

## Human Resources Delegations

### PRINCIPLES

- All delegations are to be exercised in accordance with the relevant industrial agreement, policies and directives of the Vice-Chancellor.
- These replace all previous HR Delegations.
- If referenced as **NT**, then these delegations are **not transferable** authorities (as highlighted throughout the document).
- Delegations are assigned to positions, i.e. if a staff member is placed in the position, they will have the delegations held by that position.

### CONTENTS

<p><b>1. <u>Recruitment</u></b></p> <ul style="list-style-type: none"> <li>a) Appointments (including establish and disestablish positions)</li> <li>b) Subsequent Appointments</li> <li>c) Conversion from fixed term to ongoing</li> <li>d) Conversion of Continuing Contingent funded Employment (CCFE)</li> <li>e) Position classifications</li> <li>f) Selection committee membership</li> <li>g) Effect offers of appointment</li> <li>h) Recruitment and removal expenses</li> <li>i) Counter offers</li> </ul> <p><b>2. <u>Internal Transfers</u></b> (temporary and ongoing)</p> <p><b>3. <u>Secondments</u></b> (Secondment to and from outside organisation)</p> <p><b>4. <u>Adjunct, Honorary, and Visiting Fellows Academic Appointments</u></b></p> <p><b>5. <u>Casual Staff Appointments</u></b></p> <p><b>6. <u>Acting Arrangements</u></b></p> <p><b>7. <u>Confirmation of Appointment following Probation</u></b></p> <p><b>8. <u>Incremental Progression</u></b></p> <p><b>9. <u>Academic Staff Promotion</u></b></p> <p><b>10. <u>Remuneration</u></b></p> <ul style="list-style-type: none"> <li>a) Payment of allowance</li> <li>b) Market loadings and performance bonus</li> <li>c) Overtime payment</li> <li>d) Additional remuneration for duties over and above contract of employment</li> </ul>	<p><b>11. <u>Leave Approval</u></b></p> <ul style="list-style-type: none"> <li>a) Academic study leave</li> <li>b) Annual leave</li> <li>c) Leave without pay</li> <li>d) Long service leave</li> <li>e) Parental and partner leave</li> <li>f) Professional development leave</li> <li>g) Personal leave</li> <li>h) Other leave - all staff</li> </ul> <p><b>12. <u>Resignations, Retirements, Redundancies, and Terminations</u></b></p> <ul style="list-style-type: none"> <li>a) Receive, and where required, approve resignations</li> <li>b) Voluntary early retirement</li> <li>c) Retirement due to ill health</li> <li>d) Redundancy conditions</li> <li>e) End of career arrangements</li> <li>f) Terminations on behalf of the University</li> </ul> <p><b>13. <u>Attendance at Workshops, Conferences, Travel etc</u></b></p> <p><b>14. <u>Official Travel</u></b></p> <p><b>15. <u>Miscellaneous</u></b></p> <ul style="list-style-type: none"> <li>a) University funding for staff study (not including academic study leave)</li> <li>b) Approval to engage in outside employment</li> <li>c) Offers of settlements - workers' compensation/industrial matters</li> </ul> <p><b>16. <u>Silences</u></b></p> <p><b>17. <u>Transfer of Delegations</u></b></p> <ul style="list-style-type: none"> <li>a) Ongoing transference</li> <li>b) Unplanned absence</li> </ul> <p><b>18. <u>Definition of Delegate's titles</u></b></p>
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## RECRUITMENT

### a) Appointments (including the establishment and disestablishment of positions)

Senior Executive Team (excluding Vice-Chancellor)	Council – Establishment and Disestablishment (NT) Vice-Chancellor (NT) Appointments
Executive Dean	Vice-Chancellor (NT)
Academic (ALEVE)	Vice-Chancellor or nominee
Academic (ALEVA - D)	Executive Dean or nominee
Professional Staff Level 10	Senior Deputy Vice-Chancellor (NT)
Professional Staff below Level 10	Relevant Line Executive (NT)

### b) Subsequent Appointments

#### Extension of fixed term contract (initial appointment made via competitive recruitment)

Senior Executive Team (excluding Vice-Chancellor)	Council – Establishment and Disestablishment (NT) Vice-Chancellor (NT) Appointments
Executive Dean	Vice-Chancellor (NT)
Academic (ALEVA - E)	Executive Dean or nominee
Professional Staff Level 10	Senior Deputy Vice-Chancellor (NT)
Professional Staff below Level 10	Relevant Line Executive (NT)

### c) Conversion from fixed term to ongoing

Senior Executive Team (excluding Vice-Chancellor)	Council – Establishment and Disestablishment (NT) Vice-Chancellor (NT) Appointments
Executive Dean	Vice-Chancellor (NT)
Academic (ALEVA - E)	Executive Dean or nominee
Professional Staff Level 10	Senior Deputy Vice-Chancellor (NT)
Professional Staff below Level 10	Relevant Line Executive (NT)

### d) Conversion of Continuing Contingent funded Employment (CCFE)

Continuing Contingent Funded staff	Relevant Line Executive (NT)
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### e) Position classifications

Professional Staff – all HEW Levels	Director Human Resources
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NB: This process is to be completed with the assistance of HR Services, including prior endorsement of any recommendations.

### f) Selection committee membership

Senior Executive Team (excluding Vice-Chancellor) and Executive Dean	Vice-Chancellor (NT)
Academic (ALEVA-E) – in Schools	Executive Dean (NT)
Academic (ALEVA -E) – in Professional Services	Relevant Line Executive
Professional Staff	Relevant Line Executive
Relevant Line Executive	Senior Executive Team

### g) Effect offers of appointment following delegated/ authorized approval

All staff	Director, Human Resources
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### h) Recruitment and removal expenses (including advertising, sponsored visa, removal/relocation and other associated costs)

ALEVE, ALEVD, HEW 10	Relevant Line Executive (NT)
All other staff	Relevant Line Executive ( <i>with Visa and Relocation advice from Director, Human Resources</i> )

i) Counter offers <sup>1</sup>

Senior Executive Team (excluding Vice-Chancellor) and Executive Dean	Vice-Chancellor (NT)
Academic (ALEVE)	Vice-Chancellor (NT)
Academic (ALEVA - D)	Senior Deputy Vice-Chancellor (NT)
Professional Staff	Senior Deputy Vice-Chancellor (NT) via the Director Human Resources

**2. INTERNAL TRANSFERS**

All staff between Schools and Professional Services (temporary or ongoing)	Relevant Line Executive ( <i>from home work area and host work area</i> )
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**3. SECONDMENTS – (to and from outside organisations)**

All staff	Relevant Line Executive (NT)
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**4. ADJUNCT, HONORARY AND VISITING FELLOWS – ACADEMIC APPOINTMENTS**

Approve appointments (ALEVE)	Senior Deputy Vice-Chancellor via Director Human Resources or nominee
Approve appointments (ALEVA-D)	Executive Dean or nominee
Approve subsequent appointment (ALEVA-E)	Executive Dean or nominee
Terminations	Senior Deputy Vice-Chancellor (endorsed by Director Human Resources and Relevant Line Executive)

**5. CASUAL STAFF APPOINTMENTS**

Appointment of casual staff	Relevant Line Executive
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**6. ACTING ARRANGEMENTS**

Acting Vice-Chancellor (less than one month) <sup>2</sup>	Vice-Chancellor (NT)
Acting Executive Dean	Executive Dean
Acting Relevant Line Executive	Relevant Line Executive
Professional Staff	Relevant Line Executive

**7. CONFIRMATION OF APPOINTMENT FOLLOWING PROBATION**

Senior Executive Team (excluding Vice-Chancellor) and Executive Dean	Vice-Chancellor (NT)
Academic (ALEVA -E)	Executive Dean ( <i>with advice from the relevant HR Business Partner</i> )
Professional Staff	Relevant Line Executive ( <i>with advice from the relevant HR Business Partner</i> )

**8. INCREMENTAL PROGRESSION**

All staff – normal	Relevant Line Executive
All staff – accelerated/ defer or demote	Relevant Line Executive ( <i>with advice from the relevant HR Business Partner</i> )

<sup>1</sup> All academic and professional staff counter offers are approved by the role identified above **with advice from the Director Human Resources**

<sup>2</sup> The Vice-Chancellor approves the Acting VC for periods under one month. For any periods greater than this Council approval is required.

## 9. ACADEMIC STAFF PROMOTION

Academic promotion (ALEVE)	Vice-Chancellor (NT)
Academic promotion (ALEVB-D)	Senior Deputy Vice-Chancellor

## 10. REMUNERATION

a) Payment of allowances (in accordance with the Industrial Instrument)

All staff	Relevant Line Executive
Reimbursement of expenses	Relevant Line Executive

b) Market loadings and performance payments

Senior Executive Team (excluding Vice-Chancellor)	Vice-Chancellor (NT)
Relevant Line Executive	Senior Deputy Vice-Chancellor (NT)
Loadings or bonuses above 20% of base salary	Senior Deputy Vice-Chancellor ( <i>with advice from the Director Human Resources</i> )
Loadings or bonuses equal to or less than 20% of base salary	Relevant Line Executive ( <i>with advice from the relevant HR Business Partner</i> )

c) Overtime payment

Professional staff	Relevant Line Executive
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d) Additional remuneration for duties over and above contract of employment (including Special Temporary Allowance)

All staff	Relevant Line Executive (NT)
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## 11. APPROVE LEAVE

a) Academic study leave

Academic staff	Executive Dean
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b) Annual leave

Vice-Chancellor	Chancellor (NT)
Senior Executive Team (excluding Vice-Chancellor), Executive Dean	Vice-Chancellor (NT)
Relevant Line Executive	Senior Executive Team
All staff	School/Professional Services Management
Purchase additional leave – Professional staff	School/Professional Services Management
Direct staff to take leave	Relevant Line Executive

c) Leave without pay (except personal and parental leave)

Twelve months or less	Relevant Line Executive
Exceeding twelve months	Relevant Line Executive ( <i>with advice from the relevant HR Business Partner</i> )

d) Long service leave

Vice-Chancellor	Chancellor (NT)
Senior Executive Team (excluding Vice-Chancellor) and Executive Dean	Vice-Chancellor (NT)
Relevant Line Executive	Senior Executive Team
All staff	School/Professional Services Management
Direct staff to reduce LSL to a balance of no greater than 6 weeks where the employee has accumulated 19 weeks or more of LSL	School/Professional Services Management
Approve pay-out	Relevant Line Executive (NT) (endorsement from HR Business Partner that meets criteria)
Approve access to pro-rata LSL after 7 years of service	Relevant Line Executive (NT)

e) Parental and partner leave

All staff	School/Professional Services Management
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f) Academic development leave

Academic staff	Relevant Line Executive
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g) Personal leave

All staff	School/Professional Services Management
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h) Other leave – All staff

Short, Cultural and Ceremonial, Leave for Jury Duty/Witness Leave, Compassionate Leave,, Leave for Defence Forces, Community Service Leave, Study Leave, Employee Union Representative	School/Professional Services Management
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## 12. RESIGNATIONS, RETIREMENTS, REDUNDANCIES AND TERMINATIONS

a) Resignations

Vice-Chancellor	Chancellor (NT)
Senior Executive Team (excluding Vice-Chancellor) and Executive Dean	Vice-Chancellor (NT)
Relevant Line Executive	Senior Executive Team
Academic (ALEVA – E)	School/Professional Services Management
Professional Staff – all levels	School/Professional Services Management

b) Retirement due to -ill-health

Senior Executive Team (excluding Vice-Chancellor) and Executive Dean	Vice-Chancellor (NT)
Relevant Line Executive	Senior Executive Team
All other staff	Relevant Line Executive ( <i>with advice from Director, Human Resources</i> )

c) Redundancy conditions

Senior Executive Team (excluding Vice-Chancellor) and Executive Dean	Vice-Chancellor (NT)
Relevant Line Executive	Senior Executive Team (NT)
All other staff	Senior Deputy Vice-Chancellor (NT)

d) Pre-retirement arrangements

Senior Executive Team (excluding Vice-Chancellor) and Executive Dean	Vice-Chancellor (NT)
Relevant Line Executive	Senior Executive Team (NT)
All other staff	Relevant Line Executive

e) Terminations on behalf of the University (including, on the grounds of ill health, misconduct and/or serious misconduct, and unsatisfactory performance)

Senior Executive Team (excluding Vice-Chancellor) and Executive Dean	Vice-Chancellor (NT) (endorsed by Director, HR)
All other staff	Senior Deputy Vice-Chancellor (endorsed by Director, Human Resources and Relevant Line Executive)

### 13. ATTENDANCE AT WORKSHOPS, CONFERENCES AND ASSOCIATED TRAVEL

All Travel (domestic and international)	Relevant Line Executive
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### 14. OFFICIAL TRAVEL

Senior Executive Team (excluding Vice-Chancellor) and Executive Dean	Vice-Chancellor (NT)
Relevant Line Executive	Senior Executive Team (NT)
Professional Staff Level 10	Relevant Line Executive (NT)
All other staff	Relevant Line Executive

### 15. MISCELLANEOUS

a) University funding for staff study (not including Academic Study Leave)

All staff	Relevant Line Executive
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b) Approval to engage in outside employment

All staff	Relevant Line Executive (NT)
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c) Offers of settlement – worker's compensation/ industrial matters

All staff	Senior Deputy Vice-Chancellor (NT)
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### 16. SILENCES

Should an issue arise that is not referred to within the HR Delegations (or any other) the following procedure will apply:

Issues of localised importance*	Relevant Line Executive (NT)
Issues of University wide importance **	Senior Deputy Vice-Chancellor (NT)

\*NB: Clarification of issues and relevant importance should be sought via the Director, Human Resources

\*\*NB: If this delegation is exercised, notification should be made to the Director, Human Resources

### 17. TRANSFER OF DELEGATIONS

a) Ongoing or temporary transference of delegations

In situations where the delegation holder transfers authorisation on an ongoing or temporary basis, the authorisation should be processed via a Transfer of Delegation form, sent to the Manager, HR Services.

b) Unplanned absence

Any urgent issues should be directed to the delegations holders' supervisor, who may then elect to appoint an agent to act for a pre-specified period using the Transfer of Delegation form.

NB: Any transfer of delegation is to be developed and managed by the business area, based on the official delegations, to record who transferred what to whom. It is the responsibility of the business area to inform HR and Payroll of any changes.

**18. DEFINITION OF DELEGATES' TITLES**

Delegates' Titles are defined as:

Senior Executive Team	Vice-Chancellor Senior Deputy Vice-Chancellor Deputy Vice-Chancellors Pro-Vice-Chancellor (Equity and Indigenous) Vice-Presidents
Executive Deans  May also include the Senior Executive Team	Executive Deans who report directly to the Vice-Chancellor
Relevant Line Executive  May also include the Senior Executive Team and Executive Deans	Executive Deans Deans Directors (Professional Services/ Offices) Chief Financial Officer Chief Information Officer General Counsel University Librarian
School/Professional Services/Management/Organisational Unit  May also include the Senior Executive Team, Executive Deans and Relevant Line Executive	Associate Deans Directors (Research Institutes) Operations Managers Managers who report directly to Relevant Line Executive

**Authorisation**

Authorised by: Vice-Chancellor

**Review process**

The Director, Human Resources will be responsible for the ongoing review of the HR Delegations.

**File reference details**

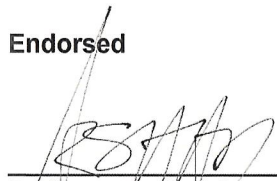
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**Recommended**



Ms Melissa Phillips  
A/Director, Human Resources

**Endorsed**



Professor Arshad Omari  
Senior Deputy Vice-Chancellor

**Approved**



Professor Steve Chapman  
Vice-Chancellor

Date: 9/9/22

Date: 11-09-2022

Date: 12/9/22