



POLICY AND PROCEDURES

People and Culture Delegations

This policy is important to:

- Delegated Officers
- People and Culture
- VU Staff

POLICY NUMBER: POH140318000
DATE APPROVED: 4 February 2014
POLICY CATEGORY: People and Culture
POLICY OWNER: Vice-President, People and Culture
POLICY ADVISOR: HR Strategist

[Short Cut to Banding Structure](#)
[Short Cut to Schedule of Delegations](#)

1. CONTEXT

A 'banding' approach to People and Culture Delegations was introduced in 2010. The Delegation Bands group positions according to their delegated People and Culture responsibilities under relevant statutory requirements, employment agreements and University workplace policies, procedures and practices. The Banding Structure was comprehensively revised in 2011 in response to changes in the University's senior management structure and to further streamline operations in relation to People and Culture transactions. Overall, the delegation of many management positions has been increased by these changes.

2. DEFINITIONS

Banding Structure is the proposed framework for allocating delegations for various People and Culture activities to groups of officers across VU

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Conflict of interest is a circumstance where an employee's relationship with another employee, or potential employee, is, or may be perceived to be, contrary to the best interests of the University

Delegation band is: a 'band' of equivalent positions across the University, to which the same level of responsibility and accountability has been assigned for the purpose of exercising People and Culture delegations.

Delegated officers are the incumbent officers in those positions which have been assigned a People and Culture delegation by this policy

People and Culture delegation is the extent to which an officer is authorised to approve a People and Culture transaction

People and Culture transaction is any one of the actions specified in the Schedule of Delegations – People and Culture

Organisational unit includes, but is not limited to, faculties, schools, departments and branches

Schedule of Delegations – People and Culture (the Schedule) lists the People and Culture delegations that have been made to delegated officers for various People and Culture transactions or activities

Supervisor is the person to whom a member of staff reports. Staff are advised of their supervisor through their contract of employment and position description.

3. STATEMENT OF POLICY

The framework for exercising People and Culture Delegations establishes a banding structure which assigns officers of the University to a particular band and an associated level of authority to recommend (where required) and approve People and Culture transactions, in accordance with statutory requirements, employment agreements and University workplace policies, procedures and practices.

This policy is based on the following principles:

- § efficient exercise of delegations will operate within a framework that maintains appropriate control and review mechanisms and categorises equivalent positions across the University into delegation bands;
- § wherever possible the approval of not more than two officers will be required to exercise a delegation;
- § responsibility and capacity for decision making in regard to People and Culture matters will normally rest with a staff member's supervisor or as close as possible to that supervisor.

4. PROCEDURES

4.1 Approval of Delegations

The Vice-Chancellor will approve all People and Culture delegations.

4.2 Scope of Delegations

- 4.2.1 A People and Culture delegation is held by the positions listed in the VU 'band' to which the Schedule refers and by any senior positions to which the delegate directly reports.
- 4.2.2 A delegate in a senior position may direct that a People and Culture delegation in their organizational unit. be exercised at the higher band level.

- 4.2.3 People and Culture delegations must be exercised only within the organisational unit for which the delegated officer has responsibility.
- 4.2.4 Where a People and Culture delegation has not been made for a particular circumstance or where a position title is not assigned to a delegation band, the matter is to be referred to the Vice-President – People and Culture for advice.

4.3 Implementation

4.3.1 Schedule of People and Culture Delegations

The Vice-Chancellor approves all delegations which are listed in the Schedule.

The Vice-President – People and Culture maintains the Schedule of Delegations – People and Culture and the 'Banding Structure'.

4.3.2 Assignment of Delegations

People and Culture delegations are made to the positions within the VU People and Culture Delegations banding structure as listed in the attached Schedule and then assigned to the incumbents of those positions (delegated officers) to allow the delegation to be exercised. As new positions are created they are assigned a delegation band and if necessary the position title will be added to the Schedule.

4.3.3 Exercise of Delegations

In acting arrangements:

Staff who have been appointed on an 'acting' basis in accordance with this policy have authority to exercise all the People and Culture delegations of the position in which they are acting.

Staff in acting positions are to make it clear when exercising delegations that they are doing so in their acting capacity, e.g. Acting Director Facilities.

Further delegation:

An incumbent of a position may wish their delegation to be exercised at an equivalent or lower level in some circumstances where it better reflects the operational requirements of the work area in which the delegate is located.

Requests for delegation to be exercised at an equivalent or lower level may be approved by the Vice-Chancellor on the recommendation of the relevant Direct Report (Band 2 position) . These approved delegations will be included as a note within the Schedule of Delegations.

4.3.4 Verification of Delegation

This "banding structure" will be used by People and Culture staff to verify the authority of staff signing documentation. Where a delegation is exercised, names and positions of delegated officers must be printed with the signature on documentation.

Where an organizational unit requires a People and Culture Delegation to be exercised at a higher banding level than that allowed for in the schedule, this will be included as a note within the People and Culture Delegations Schedule.

4.4 Compliance with Schedule of Delegations

- 4.4.1 Delegated officers must use the delegation assigned to their band in accordance with this policy and all other workplace policies, procedures and practices.
- 4.4.2 It is the responsibility of heads of all organisational units to ensure that delegated officers within their organisational units have read and understood this policy and are aware of their delegation levels and limits.
- 4.4.3 Disciplinary action may be taken in circumstances where an unauthorised exercise of People and Culture delegations results in a breach of University policy.

4.6 Financial responsibility

Delegated officers must exercise People and Culture delegations within approved budgets for their organisational unit.

4.7 Conflict of Interest

Delegated officers are to report any conflict of interest to their supervisor immediately they become aware of the conflict.

5. POLICY ADVISOR

HR Strategist, People and Culture

6. RELATED POLICIES AND LEGISLATION

- The Victoria University of Technology Act 1995 provides for Council to employ VU staff and to delegate the establishment and filling of staff positions to an appointed committee, a member of Council or a prescribed officer of the University.
- Council Resolution (COR/04/043) 2004 provides for the Vice Chancellor to:
 - I. establish, fill or make an appointment to a staff position below that of the Vice-Chancellor, and to
 - II. delegate or authorize or make an appointment to a staff position below that of Deputy Vice-Chancellor level.

This Policy and Schedule is the record of the exercise of the Vice-Chancellor's delegation.

University Policies:

- § Vehicle Policy
- § Financial Delegations
- § Higher Education Academics Promotion Policy and Procedures
- § Honorary, Adjunct and Visiting Appointments Policy
- § Leave Management Policy
- § Market Loadings Policy
- § Probation Policy
- § Professional Development Policy
- § Payroll Procedures
- § Procedures for Making Counter Offers
- § Recruitment and Selection
- § Staff Secondment Policy

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- § Victoria University (Academic & General Staff) Enterprise Agreement (current version)
- § Victorian TAFE Multi Business Agreement (MBA) (current version)

7. REVIEW

This Policy will be reviewed no later than 31 July 2014.

[Appendix 1: VU People and Culture Delegations Banding Structure](#)

[Appendix 2: Schedule of Delegations – People and Culture](#)

[Appendix 3: Summary of Delegations for Band 2 Positions](#)

[Appendix 4: Summary of Delegations for Band 3 Positions](#)

[Appendix 5: Summary of Delegations for Band 4 Positions](#)

[Appendix 6: Summary of Delegations for Band 5 Positions](#)

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POLICY HISTORY

Version approval date	Summary of changes
4 February 2014 (POH140318000)	Minor modification to Appendix 2, page 3, "Professional Staff HEW10/10+" section (updated 18/3/14).
4 February 2014 (POH140304000)	Appendices updated – Organisation Reform Program Board replaced by Position Management Committee, process tidy up and variation to delegation for direct appointments.
1 December 2013 (POH131209000)	Appendix 1 updated to reflect the current organizational structure in place under the SLT.
7 February 2013 (POH130211000)	Amendments made to Banding Structure – Appendices 1, 3, 4, 5 and 6 amended.
15 June 2012 (POH120713000)	Amendments made to Banding Structure and the Schedule of People and Culture Delegations as a result of title changes and restructures.
3 March 2012 (POH120314000)	Amendments made to Appendix 2, sections 1.2, 1.3, 1.7, 1.12 and 1.13.
23 January 2012 (POH120123000)	Human Resources changed to People and Culture – minor modifications.
19 August 2011 (POH110823000)	Minor amendments to Appendix 1.
1 August 2011 (POH110801000)	Policy reviewed and Schedule of Delegations streamlined.
28 June 2011 (POH110620003)	Minor modification - EA/MBA updated on page 4, section 6 of policy and pages 15 & 17 of Appendix 2.
21 February 2011 (POH110221000)	Minor modification to Appendix 1.
24 December 2010 (POH110117000)	Minor modification to clause 1.3.
30 November 2010 (POH101130000)	Minor amendments to Appendices 1 and 2.
28 September 2010 (POH100928000)	Minor amendments to Appendix 2, paragraphs 1.3 and 1.6.
20 August 2010 (effective 1 September 2010) (POH100813000)	Major Review
24 June 2010 (POH100702000)	Minor amendments to schedule B1.9 extending date of delegation
11 May 2010 (POH100511000)	Minor modification – reference to "interim" removed from Schedules A, B and C.
4 May 2010 (POH100507000)	Minor amendments to clauses A1.5, B1.5 and C1.5
1 March 2010 (POH100302000)	Minor amendments to reflect new Employment Agreement.
18 January 2010 (POH100212000)	Minor amendments to schedule B1.9.
20 January 2010 (POH00203004)	Minor amendments to paragraph 3.0 – definitions.
7 July 2009 (POH100203003)	Minor amendments – global replacement of Victorian TAFE Teaching Staff Multi-Employer Certified Agreement 2003 with Victorian TAFE Teaching Staff Multi-Business Agreement 2009 (MBA).
16 October 2008 (POH060112000)	Minor modification to clauses A1.7, B1.7 and C1.7.
29 September 2009 (POH050616000)	Minor amendments to clauses A1.5, B1.5 and C1.5.
28 July 2008 (POH061116001)	Minor modification – PVC International changed to Vice President (International)

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Version approval date	Summary of changes
17 June 2008 (POH090827000)	Minor amendments to clauses A1.6, B1.6, C1.6, A2.3, B2.3 and C2.3.
16 May 2008 (POH061116000)	Minor modification to B3.1.
4 March 2008 (POH091214000)	Minor amendments to clauses A2, B2 and C2.
9 August 2007 (POH070809000)	Minor amendments reflecting changes to delegations to the approval of casual and sessional appointments and new VE structure.
5 and 28 March 2007 (POH00203002)	Minor amendments to clauses A2.3, B2.3, C2.3, A3.5, B3.5 and C3.5.
14 December 2006 (POH100203001)	Minor amendments to section 3 "principal officer" incumbents.
2 February 2006 (POH041222000)	Minor amendments to clauses A1.5 and B1.5.
12 January 2006 (POH10020300)	Policy reviewed and changes made to Schedule only.
5 October 2005 (POH051019000)	New policy.

APPENDIX 1
VU People and Culture Delegations Banding Structure as of November 2013

Council							Band C
Vice-Chancellor							Band 1
Deputy Vice-Chancellor, Academic and Students	Deputy Vice-Chancellor Engagement, International and Governance	Pro Vice-Chancellor, Colleges and Distinctive Specialisations	Vice President, People and Culture	Pro Vice-Chancellor, Research and Research Training	Vice President and Chief Information Officer, Infrastructure and Information Services	Pro Vice-Chancellor, Planning and Finance	Band 2 (Senior Leadership Team)
Pro Vice-Chancellor Dean Academic Registrar and Executive Director	Vice President Director University General Counsel	College Dean	General Manager P&C Strategist	Director Dean	Director University Librarian Associate Director/General Manager/Manager (Reporting to Band 2)	Director	Band 3
Director Associate Director Deputy Dean Associate Dean Operations Manager	Associate Director (Reporting to Band 3) VU Sydney Campus Director and Principal Director General Manager/Manager reporting to Band 3 Regional Director/Director reporting to Band 3	Director (Reporting to College Dean) Associate Director VE Integration		Associate Director Manager (Reporting to Band 3)	Lead Enterprise Architect Manager (Reporting to Band 3) Associate Director (Reporting to Band 3) Associate Librarian	General Manager Manager (Reporting to Band 3) Project Executive and Institutional Researcher	Band 4
Manager General Manager Program Director Operations Manager	General Manager /Senior Manager/Manager (Reporting to Band 4) Manager (Reporting to Band 4) Senior Lawyer Associate Director (Reporting to Band 4)	College Coordinator	Manager (Reporting to Band 3) Team Leader (Reporting to Band 3)	Manager (Reporting to Band 4)	Senior Project Manager Manager (Reporting to Band 4) Service Desk Manager Professional Services Team Leader		Band 5
Education Manager Senior Coordinator Coordinator (Reporting to Band 5) Supervisor Team Leader	Supervisor Team Leader Senior Coordinator	Discipline Group Leader	Senior Employee Services Officer Recruitment Team Leader	Supervisor Team Leader Senior Officer	Architect Supervisor Team Leader Senior Librarian Convention Centre Coordinator Administrative Coordinator	Senior Finance Officer Senior Debt Collection Officer Senior Credit Card Administrator Office Manager	Band 6

This banding structure is based on current positions and organisational structures and is subject to further changes. Where a position is not occupied, the approval of a transaction sits with the next band up.

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APPENDIX 2 SCHEDULE OF DELEGATIONS – PEOPLE AND CULTURE: TYPES OF PEOPLE AND CULTURE TRANSACTIONS/ACTIVITIES

1.0	Establishment, Recruitment and Appointment	4.0	Leave
1.1	Approval of area's organisation chart	4.1a	Approval of LWOP for >20 days, parental and adoption leave and other leave for periods outside of industrial instrument provisions
1.2	(a) Establishment of position and recruitment process (b) Approval of position description and reclassification	4.1b	Approval of all leave for any periods other than that listed in A4.1b
1.3	Approval of appointments	4.2	Approval of professional development leave (including Special Studies Program)
1.4	Approval of counter offers		
1.5.	Approval of payment of recruitment and removal expenses	5.0	Secondments
1.6	Confirmation of appointment following probation period	5.1	Approval of terms and conditions for secondment of staff to an external organisation
1.7	Approval of direct fixed term appointment (maximum of six months only)	5.2	Approval of terms and conditions for secondment within the University
1.8	Approval of continuing/ongoing or fixed term appointment for over 6 months without advertisement	5.3	Approval of terms and conditions for secondment of staff from an external organisation to the University
1.9	Approval of conversion from fixed term to ongoing employment (transitional)		
1.10	Approval of conversion from casual to non-casual employment	6.0	Outside Employment and Other Professional Activities
1.11	Approval of reappointment of Executive/Senior fixed term staff	6.1	Approval to undertake outside employment and other professional activities
1.12	Approval of further fixed term contracts – Direct appointments		
1.13	Approval of further appointments – Merit-based	7.0	Resignation and Retirement
2.0	Variations to Appointments	7.1	Endorsement of advice of resignation or retirement
2.1	Approval of an officer to act (without advertisement)	7.2	Approval of withdrawal of resignation or retirement
2.2	Approval of variation to employment contract including variation to time fraction, payment of higher duties allowance, change of campus, change of supervisor, flexible working arrangement	7.3	Approval of pre-retirement contract
2.3	Approval of academic promotions		
2.4	Approval of TAFE teachers on overseas short term assignments	8.0	Organisational Change, Redundancy and Termination
3.0	Remuneration	8.1	Approval of organisational restructure
3.1	Approval of terms and conditions (including senior staff contracts under EA 2011) and total remuneration package	8.2	Approval of redeployment of staff member
3.2	Approval of accelerated incremental progression	8.3	Approval of redundancy or early separation of staff position
3.3	Approval of casual staff payments/travel between campuses/overtime, meal, shift allowances	8.4	Approval of termination (e.g. dismissal) of staff member
3.4	Approval of performance bonus (annual/adhoc)	8.5	Approval of termination of a senior staff contract

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SCHEDULE OF PEOPLE AND CULTURE DELEGATIONS

Please refer to VU – People and Culture Delegations Banding Structure for the positions included in each delegation band. Where there is no position to exercise a delegation in the assigned band, the delegation must go to the band above unless a further delegation has been approved by the VC on the recommendation of the relevant Direct Report. (See Policy)
Delegated Officers must exercise the delegations assigned to their band in accordance with the People and Culture Delegations Policy and all other workplace policies, procedures and practices and within approved budgets for their organisational unit.

No	Function Delegated	Stage of Approval	Delegation Band						Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5			
1.0 Establishment, Recruitment and Appointment											
1.1	Approval of area's organisational chart	Recommend	Not applicable								
		Approve	ü	ü	ü	ü					
1.2 (a)	Establishment of position and approval of recruitment process for:	Note 2: effective 28 February 2012, the approval of the recruitment process for ALL positions must be recommended by a Band 2 position and approved by the Position Management Committee									
	Vice Chancellor	Recommend	Not applicable								
		Approve	ü								
	Band 2 positions	Recommend	Not Applicable								
		Approve		ORP Board							
	Band 3 positions	Recommend		ü							
		Approve		ORP Board							
	Band 4 positions	Recommend		ü	ü						
		Approve		ORP Board							
	Academic D & E	Recommend		ü	ü	ü			DVC Academic & Students/DVC Engagement, International and Governance can approve in VC absence or unavailability		
		Approve		ORP Board							
	Professional Staff HEW 10/10+ (where not Band 3 position) and Professional Staff HEW 1 - 9	Recommend		ü					Includes a reclassification to a HEW 10/10+ Refer to Note 2 above		
		Approve		ORP Board							
	Band 5 positions	Recommend		ü	ü	ü	ü				
		Approve		ORP Board							
	All other positions – Band 6 and other, (eg Teacher, Industrial Skills Instructor, Academic A-C.)	Recommend		ü	ü	ü	ü	ü			
		Approve		ORP Board							
1.2 Approval of position description and reclassification											
	All positions	Recommend		ü	ü	ü	ü	ü	Approved by immediate supervisor		
		Approve		ü	ü	ü	ü	ü			

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No	Function Delegated	Stage of Approval	Delegation Band						Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5			
1.3	Approval of Appointments	Note: Refer to Recruitment and Selection Policy – all merit-based appointments must be recommended via a Selection Panel. Approval must be obtained from the delegated officer to whom the Recommending Manager reports. If the delegated officer was also a member of the Selection Panel, approval must be obtained from a higher banded delegated officer. Note that letters of offer must be prepared by People & Culture and signed by a Band 3 position or above within People & Culture.									
	Vice Chancellor	Recommend	Via Selection Panel						GPPS prepare offer letter		
		Approve	ü								
	Band 2 positions	Recommend	Via Selection Panel							Recruitment and Selection of Staff Policy	
		Approve	ü								
	Band 3 positions	Recommend	Via Selection Panel						VC approves if Direct Report Chairs Panel	Recruitment and Selection of Staff Policy	
		Approve	ü	ü							
	Academic D & E	Recommend	Via Selection Panel						Where College Dean chairs panel, DVC Academic & Students/DVC Engagement, International and Governance can approve in VC absence or unavailability	Recruitment and Selection of Staff Policy	
		Approve	ü	ü							
	Professional Staff HEW10/10+ (where not Band 3 position) and Professional Staff HEW 1 - 9	Recommend	Via Selection Panel						People & Culture must prepare letters of offer	Recruitment and Selection of Staff Policy	
		Approve	ü	ü	ü	ü	ü				
	Band 4 positions	Recommend	Via Selection Panel						People & Culture must prepare letters of offer	Recruitment and Selection of Staff Policy	
		Approve	ü	ü	ü						
	Band 5 positions	Recommend	Via Selection Panel						People & Culture must prepare letters of offer	Recruitment and Selection of Staff Policy	
		Approve	ü	ü	ü	ü					
	All other positions – Band 6 and other, eg Academic A-C, Teacher, Industrial Skills Instructor	Recommend	Via Selection Panel						People & Culture must prepare letters of offer	Recruitment and Selection of Staff Policy	
		Approve	ü	ü	ü	ü	ü				
	Course/Site/Unit Co-ordinator	Recommend	Not applicable						No selection panel required	Recruitment and Selection of Staff Policy	
		Approve	ü	ü	ü						
	Casual HEW 10/10+ for less than 10 days only	Recommend		ü	ü	ü		Refer to Note 2 above	Recruitment and Selection of Staff Policy		
		Approve	ü	ü							
	Sessional Teaching Staff	Recommend		ü	ü	ü	ü	Approval in Colleges rests with Discipline Group Leader	Recruitment and Selection of Staff Policy		
		Approve	ü	ü	ü	ü	ü				

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No	Function Delegated	Stage of Approval	Delegation Band							Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5	6			
	Casual HEW 1-9 for less than 10 days only	Recommend			ü	ü	ü	ü		Refer to Note 2 above	Recruitment and Selection of Staff Policy	
		Approve		ü	ü	ü	ü					
	Distinguished Visiting Professor/Educator Emeritus Professor/Educator	Recommend			ü	ü					Honorary, Adjunct and Visiting Appointments Policy	
		Approve		ü								
	Visiting Professor/Educator, Adjunct Professor/Educator, Adjunct Associate Professor/Educator, Honorary Professor/Educator	Recommend		ü	ü	ü	ü				Honorary, Adjunct and Visiting Appointments Policy	
		Approve		ü	ü	ü						
	Honorary/Visiting/Adjunct Fellow	Recommend			ü	ü	ü	ü			Honorary, Adjunct and Visiting Appointments Policy	
		Approve		ü	ü	ü	ü					
		Approve		ü	ü	ü	ü					
		Approve		ü	ü	ü	ü	ü				
1.4	Approval of Counter Offers										Counter Offer Procedures	
	Any academic position	Recommend			ü	ü				VC or nominee	Counter Offer Procedures – clause 3.2.6	
		Approve		ü	ü							
	Band 2 positions	Recommend	Not applicable									
		Approve		ü								
	Band 3 positions	Recommend	Not applicable									
		Approve		ü	ü							
	HEW 10/10+ (where not a Band 3 position)	Recommend			ü	ü						
		Approve		ü	ü							
	Band 4 positions	Recommend				ü						
		Approve		ü	ü							
	Band 5 positions	Recommend				ü	ü					
		Approve		ü	ü	ü						
	All other positions - Band 6 and other eg Teacher Industrial Skills Instructor, Professional Staff HEW 1 - 9	Recommend			ü	ü	ü	ü				
		Approve		ü	ü	ü	ü					
1.5	Approval of payment of recruitment and removal expenses for:										Relocation and Immigration Assistance Policy for New Staff	

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No	Function Delegated	Stage of Approval	Delegation Band						Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5			
	Vice-Chancellor	Recommend	Not applicable								
		Approve	ü								
	Band 2 positions	Recommend	Not applicable								
		Approve	ü								
	Band 3 positions	Recommend	Not applicable								
		Approve	ü	ü							
	Academic D & E	Recommend		ü	ü						
		Approve		ü	ü						
	HEW 10/10+ (where not a Band 3 position)	Recommend		ü	ü						
		Approve		ü	ü						
	Band 4 positions	Recommend		ü	ü	ü					
		Approve		ü	ü	ü					
	Band 5 positions	Recommend		ü	ü	ü	ü				
		Approve		ü	ü	ü	ü				
	All other positions – Band 6 and other eg Academic A-C Teacher Industrial Skills Instructor, Professional Staff HEW 1 - 9	Recommend		ü	ü	ü	ü	ü			
		Approve		ü	ü	ü	ü	ü			
1.6	Confirmation of appointment following probation period for:							For <u>continuing</u> academic appointments these must be approved by Academic Probation Confirmation Panel (clauses 6.1.2, 6.2 of Probation Policy and Guidelines for Probation)	Probation Policy		
	Vice-Chancellor	Recommend	Not applicable								
		Approve	*Chancellor								
	Band 2 positions	Recommend	Not applicable								
		Approve	ü								
	Band 3 positions	Recommend	Not applicable								
		Approve	ü	ü							
	Academic D & E	Recommend		ü	ü						
		Approve		ü	ü						
	Gen Staff HEW 10/10+ (where not a Band 3 position)	Recommend		ü	ü						
		Approve		ü	ü						
	Band 4 positions	Recommend		ü	ü						
		Approve		ü	ü						

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No	Function Delegated	Stage of Approval	Delegation Band							Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5	6			
	Band 5 positions	Recommend			ü	ü	ü					
		Approve		ü	ü	ü						
	All other positions – Band 6 and other, eg Academic A-C Teacher Industrial Skills Instructor, Professional Staff HEW 1 - 9	Recommend			ü	ü	ü	ü				
		Approve		ü	ü	ü	ü	ü				
1.7	Approval of Direct Fixed Term Appointments (up to a maximum of six months only) for:									Recruitment and Selection of Staff Policy 3.2.7 Direct Appointments Secondment Policy		
	Band 2 positions	Recommend	Not applicable									
		Approve		ü								
	All other positions	Recommend			ü	ü	ü			Refer to Note above		
		Approve		ü	ü	ü						
1.8	Approval of continuing/ongoing or fixed term appointment for over 6 months and up to 18 months without advertisement for:									Recruitment and Selection of Staff Policy Clause 3.2.7.4 – Vice-Chancellor's Appointment		
	HEW positions up to HEW 8 TAFE teaching positions and Senior Educator positions up to SE3 Academic A and B positions	Recommend			ü	ü				Approval by Vice-Chancellor or Vice-President People and Culture only		
		Approve		ü	ü							
	All other staff	Approve		ü								
1.9	Approval of conversion from fixed term to continuing/ongoing employment (transitional arrangements only)										Clause 15.5.1 EA 2011 Clause 12.3 MBA	
	All staff	Recommend			ü	ü	ü	ü				
		Approve		ü	ü	ü	ü	ü				
1.10	Approval of conversion from casual to non-casual employment for: Note 2: effective 28 February 2012, the approval of the conversion for ALL Professional/non-academic positions must be recommended by a Band 2 position and approved by the Position Management Committee										VTTS MBA 2009: Section 13 VU Enterprise Agreement 2011: Clause 17.4	
	Professional Staff HEW 10/10+	Recommend			ü							

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			C	1	2	3	4	5			
		Approve		ORP Board							
	Teacher Senior Educator Industrial Skills Instructor	Recommend			ü	ü	ü	ü	All TAFE teacher conversions to be approved by Band 2 position		
		Approve		ü	ü	ü					
	Professional staff HEW 1 – 9	Recommend			ü						
		Approve		ORP Board							
1.11	Approval of Reappointment of Executive/Senior Fixed Term Staff for:	There are 3 outcomes for approval at the start of this process: the role is no longer required, approval for a selection panel is to be initiated given the role requirements have changed substantially, and approval for proceeding with the reappointment review process. These decisions are approved by the immediate supervisor of the supervisor of the fixed term staff member							Recruitment and Selection Procedures – clause 3.3.5		
	Band 2 position	Recommend	Via Review Panel								
		Approve		ü							
	Band 3 position	Recommend	Via Review Panel								
		Approve			ü						
	Professional Staff HEW 10/10+ (where not a Band 3 position)	Recommend	Via Review Panel								
		Approve				ü					
	Band 4 position	Recommend	Via Review Panel								
		Approve			ü	ü					
1.12	Approval of Further Fixed Term Appointments – Direct Appointments	Refer to 1.7 of this Schedule of Delegations Note: a further fixed term contract cannot automatically be offered. Upon a contract's expiry, a further appointment can only be offered for a period up to 3 months and normally only whilst a recruitment process for this position is being completed. Further fixed term direct appointments of more than 3 months must have Band 2 approval* Note 2: Effective 28 February 2012, a further fixed term contract for ALL position must be recommended by a Band 2 position and approved by the Position Management Committee							*Note: Interim arrangement from May 2012 Recruitment and Selection of Staff Policy Clause 3.2.7.4 – Vice-Chancellor's Appointment		
1.13	Approval of Further Appointments – Merit-based	Refer to section 1.3 of this Schedule of Delegations except that for further appointments, the recommendation is not via a Selection Panel but by the immediate supervisor									
2.0 Variations to Appointment											
2.1	Approval of an officer to act (without advertisement) as:	For all staff other than VC acting appointments and Educational Leadership positions, periods greater than six weeks and up to 6 months will be subject to the People and Culture delegation for fixed term appointments without advertisement-refer to 1.7 of this Schedule							EPDO Guidelines		

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No	Function Delegated	Stage of Approval	Delegation Band						Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5			
	Vice Chancellor, for a period < 3 months	Recommend	ü	ü						Chancellor has delegated approval for this acting appointment	
		Approve	* Chancellor								
	Vice Chancellor, for a period > 3 months	Recommend	Not applicable								
		Approve	ü								
	Band 2 positions	Recommend	Not applicable						VC approval only required for periods of > 2 weeks		
		Approve	ü	ü							
	Band 3 positions	Recommend	ü	ü	ü				Substantive incumbent can put forward a recommendation		
		Approve	ü	ü	ü						
	Professional Staff HEW 10/10+ (where not Band 3)	Recommend	ü	ü	ü	ü			Substantive incumbent can put forward a recommendation		
		Approve	ü	ü	ü						
	Band 4 positions	Recommend	ü	ü	ü	ü			Substantive incumbent can put forward a recommendation		
		Approve	ü	ü	ü	ü					
	Band 5 positions	Recommend	ü	ü	ü	ü	ü		Substantive incumbent can put forward a recommendation		
		Approve	ü	ü	ü	ü	ü				
	All other positions – Band 6 and other eg Academic A-C Teacher Industrial Skills Instructor, Professional Staff HEW 1 - 9	Recommend	ü	ü	ü	ü	ü	ü	Substantive incumbent can put forward a recommendation		
		Approve	ü	ü	ü	ü	ü	ü			
2.2	Variation to employment contract including: § Variation to time fraction § Flexible Work Arrangement § Payment of higher duties allowance § Change of supervisor § Change of campus								EPDO Procedure/guidelines Relocation of Staff Policy Flexible Work Arrangements Policy		
	Vice Chancellor	Recommend	Not applicable								
		Approve	ü								
	Band 2 positions	Recommend	Not applicable								
		Approve	ü	ü							
	Band 3 positions	Recommend	Not applicable								
		Approve	ü	ü	ü						
	Academic D & E	Recommend	ü	ü	ü	ü					
		Approve	ü	ü	ü	ü					
	Professional Staff HEW 10/10+ (where not Band 3 position)	Recommend	ü	ü	ü	ü	ü				
		Approve	ü	ü	ü	ü	ü				
	Band 4 positions	Recommend	ü	ü	ü						
		Approve	ü	ü	ü						

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No	Function Delegated	Stage of Approval	Delegation Band						Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5			
	Band 5 positions	Recommend			ü	ü	ü				
		Approve		ü	ü	ü					
	All other positions – Band 6 and other eg Academic A-C Teacher Industrial Skills Instructor, Professional Staff HEW 1 - 9	Recommend			ü	ü	ü	ü			
		Approve		ü	ü	ü	ü	ü			
2.3	Approval of Academic Promotion to the level of:										
	Academic D & E	Recommend	Via Promotions Panel						Promotions Panel chaired by the Vice Chancellor	Higher Education Academic promotions Policy and Procedures	
		Approve		ü							
	Academic B & C	Recommend	Via Promotions Panel						Promotions Panel chaired by Pro Vice Chancellors Colleges and Distinctive Specialisations		
		Approve		ü	ü						
2.4	Approval of TAFE Teachers on Overseas Short term Assignments										
	TAFE Teacher	Recommend				ü	ü	ü		Guidelines for TAFE Teachers on Overseas Short Term Assignment	MBA – clause 19.2
		Approve			ü	ü					
3.0 Remuneration											
3.1	Approval of terms and conditions (including Senior Staff Contracts), and total remuneration package; (commencing salary, market loading, vehicle, maximum potential bonus and other benefits) for:								Where a market loading amount is > 20% of salary, the supervisor's supervisor must approve	University Vehicles Policy Market Loadings Policy	
	Vice Chancellor	Recommend	Not applicable								
		Approve		ü							
	Band 2 positions	Recommend	Not applicable								
		Approve		ü							
	Band 3 positions	Recommend	Not applicable								
		Approve		ü	ü				Must be direct line supervisor or above.		

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No	Function Delegated	Stage of Approval	Delegation Band							Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5	6			
	Academic E	Recommend			ü	ü						
		Approve		ü	ü							
	Academic D	Recommend			ü	ü	ü					
		Approve		ü	ü	ü						
	Professional Staff HEW 10/10+ (where not Band 3 position)	Recommend			ü	ü						
		Approve		ü	ü							
	Band 4 positions	Recommend			ü	ü						
		Approve		ü	ü							
	Band 5 positions	Recommend			ü	ü	ü					
		Approve		ü	ü	ü						
	All other positions – Band 6 and other eg Academic A-C, Teacher Industrial Skills Instructor, Professional Staff HEW 1 - 9	Recommend			ü	ü	ü	ü		ü		
		Approve		ü	ü	ü	ü					
3.2	Approval of Accelerated Incremental progression for:											
	Academic A-E, Teacher, Senior Educator Industrial Skills Instructor Professional Staff HEW 1 - 9	Recommend			ü	ü	ü	ü		ü	Must be recommendation of direct line supervisor or above.	
		Approve		ü	ü	ü	ü					
3.3	Approval of: § Casual/sessional staff payments § Claims for travel between campuses (note only for those staff without University vehicle) § Overtime, meal and shift allowances											
	All staff	Recommend	Not applicable							Immediate supervisor can approve		
		Approve		ü	ü	ü	ü	ü				
3.4	Approval of annual/adhoc performance bonus for:										Rewards & Recognition Framework (under development)	Individual contract arrangements
	Vice Chancellor	Recommend	Not applicable							Chancellor has delegated approval for this People and Culture transaction.		
		Approve	*Chancellor									
	All positions	Recommend			ü	ü				All bonuses must be approved by the Vice-Chancellor		
		Approve		ü								

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No	Function Delegated	Stage of Approval	Delegation Band						Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5			
4.0 Leave											
4.1a	Approval of Leave Without Pay for > 20 days Parental leave & Adoption leave Other leave for periods outside of industrial instrument provisions for:									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								
		Approve	*Chancellor								
	Band 2 positions	Recommend	Not applicable								
		Approve	ü								
	Band 3 positions	Recommend	Not applicable								
		Approve	ü	ü							
	All other staff	Recommend		ü	ü	ü	ü	ü			
		Approve	ü	ü	ü	ü					
4.1b	Approval of all leave for any periods other than that listed in A4.1a for:									Leave Management Policy Leave Without Pay Policy	Direct line manager/supervisor usually approves leave
	Vice Chancellor	Recommend	Not applicable								
		Approve	*Chancellor								
	All other staff	Recommend	Not applicable								
		Approve	ü	ü	ü	ü	ü	ü			
4.2	Approval of Professional Development Leave for:									Professional Development Policy Special Studies Program Policy Official Travel Policy	
	Vice Chancellor	Recommend	Not applicable								
		Approve	*Chancellor								
	All other staff (interstate or overseas)	Recommend	Not applicable							Official Travel Policy	
		Approve	ü	ü	ü	ü	ü				
	All other staff (within Victoria)	Recommend	Not applicable						Direct line supervisor is responsible for approval of travel within Victoria		
		Approve	ü	ü	ü	ü	ü	ü			
	Special Studies Program	Recommend	Via SSP Committee							SSP Policy	
		Approve	ü	ü							

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No	Function Delegated	Stage of Approval	Delegation Band						Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5			
5.0 Secondments											
5.1	Terms and conditions for secondment of staff to an external organisation for:									Staff Secondment Policy	
	Vice Chancellor	Recommend	Not applicable								
		Approve	*Chancellor								
	Band 2 positions	Recommend	Not applicable								
		Approve	ü								
	Band 3 positions	Recommend	Not applicable								
		Approve	ü	ü							
	All other staff	Recommend		ü	ü	ü	ü				
		Approve	ü	ü	ü	ü					
5.2	Terms and conditions for secondment of staff within the University :									Staff Secondment Policy	Note: this refers to internal secondments that are advertised. For Secondments without advertisement, refer to Direct appointments at 1.7.
	Band 2 positions	Recommend	Via Selection Panel								
		Approve	ü								
	Band 3 positions	Recommend	Via Selection Panel								
		Approve	ü	ü							
	All other staff	Recommend	Via Selection Panel								
		Approve	ü	ü	ü	ü					
5.3	Terms and conditions for secondment of staff from an external organisation to the University for:										
	Band 2 positions	Recommend		ü							
		Approve	ü								
	Band 3 positions	Recommend		ü	ü						
		Approve	ü	ü							
	Band 4 positions	Recommend		ü	ü	ü					
		Approve	ü	ü	ü						
	All other staff	Recommend		ü	ü	ü	ü				
		Approve	ü	ü	ü	ü					

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No	Function Delegated	Stage of Approval	Delegation Band						Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5			
6.0 Outside Employment and Other Professional Activities											
6.1	Approval to undertake outside employment and other professional activities:									Guidelines: Outside Employment and Other Professional Activities (Staff Code of Conduct) Consultancy Activities: Policy and Procedures for Academic Staff of the Higher Education division.	
	Vice Chancellor	Recommend	Not applicable							Staff Code of Conduct Consultancy Activities	
		Approve	ü								
	Band 2 positions	Recommend	Not applicable							In line with individual contractual arrangements	
		Approve	ü								
	Band 3 positions	Recommend	Not applicable								
		Approve	ü	ü							
	All other staff	Recommend	Not applicable						Note: line supervisor at least must approve		
		Approve	ü	ü	ü	ü	ü				
7.0 Resignation and Retirement											
7.1	Endorsement of advice of resignation or retirement from the position of								A staff member's direct supervisor is responsible for receiving and endorsing advice of resignation or retirement.	VU Enterprise Agreement 2011 TAFE Multi Business Agreement 2009	
	Vice Chancellor	Recommend	*Chancellor								
		Approve									
	All Staff	Recommend	Not applicable								
		Approve	ü	ü	ü	ü	ü	ü			
7.2	Approval of withdrawal of resignation or retirement from:										
	Vice Chancellor	Recommend	Not applicable								
		Approve	*Chancellor								
	Band 2 positions	Recommend	Not applicable								
		Approve	ü								

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No	Function Delegated	Stage of Approval	Delegation Band						Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5			
	Band 3 positions	Recommend	Not applicable								
		Approve		ü	ü						
	All other staff	Recommend			ü	ü	ü	ü			
		Approve		ü	ü	ü	ü	ü			
7.3	Approval of pre-retirement contract for:										
	Vice Chancellor	Recommend	Not applicable								
		Approve	ü								
	Band 2 positions	Recommend	Not applicable						In consultation with People and Culture		
		Approve		ü							
	Band 3 positions	Recommend	Not applicable						In consultation with People and Culture		
		Approve		ü	ü						
	All other staff	Recommend			ü	ü	ü	ü	In consultation with People and Culture		
		Approve		ü	ü	ü	ü	ü			
8.0 Organisational Change, Redundancy and Termination											
8.1	Approval of organisational restructure for:										
	College or Shared Service Area	Recommend			ü	ü			In consultation with People and Culture		
		Approve		ü							
	An area) within a College/shared Service Area	Recommend			ü	ü	ü	ü			
		Approve		ü	ü	ü	ü	ü			
8.2	Approval of redeployment of staff member by the recruiting area at the following level:									RRRR Policy	
	Band 2 positions	Recommend	Not applicable						In consultation with People and Culture		
		Approve		ü							
	Band 3 positions	Recommend	Not applicable						In consultation with People and Culture		
		Approve		ü	ü						
	Band 4 positions	Recommend			ü	ü	ü				
		Approve		ü	ü	ü	ü				
	All other staff	Recommend			ü	ü	ü	ü			
		Approve		ü	ü	ü	ü	ü			

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No	Function Delegated	Stage of Approval	Delegation Band						Special Conditions of Delegation	Policy/Procedure	Agreement Reference/Other Notes
			C	1	2	3	4	5			
8.3	Approval of redundancy or early separation for staff whose position at the following level has been identified as surplus to requirements:										EA 2011 clause MBA 4 Rs Policy
	Band 2 positions	Recommend	Not applicable						In consultation with People and Culture		
		Approve		ü							
	Band 3 positions	Recommend			ü	ü			In consultation with People and Culture		
		Approve		ü							
	All other staff	Recommend			ü	ü	ü		In consultation with People and Culture		
		Approve		ü	ü	ü					
8.4	Approval of termination (eg dismissal) of staff member at the following level:		Note: except where the MBA/ EA states otherwise.								
	Band 2 positions	Recommend	Not applicable						In consultation with People and Culture		
		Approve		ü							
	All academic staff	Recommend			ü	ü			In consultation with People and Culture		
		Approve		ü							
	All other staff	Recommend			ü	ü	ü	ü	In consultation with People and Culture. Must be Principal Officer to approve as per clause 62.1.7 of EA 2011		
		Approve		ü	ü	ü					
8.5	Approval of termination of a Senior Staff Contract (SSC)										Clause 12 of EA 2011
	Academic staff on a SSC	Recommend			ü	ü					
		Approval		ü							
	All other staff on a SSC	Recommend				ü	ü				
		Approval			ü						

PEOPLE AND CULTURE DELEGATIONS

BAND 2 POSITIONS:

- Deputy Vice-Chancellor, Academic and Students
- Deputy Vice-Chancellor, Engagement, International and Governance
- Pro Vice-Chancellor, Colleges and Distinctive Specialisations
- Pro Vice-Chancellor, Research and Research Training
- Vice-President and Chief Information Officer, Infrastructure and Information Services
- Pro Vice-Chancellor (Planning and Finance)
- Vice-President, People and Culture

BAND 2 DELEGATIONS:

A Band 2 delegation means the officer **can approve** the following (without further referral and for any positions in a Band below).

Note the Interim Arrangement that overrides the appointment transactions below: Effective 28 February 2012, the approval of the recruitment process for ALL positions must be recommended by a Band 2 position and approved by the Organisation Reform Program Executive Board

- The establishment of Band 4 positions
- The establishment of HEW 10/10+ positions (where not Band 3)
- The appointment of Band 3 positions (***other than when the Band 2 officer is a member of the Selection panel in which case the recommendation for appointment will require the Vice-Chancellor's signature***)
- The appointment of Academic D & E positions
- The appointment of HEW 10/10+ positions (where not Band 3) including casual HEW 10/10+ positions
- Counter offer of any academic position (as VC nominee) and Band 3 positions
- Payment of recruitment and removal expenses for Academic D & E and Band 3 positions
- Confirmation of appointment following probation for Academic D & E and Band 3 positions
- Direct Fixed Term appointments (max of 6 months) for all positions other than Band 2
- Conversion from fixed term to continuing employment (transitional arrangements only) for all staff below Band 2
- Conversion from casual to non-casual employment for all staff below Band 2
- Reappointment of Fixed Term Staff in Band 3 positions
- Acting appointment in a Band 2 position (note: for periods of 2 weeks and less only)
- Acting appointment in a Band 3 position
- Variation to employment contract (time fraction, etc) for Band 3 positions
- Academic promotion to levels B & C (Note: DVC Academic and Students and DVC Research and Knowledge Exchange only)
- TAFE Teachers on Overseas Short Term Assignments
- Total remuneration package for Academic D and E and Band 3 positions
- Accelerated Incremental position for all positions Band 4 positions
- Performance bonus (ad-hoc or annual) for Academic D & E and Band 3 positions
- All leave for Band 3 positions
- Secondment arrangements for Band 3 positions
- Engagement in paid outside work and other professional activities by Band 3 positions
- Withdrawal of resignation/retirement from a Band 3 position
- Pre-retirement contract for Band 3 positions

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- Organisational restructure of an area, eg an area within a College or Shared Service Area
- Redeployment of Band 3 positions
- Redundancy or early separation of Band 4 positions
- Termination (eg dismissal) of Band 3 positions EXCEPT any academic staff
- Termination of a senior staff contract in a Band 3 position EXCEPT any academic position

The following transactions need to be referred to the Vice-Chancellor (Band 1) for approval:

- Establishment of Academic D & E positions
- Any appointment where the Band 2 officer is a member of the selection panel
- Appointment of Distinguished Visiting Professor/Educator or Emeritus Professor/Educator
- Continuing appointment without advertisement ('VC's Appointment' under Recruitment and Selection Policy)
- Acting appointment in a Band 2 position (note: for periods of >2 weeks only)
- Academic Promotions to levels D & E
- Organisational restructure of a College or Shared Service Area
- Redundancy of Band 3 positions
- Termination (eg dismissal) of all academic staff
- Termination of a senior staff contract for any academic staff

PEOPLE AND CULTURE DELEGATIONS

BAND 3 DELEGATIONS:

A Band 3 delegation means the officer can **approve** the following (without further referral and for any positions in a Band below):

Note the Interim Arrangement that overrides the appointment transactions below: Effective 28 February 2012, the approval of the recruitment process for ALL positions must be recommended by a Band 2 position and approved by the Organisation Reform Program Executive Board

- The establishment of Band 5 positions
- The appointment to Band 4 positions (***other than when the Band 3 officer is a member of the Selection panel in which case the recommendation for appointment will require a Band 2 signature***)
- The appointment of Course, Site and Unit Coordinators
- The appointment of Visiting Professor/Educator, Adjunct Professor/Educator, Adjunct Associate Professor/Educator, Honorary Professor/Educator
- Counter offer of Band 5 positions
- Payment of recruitment and removal expenses for Band 5 positions
- Confirmation of appointment following probation for Band 5 positions
- Direct Fixed Term appointments (max of 6 months) for all positions below Band 3
- Conversion from fixed term to continuing employment (transitional arrangements only) for all staff below Band 3
- Conversion from casual to non-casual employment for Industrial Skills Instructors and Professional Staff HEW 1 - 9
- Reappointment of Fixed Term Staff in Band 4 positions and Professional Staff HEW 10/10+ (where not Band 3)
- Acting appointment in a Band 4 position
- Variation to employment contract (time fraction, etc) for Academic D & E, Professional Staff HEW 10/10+ (where not Band 3) and Band 4 positions
- TAFE Teachers on Overseas Short Term Assignments
- Total remuneration package for Academic D and Band 5 positions
- Accelerated Incremental position for all positions Band 4 and below
- Performance bonus (ad-hoc or annual) for Professional Staff HEW 10/10+ (where not Band 3) and Band 5 positions
- All leave for Band 4 positions
- Secondment arrangements for Band 4 positions
- Engagement in paid outside work and other professional activities by Band 4 positions
- Withdrawal of resignation/retirement from a Band 4 position
- Pre-retirement contract for Band 4 positions
- Organisational restructure of an area, eg an area within a College or Shared Service Area
- Redeployment of Band 4 positions
- Redundancy or early separation of Band 4 positions
- Termination (eg dismissal) of Band 4 positions EXCEPT any academic staff

The following transactions need to be **referred to a Band 2 position for approval**:

- Establishment of any Band 4 or HEW 10/10+ position (where not Band 3)
- Any appointment where the Band 3 officer is a member of the selection panel
- Counter offer for a HEW 10/10+ position (where not Band 3) and Band 4 positions
- Payment of recruitment and removal expenses for Academic D & E, HEW 10/10+ and Band 4 positions

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- Confirmation of appointment following probation for HEW 10/10+ (where not Band 3) and Band 4 positions
- Direct Fixed Term appointments of Band 4 and above
- Acting appointment in a Band 3 position
- Terms and conditions for Academic E, HEW 10/10+ (where not Band 3) and Band 4 positions
- Performance bonus for Academic D & E and Band 4 positions
- Secondment of staff from an external organisation to a Band 3 position
- Termination of a senior staff contract of any non-academic staff

The following transactions need to be **referred to the Vice-Chancellor (Band 1) for approval:**

- Establishment of Academic D & E positions
- Organisational restructure of a College or Shared Service Area
- Redundancy of Band 3 positions
- Termination (eg dismissal) of all academic staff
- Termination of a senior staff contract of any academic staff

PEOPLE AND CULTURE DELEGATIONS

BAND 4 DELEGATIONS:

A Band 4 delegation means the officer can **approve** the following (without further referral and for any positions in a Band below).

Note the Interim Arrangement that overrides the appointment transactions below: Effective 28 February 2012, the approval of the recruitment process for ALL positions must be recommended by a Band 2 position and approved by the Organisation Reform Program Executive Board

- The establishment of Band 6 positions
- The appointment to Band 5 positions (***other than when the Band 4 officer is a member of the Selection panel in which case the recommendation for appointment will require a Band 3 signature***)
- The appointment of Sessional Teaching Staff (note in HE this is to be approved by HOS (Band 3))
- The appointment of Casual HEW 1 – 9 staff
- The appointment of Honorary/Visiting/Adjunct Fellow
- Counter offer of Band 6 positions
- Payment of recruitment and removal expenses for Band 6 positions
- Confirmation of appointment following probation for Band 6 positions
- Conversion from fixed term to continuing employment (transitional arrangements only) for all staff below Band 4
- Conversion from casual to non-casual employment for HEW 1 – 9 staff
- Acting appointment in a Band 5 position
- Variation to employment contract (time fraction, etc) for Professional Staff HEW 10/10+ (where not Band 3) and Band 6 positions
- Terms and conditions for Band 6 positions
- Accelerated Incremental position for all Band 6 positions
- All leave for Band 5 positions
- Secondment arrangements for Band 5 positions
- Engagement in paid outside work and other professional activities by Band 5 positions
- Withdrawal of resignation/retirement from a Band 5 position
- Pre-retirement contract for Band 5 positions
- Redeployment of Band 5 positions

The following transactions need to be **referred to a Band 3 position for approval**:

- Establishment of Academic D & E positions (for Vice-Chancellor approval only)
- Establishment of any Band 5 position
- Any appointment where the Band 4 officer is a member of the selection panel
- Counter offer for a Band 5 position
- Payment of recruitment and removal expenses for Band 5 positions
- Confirmation of appointment following probation for Band 5 positions
- Any Direct Fixed Term appointment
- Acting appointment in a Band 4 position
- Variation to employment contract for Academic D & E and Band 5 positions
- Terms and conditions for Academic D and Band 5 positions
- Performance bonus for HEW 10/10+ (where not Band 3) and Band 5 positions

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- Secondment of staff from an external organisation to a Band 4 position
- Termination of a senior staff contract of any non-academic staff (note – approval of this by Band 2)

APPENDIX 6

PEOPLE AND CULTURE DELEGATIONS

BAND 5 DELEGATIONS:

A Band 5 delegation means the officer **can approve** the following (without further referral and for any positions in a Band below).

Note the Interim Arrangement that overrides the appointment transactions below: Effective 28 February 2012, the approval of the recruitment process for ALL positions must be recommended by a Band 2 position and approved by the Organisation Reform Program Executive Board

- The establishment of positions below Band 6
- The appointment to Band 6 positions (***other than when the Band 5 officer is a member of the Selection panel in which case the recommendation for appointment will require a Band 4 signature***)
- Confirmation of appointment following probation for positions below Band 6
- Conversion from fixed term to continuing employment (transitional arrangements only) for all staff below Band 5
- Acting appointment in a Band 6 position
- Variation to employment contract (time fraction, etc) for positions below Band 6
- Travel claims, casual staff payments and overtime payments for Band 6 positions
- Accelerated Incremental position for all Band 6 positions
- Annual and long service leave and leave without pay for < 20 days for Band 6 positions
- Professional Development leave for Band 6 positions
- Secondment arrangements within the University for Band 6 positions
- Engagement in paid outside work and other professional activities by Band 6 positions
- Withdrawal of resignation/retirement from a Band 6 position

The following transactions need to be referred to a **Band 4 position for approval**:

- Establishment of any Band 6 position
- Any appointment where the Band 5 officer is a member of the selection panel
- Counter offer for a Band 6 position
- Payment of recruitment and removal expenses for Band 6 and below positions
- Confirmation of appointment following probation for Band 6 positions
- Any Direct Fixed Term appointment (note – for approval by Band 3 only)
- Acting appointment in a Band 5 position
- Variation to employment contract for HEW 10/10+ (where not Band 3) and Band 6 positions
- Terms and conditions for Band 6 positions
- Performance bonus for Band 6 positions
- Parental and adoption leave and leave without pay for > 20 days
- Secondment of VU staff to an external organisation for Band 5 and below
- Secondment of staff from an external organisation to a Band 5 position
- Approval of pre-retirement contract for Band 5 and below
- Redeployment of staff member at Band 6 and below
- Termination of any non-academic staff member (note – approval of this by Band 3)