	<b>Authority to approve a position description and reclassification:</b>								<b>People and Culture Schedule</b>		
	All positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>1.3</b>	<b>Authority to approve a counter offer:</b>								<b>Counter Offer Procedures</b>		
	Band 2 positions	Recommend		Not applicable							No
		Approve	<input checked="" type="checkbox"/>								
	All other positions	Recommend		Not applicable							No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
<b>1.4</b>	<b>Authority to approve payment of recruitment and removal expenses for:</b>								<b>Relocation and Immigration Assistance for New Staff Policy</b>		
	Vice Chancellor	Recommend		Not applicable							No
		Approve	<input checked="" type="checkbox"/>								
	Band 2 positions	Recommend		Not applicable							No
		Approve	<input checked="" type="checkbox"/>								
	Band 3 positions	Recommend		Not applicable							No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
	Academic D & E	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
	Professional Staff HEW 10/10+ (where not a Band 3 position)	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
	Band 4 positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
	Band 5 positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	All other positions – Band 6 and other (eg Academic A-C, TAFE Teachers, Professional Staff HEW 1 - 9)	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

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1.5	<b>Authority to approve conversion from a fixed-term contract of employment appointment to continuing/ongoing employment (TAFE Teaching appointments only):</b>		<b>TAFE Multi Business Agreement 2009, clause 12.3</b>		
	All TAFE teaching staff	Recommend	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		No
		Approve	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
1.6	<b>Authority to approve conversion from casual to non-casual employment for:</b>		<b>TAFE Multi Business Agreement 2009; VU Enterprise Agreement clause 16.5</b>		
	All staff	Recommend	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		No
		Approve	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
1.7	<b>Authority to determine what persons or classes of persons constitute the academic staff of the University for the purposes of the Victoria University Act 2010</b>	Council	<b>Victoria University Act 2010, section 9(2)(a)</b>		
1.8	<b>Authority to authorise a person to act as Visitor (a) in relation to any particular matter concerning the affairs of the University; or (b) during any period when the Visitor is absent or unable to act</b>	Visitor	<b>Victoria University Act 2010, section 23(1)</b>	The Governor of the State is the Visitor of the University under section 22(1) of the Victoria University Act 2010. The person who is authorised to act as Visitor under section 23(1) of the Act has all the powers, duties and functions of the Visitor to the extent, or for the period of, the authorisation under that subsection.	
2.0	<b>Appointment</b>				
2.1	<b>Authority to appoint:</b>		<b>Recruitment and Selection Policy</b>	All merit-based appointments must be recommended via a majority of the members of the Selection Panel and approval must be by the Chair of the Panel. Letters of Offer must be signed by a Band 4 or higher position in People & Culture.	
	Chancellor	Recommend	<input checked="" type="checkbox"/>	Victoria University Act 2010, section 9(1)(a) and section 24; Governance, Academic and Student Affairs Statute 2013, section 19	Under the Victoria University Act 2010, section 18(2)(b), Council must not delegate the power to appoint officers under section 9(1)(a). Council will determine conditions of appointment in accordance with the university statute and university regulations.
		Approve	<input checked="" type="checkbox"/>		
	Any Deputy Chancellor	Recommend	<input checked="" type="checkbox"/>	Victoria University Act 2010, section 9(1)(a) and section 25; Governance, Academic and Student Affairs Statute 2013, section 20	Under the Victoria University Act 2010, section 18(2)(b), Council must not delegate the power to appoint officers under section 9(1)(a). Council will determine conditions of appointment in accordance with the university statute and university regulations. Where there is more than one Deputy Chancellor, the regulations must specify the number.
		Approve	<input checked="" type="checkbox"/>		
	Vice Chancellor	Recommend	<input checked="" type="checkbox"/> Via Selection Panel	Victoria University Act 2010, section 8(3)(a); Governance, Academic and Student Affairs Statute 2013, section 21	Portfolio of the Vice-Chancellor prepare offer letter.
		Approve	<input checked="" type="checkbox"/>		
	Interim Vice Chancellor	Recommend	<input checked="" type="checkbox"/> Via Selection Panel	Victoria University Act 2010, section 26(3) and (4)	Pending the appointment of a Vice-Chancellor under the Victoria University Act 2010, section 26(2). An interim appointment under subsection (3) is for the period specified in the appointment, being a period not exceeding 12 months
		Approve	<input checked="" type="checkbox"/>		
	One or more Deputy Vice Chancellor(s)	Recommend	<input checked="" type="checkbox"/> Via Selection Panel	Victoria University Act 2010, section 27(2); Governance, Academic and Student Affairs Statute 2013, section 24	On the recommendation of the Vice-Chancellor, in accordance with the university statutes and university regulations. The deputy vice-chancellor(s) have the functions, duties and powers conferred by the university statutes and university regulations, or by the Vice-Chancellor.
		Approve	<input checked="" type="checkbox"/>		
	All other positions (Ongoing & Fixed Term)	Recommend	<input type="checkbox"/> Via a majority of the Selection Panel	Recruitment and Selection Policy	By letter of appointment
		Approve	<input type="checkbox"/> Chair of Panel		
	All Casual staff (includes casual professional, academic sessional and TAFE sessional staff)	Recommend	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		By Casual or Sessional Contract
		Approve	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		
2.2	<b>Authority to appoint, renew or revoke Honorary &amp; Occupational Trainee positions</b>			<b>Governance, Academic and Student Affairs Statute 2013; Titles and Honorary Degrees Regulations 2013; Honorary, Adjunct and Visiting Appointments Policy</b>	
	<b>Distinguished Visiting Professor/Educator, Emeritus Professor/Educator</b>	Recommend	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Governance, Academic and Student Affairs Statute 2013, section 32; Titles and Honorary Degrees Regulations 2013, sections 3 and 15	By letter of appointment
		Approve	<input checked="" type="checkbox"/>		No
	<b>Visiting Professor/Educator, Adjunct Professor/Educator, Adjunct Associate Professor/Educator, Honorary Professor/Educator</b>	Recommend	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Governance, Academic and Student Affairs Statute 2013, section 32; Titles and Honorary Degrees Regulations 2013, sections 9, 12 and 15	By letter of appointment
		Approve	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		No

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	<b>Honorary/Visiting/Adjunct Fellow</b> and occupational trainees	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Governance, Academic and Student Affairs Statute 2013, section 32; Titles and Honorary Degrees Regulations 2013, sections 9, 12 and 15	By letter of appointment	No
	Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
	<b>Vice Chancellor's Fellow</b>	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Governance, Academic and Student Affairs Statute 2013, section 32; Titles and Honorary Degrees Regulations 2013, section 6	By letter of appointment	No
	Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<b>Distinguished University Fellow</b>	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Governance, Academic and Student Affairs Statute 2013, section 32; Titles and Honorary Degrees Regulations 2013, section 6	By letter of appointment	No
	Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>2.3</b>	<b>Authority to approve Direct fixed-term contract of employment appointments (up to a maximum of twelve months only) for:</b>								<b>VU Enterprise Agreement 2013; Recruitment and Selection Policy; Staff Secondment Policy</b>		
	Band 2 positions	Recommend	Not applicable						Letters of Offer must be signed by a Band 4 or higher position in People & Culture.	No	
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	All other positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No	
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>2.4</b>	<b>Authority to approve Direct fixed-term contract of employment appointments (greater than twelve months) for:</b>								<b>VU Enterprise Agreement 2013; Recruitment and Selection Policy. Refer to section 2.3 (above)</b>		
	Band 3 or below positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No	
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>2.5</b>	<b>Authority to approve an ongoing appointment without advertisement for:</b>								<b>VU Enterprise Agreement 2013; Recruitment and Selection Policy, Vice-Chancellor's Appointment</b>		
	Band 3 or below positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No	
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>2.6</b>	<b>Authority to approve reappointment of executive/senior fixed term contract of employment staff for:</b>								<b>Recruitment and Selection Procedure</b>		
	Band 2 positions	Recommend	Via Review Panel							No	
		Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Band 3 or 4 positions	Recommend	Via Review Panel							No	
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<b>Authority to approve a further fixed term appointment - merit-based</b>	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Band level above the recommending staff member.		
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>2.8</b>	<b>Authority to confirm appointment following probation period for:</b>								<b>Probation Policy and Procedure</b>		
	Vice Chancellor	Recommend	Not applicable							No	
		Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Band 2 positions	Recommend	Not applicable							No	
		Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Band 3 positions	Recommend	Not applicable							No	
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Academic D & E	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No	
		Approve	Probation Review Panel								
	Professional Staff HEW 10/10+ (where not a Band 3 position)	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No	
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Band 4 positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No	
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



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	Band 4 positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Band 5 positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	All other positions – Band 6 and other	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>3.3</b>	<b>Authority to approve an academic promotion to the level of:</b>									<b>Higher Education Academic Promotions Policy and Procedure</b>		
	Academic B, C, D & E	Recommend	Via Promotions Panel								Promotions Panel chaired by the Provost Colleges, Learning & Teaching, and Research	No
		Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>3.4</b>	<b>Authority to approve a TAFE teacher to undertake an overseas short term assignment:</b>									<b>Guidelines for TAFE Teachers on Overseas Short Term Assignment; TAFE Multi Business Agreement</b>		
	TAFE Teacher	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>4</b>	<b>Remuneration</b>											
<b>4.1</b>	<b>Authority to approve remuneration above standard agreement provisions:</b>									<b>VU Enterprise Agreement 2013; University Vehicles Policy; Market Loadings Policy</b>	Where a market loading amount is >20% of salary, the Supervisor's Supervisor must approve	
	Vice Chancellor	Recommend	Not applicable									No
		Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Band 2 positions	Recommend	Not applicable									No
		Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	All other positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		In addition to Band 2 positions the Vice-President People & Culture also has approval delegation	No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>4.2</b>	<b>Authority to approve accelerated incremental progression for:</b>									<b>People and Culture Schedule</b>		
	All staff	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Must be recommendator of immediate Supervisor or above	No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>4.3</b>	<b>Authority to approve: casual/sessional staff payments; claims for travel between campuses (note only for those staff without University vehicle) for:</b>									<b>VU Enterprise Agreement 2013</b>		
	All staff	Recommend	Not applicable								Immediate Supervisor can approve	Yes
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>4.4</b>	<b>Authority to approve: overtime, meal and shift allowances, university business travelling allowance, recall to duty payment, transport after unrostered shifts or overtime for:</b>									<b>VU Enterprise Agreement 2013</b>		
	All staff	Recommend	Not applicable								Immediate Supervisor can approve	No
		Approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>4.5</b>	<b>Authority to approve annual performance bonus for:</b>									<b>Individual contract arrangements</b>		
	Vice Chancellor	Recommend	Not applicable									No
		Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	All other positions	Recommend	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		All bonuses must be approved by the Vice Chancellor	No
		Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>4.6</b>	<b>Authority to recognise prior service above Agreement Provisions</b>	Recognise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>VU Enterprise Agreement 2013</b>	The VU Enterprise Agreement 2013 states that the Vice Chancellor or nominee may recognise prior service above Agreement provisions	

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5 Leave						
5.1	Authority to approve leave without pay for >20 days; parental leave & adoption leave; partner leave; time off in lieu; other leave for periods outside of industrial instrument provisions for:			VU Enterprise Agreement 2013; TAFE Multi Business Agreement 2009; Leave Without Pay Policy; Leave Management Policy	All organisational units should have a leave management plan which should be referred to when considering leave applications	
	Vice Chancellor	Recommend	Not applicable			No
		Approve	* Chancellor			
	Band 2 positions	Recommend	Not applicable			No
		Approve	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	Band 3 positions	Recommend	Not applicable			No
		Approve	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>			
	All other staff	Recommend	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>			No
		Approve	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>			
5.2	All other leave:			VU Enterprise Agreement 2013; TAFE Multi Business Agreement 2009; Leave Management Policy	All organisational units should have a leave management plan which should be referred to when considering leave applications	
	Vice Chancellor	Recommend	Not applicable			Yes
		Approve	* Chancellor			
	All other staff	Recommend	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		Immediate Supervisor can approve	Yes
		Approve	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>			
5.3	Authority to approve professional development for:			VU Enterprise Agreement 2013; Professional Development Policy; Special Studies Program Policy; Official Travel Policy		
	Vice Chancellor	Recommend	Not applicable			No
		Approve	* Chancellor			
	All other staff (interstate and overseas)	Recommend	Not applicable	Official Travel Policy		No
		Approve	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>			
	All other staff (within Victoria)	Recommend	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>			No
		Approve	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>			
	Special Studies Program	Recommend	Via SSP Committee	Special Studies Program Policy		No
		Approve	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
5.4	Authority to declare occasional days as a University holiday/s	Approve	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	VU Enterprise Agreement 2013		
6.0 Secondments						
6.1	Authority to approve terms and conditions for the secondment of staff; to an external organisation; and coming to the university from an external organisation:			Staff Secondment Policy		
	Vice Chancellor	Recommend	Not applicable			No
		Approve	* Chancellor			
	Band 2 positions	Recommend	Not applicable			No
		Approve	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	Band 3 positions	Recommend	Not applicable			No
		Approve	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>			
	All other staff	Recommend	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>			No

**PEOPLE AND CULTURE DELEGATIONS SCHEDULE**

		Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>7.0</b>	<b>Outside Employment and Other Professional Activities</b>												
<b>7.1</b>	<b>Authority to approve outside employment and other professional activities:</b>					<b>Staff Code of Conduct Policy, Guidelines: Outside Employment and Other Professional Activities</b>							
	Vice Chancellor	Recommend	Not applicable				Staff Code of Conduct Consultancy Activities				No		
		Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
	Band 2 positions	Recommend	Not applicable				In line with individual contractual arrangements				No		
		Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
	Band 3 positions	Recommend	Not applicable				Line supervisor at least must approve				No		
		Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
	All other staff	Recommend	Not applicable								No		
		Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>
<b>8.0</b>	<b>Resignation and Retirement</b>												
<b>8.1</b>	<b>Authority to endorse advice of resignation or retirement from the position of:</b>					<b>VU Enterprise Agreement 2013; TAFE Multi Business Agreement 2009</b>				A staff member's immediate Supervisor is responsible for receiving and endorsing advice of resignation or refinement			
	Vice-Chancellor	Recommend	* Chancellor								No		
		Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
	All staff	Recommend	Not applicable								No		
		Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>
<b>8.2</b>	<b>Authority to approve withdrawal of resignation or retirement from:</b>					<b>People and Culture Schedule</b>							
	Vice Chancellor	Recommend	Not applicable								No		
		Approve	* Chancellor										
	Band 2 positions	Recommend	Not applicable								No		
		Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
	Band 3 positions	Recommend	Not applicable								No		
		Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
	All other staff	Recommend									No		
		Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>
<b>8.3</b>	<b>Authority to approve pre-retirement contract for:</b>					<b>VU Enterprise Agreement 2013</b>							
	Vice Chancellor	Recommend	Not applicable								No		
		Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
	Band 2 positions	Recommend	Not applicable				In consultation with People & Culture				No		
		Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
	Band 3 positions	Recommend	Not applicable				In consultation with People & Culture				No		
		Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
	All other staff	Recommend					In consultation with People & Culture				No		
		Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>
<b>9.0</b>	<b>Organisational Change, Redeployment, Redundancy, Disciplinary Action and Termination</b>												
<b>9.1</b>	<b>Authority to approve organisational restructure for:</b>					<b>VU Enterprise Agreement 2013; TAFE Multi Business Agreement 2009</b>							
	College or Shared Service Area	Recommend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In consultation with People & Culture		No	
		Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	An area within a College or Shared Service Area	Recommend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			No	

**PEOPLE AND CULTURE DELEGATIONS SCHEDULE**

		Approve																
<b>9.2</b>	<b>Authority to approve redeployment of a staff member by the recruiting area at the following level:</b>											<b>VU Enterprise Agreement 2013; TAFE Multi Business Agreement 2009</b>						
	Band 2 positions	Recommend	Not applicable											In consultation with People & Culture	No			
		Approve		✓														
	Band 3 positions	Recommend		✓														
		Approve		✓	✓													
	Band 4 positions	Recommend		✓	✓	✓												
		Approve		✓	✓	✓												
	All other staff	Recommend		✓	✓	✓	✓	✓	✓									
		Approve		✓	✓	✓												
<b>9.3</b>	<b>Authority to approve redundancy or early separation for a staff member whose position at the following level has been identified as surplus to requirements:</b>											<b>VU Enterprise Agreement 2013; TAFE Multi Business Agreement 2009</b>						
	Band 2 positions	Recommend		✓														
		Approve		✓														
	Band 3 positions	Recommend		✓	✓													
		Approve		✓														
	All other staff	Recommend		✓	✓	✓	✓											
		Approve		✓	✓	✓												
<b>9.4</b>	<b>Authority to take disciplinary action against:</b>											<b>VU Enterprise Agreement 2013</b>						
	All academic staff	Recommend	Supervisor											VU Enterprise Agreement 2013, section 62.1.14	Supervisor means, for an academic, the head of the organisational unit in which the academic is employed, or another academic staff member classified at Level C or above appointed by the Vice-Chancellor to be supervisor of one or more academics or a group of academics.	No		
		Approve	Relevant senior officer (i.e Vice Chancellor)											VU Enterprise Agreement 2013, sections 62.1.14 and 62.1.15	Relevant senior officer means the Vice-Chancellor in the case of an academic staff member.	No		
	Professional staff	Recommend	Supervisor											VU Enterprise Agreement, section 62.1.14	Supervisor means, for professional staff, the person to whom they are accountable.	No		
		Approve	Relevant senior officer											VU Enterprise Agreement, section 62.1.15	Relevant senior officer means the relevant Deputy Vice-Chancellor, Pro Vice Chancellor or Vice President (or their equivalents) for a professional staff member.	No		
	TAFE Teacher	Approve	Manager/supervisor													No		
<b>9.5</b>	<b>Authority to confirm, amend or withdraw the decision made regarding disciplinary action for:</b>											<b>VU Enterprise Agreement 2013</b>						
	Academic and professional staff	Approve	Vice-Chancellor											VU Enterprise Agreement, sections 62.2.19 and 62.3.20	Following consideration of the Review and Appeals Committee or Investigator's report and recommendations	No		
<b>9.6</b>	<b>Authority to approve suspension for:</b>											<b>VU Enterprise Agreement 2013</b>						
	Academic and professional staff	Approve	Relevant senior officer as defined by VU Enterprise Agreement											VU Enterprise Agreement 2013, sections 62.1.15 and 62.4	The Vice Chancellor may approve payment of accrued entitlement to annual leave or long service leave for the duration of the suspension without pay. The Vice Chancellor may direct that salary be paid on the grounds of hardship.	No		
<b>9.7</b>	<b>Authority to approve termination (e.g. dismissal) of staff member at the following level:</b>											<b>VU Enterprise Agreement 2013</b>						
	Band 2 positions	Recommend	Not applicable											In consultation with People & Culture	No			
		Approve		✓														
	All academic staff	Recommend		✓	✓	✓												
		Approve		✓														
	All other staff	Recommend		✓	✓	✓	✓	✓	✓									
		Approve		✓														
<b>9.8</b>	<b>Authority to approve termination of a Senior Staff Contract (SSC) for:</b>											<b>VU Enterprise Agreement 2013</b>						



**PEOPLE AND CULTURE DELEGATIONS SCHEDULE**

	Academic and general staff on a SSC	Recommend	Supervisor							Termination of a person on a Senior Staff Contract will be in accordance with the Fair Work Act 2009 except that the required period of notice shall be stated in the contract and will be a minimum of three months, except in cases of termination for serious misconduct as defined in the VU Enterprise Agreement 2013.	No
		Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>10.0</b>	<b>Performance</b>										
<b>10.1</b>	<b>Authority to <u>monitor</u> the performance of the:</b>										
	Vice Chancellor	Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Victoria University Act 2010, section 8(3)(a)	No
	All academic staff		Supervisor							VU Enterprise Agreement, sections 21 and 62.2	No
	Professional staff		Supervisor							VU Enterprise Agreement 2013, section 62.2	No
<b>10.2</b>	<b>Authority to approve another academic staff member classified at Level C or above to be the supervisor of one or more academics or groups of academics</b>	Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VU Enterprise Agreement 2013, section 21	The VU Enterprise Agreement states that 'Each academic staff member shall have a nominated supervisor, and shall be advised in writing of the position of the nominated supervisor. ... The supervisor shall be the head of the organisational unit in which the academic is employed, provided that the Vice Chancellor may delegate in writing another academic staff member classified at level C or above to be the supervisor of one or more academics or groups of academics.'