

AUSTRALIAN CATHOLIC UNIVERSITY

REVISED STAFFING DELEGATIONS REGISTER -2003

PREAMBLE

Policy, procedure and industrial framework:

Delegations are to be exercised consistent with the requirements of relevant University policy, procedure, industrial agreement or award and budget provisions where relevant. Where applicable, users of these delegations are referred to the relevant enterprise agreement and/or the relevant University policy.

Personnel policies and procedures may be found in the *Handbook of Personnel Policies and Procedures*, which is located on the University web site at <http://www.inet.acu.edu.au>.

Reference to the enterprise agreements throughout these delegations relates to the relevant Agreement applying to either academic or general staff as certified by the Australian Industrial Relations Commission.

In circumstances where policies and procedures have not yet been introduced, the following delegations are to be exercised consistent with the applicable policies and procedures, amended where necessary with the approval of the Vice-Chancellor.

In all circumstances, unless otherwise specified, the Vice-Chancellor is authorised by Senate to exercise all of the delegations specified. In circumstances where a delegation is not defined, the matter should be referred to the Vice-Chancellor who may refer it to the relevant Core Planning Group member as appropriate.

Normally, a delegate will approve on the basis of a prior recommendation. A delegate may not approve or authorise where he/she has made that recommendation. A delegate must take care not to approve a recommendation where he or she has a conflict of interest.

The University maintains a record of the exercise of these delegations.

Absence of delegate:

Where a delegate is absent from duty and no acting appointment has been made an authority transfers to the delegate's supervisor or any other officer so empowered in these delegations.

Sub-delegation:

A supervisor may authorise an appropriate delegation that normally rests with the supervisor, unless otherwise prescribed in these delegations.

Assumption and revocation of a delegation:

A supervisor may exercise a delegation assigned to a subordinate and may, at her or his discretion, revoke such a delegation.

(i) **DEFINITIONS**

2.1 Vice-Chancellor: The Chief Executive Officer of Australian Catholic University or an officer acting in the role of Vice-Chancellor.

2.2 Core Planning Group:

For the purposes of these delegations 'Core Planning Group' shall be defined by the Vice-Chancellor from time to time and shall include:

Pro-Vice-Chancellor (Research and International)
Pro-Vice-Chancellor (Quality and Outreach)
Pro-Vice-Chancellor (Academic Affairs)
Executive Director, University Services

(This nomenclature should not be confused with staff designated as 'Executive Staff' for purposes of University motor vehicle log book exemption.)

(ii) **Delegate:** An officer of the University who is delegated to exercise a power listed in these delegations.

(iii) **'Executive Staff':**

The term 'Executive Staff' is inclusive of Deans, Rectors and Directors and shall be defined by the Vice-Chancellor from time to time and shall include:

Dean, Faculty of Arts & Sciences
Dean, Faculty of Education
Dean, Faculty of Health Sciences
Dean of Students
Rector, Aquinas Campus
Rector, Signadou Campus
Academic Registrar
Director, ACUcom

Director, Finance
Director, Information Technology & Communication Services
Director, International Education
Director, Libraries
Director, Marketing
Director, Personnel Relations & Equal Opportunity

‘Manager’:

The Term ‘Manager’ refers to those officers who have a line management responsibility for a functional unit (eg Head of School, Manager, Campus Operations, Manager, Employee Relations & Workforce Management or IT Manager).

(iv) **CENTRES/FLAGSHIPS**

Except in relation to Delegation 14-09/03 (Incremental Progression), for Faculty-based academic staff who are seconded from a School to a Centre/Flagship, the nominated supervisor during the period of the secondment for the purposes of these delegations is the Director of the Centre/Flagship.

For those staff working in the **Centre for Early Christian Studies (CECS)** and the **Plunkett Centre for Ethics in Health Care (PCEHC)** who are not Faculty-based staff, the Director of the Centre exercises the same delegation as those that apply to a Head of School.

Directors of Centres/Flagships, other than the CECS and PCEHC, report to the relevant Faculty Dean in which the Centre/Flagship is located.

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(g) Workers' compensation and rehabilitation

Delegation	Approval Authority
01-09/03 Decision to proceed to fill positions <i>(see Policy on Staff Recruitment Procedures)</i>	Authority to approve:
<ul style="list-style-type: none"> • Executive staff and Level E Academic staff 	Senate on recommendation of the Vice-Chancellor
<ul style="list-style-type: none"> • Academic staff up to Level E <ul style="list-style-type: none"> (i) Continuing/Fixed-term (ii) casual staff in a School (iii) casual staff in a Centre/Flagship 	(b) <ul style="list-style-type: none"> • Relevant Pro-Vice-Chancellor for staff in their line of responsibility • Dean on recommendation of Head of School • Dean on recommendation of Director of Centre/Flagship Pro-Vice-Chancellor (Research & International) on recommendation of Director, CECS/PCEHC.
<ul style="list-style-type: none"> • General Staff <ul style="list-style-type: none"> (i) Level 10 (ii) other continuing/fixed-term (iii) casual 	(c) <ol style="list-style-type: none"> 1. Vice-Chancellor 2. Core Planning Group member for positions in their line of responsibility 3. Executive staff member
<ul style="list-style-type: none"> • Variation to employment fraction <p style="margin-left: 20px;">Academic staff</p> <p style="margin-left: 20px;">General staff</p>	<p style="margin-left: 20px;">Dean on recommendation of Head of School or Director of Centre/Flagship</p> <p style="margin-left: 20px;">Pro-Vice-Chancellor (Research & International) on recommendation of Director, CECS/PCEHC.</p> <p style="margin-left: 20px;">Executive staff member</p>
<ul style="list-style-type: none"> • Mandate to teach theological subjects 	Vice-Chancellor with communication from the relevant ecclesiastical authority.

Delegation	Approval Authority
02-09/03 Staffing advertisements <i>(see Policy on Staff Recruitment Procedures)</i>	Authority to approve: Director, Personnel Relations & Equal Opportunity or nominee

Delegation	Approval Authority
<p>03-09/03 Selection Committees and approval of appointments <i>(see Policy on Staff Recruitment Procedures)</i></p>	
<p>(a) Composition of Selection Committee</p> <p>(i) At or above Professor (Level E) and Executive appointments with comparable remuneration</p> <p style="padding-left: 20px;">Associate Professor (Level D)</p> <p style="padding-left: 20px;">Academic staff below Level D</p> <p style="padding-left: 20px;">General Staff at Level 10</p> <p style="padding-left: 40px;">1. General Staff Levels 8 & 9</p> <p style="padding-left: 40px;">2. General Staff Level 7 and below</p>	<p>(a) Authority to appoint Selection Committee members</p> <p>(i) Vice-Chancellor with advice to Senate</p> <p>(ii) Relevant Pro-Vice-Chancellor for staff in their line of responsibility with advice to Vice-Chancellor</p> <p>(iii) Relevant Pro-Vice-Chancellor for staff in their line of responsibility</p> <p>(iv) Vice-Chancellor or nominee</p> <p>(v) Core Planning Group member for positions in their line of responsibility except for an appointment directly responsible to the approving officer which must be referred to the Vice-Chancellor</p> <p>(vi) Executive Staff member for positions in their line of responsibility or nominee - except for an appointment directly responsible to the approving officer which must be referred to the senior Core Planning Group member</p>

Delegation	Approval Authority
<p>(b) Approval of Committee Recommendations</p> <p>(i) At or above Professor (Level E) and Senior Executive appointments with comparable remuneration</p> <p>(ii) Associate Professor (Level D)</p> <p>(iii) Academic staff below Level D</p> <p>(iv) General Staff at Level 10</p> <p>(v) General Staff Levels 8 & 9</p> <p>(vi) General Staff Level 7 and below</p>	<p>Authority to approve committee recommendations within approval guidelines</p> <ul style="list-style-type: none"> • Vice-Chancellor with advice to Senate (ii) Relevant Pro-Vice-Chancellor for staff in their line of responsibility with advice to Vice-Chancellor (iii) Relevant Pro-Vice-Chancellor for staff in their line of responsibility (iv) Vice-Chancellor or nominee • Core Planning Group member for positions in their line of responsibility except for an appointment directly responsible to the approving officer which must be referred to the Vice-Chancellor • Executive Staff member for positions in their line of responsibility or nominee - except for an appointment directly responsible to the approving officer which must be referred to the senior Core Planning Group member
<p>1. Renewal of appointments at or above Level E and for Executive staff</p>	<p>(c) Vice-Chancellor with advice to Senate</p>

Delegation	Approval Authority
04-09/03 Letters of offer and appointment expenses	
<p>(a) Letter of offer</p> <p>(i) Professors, Executive or Level 10 staff</p> <p>(ii) Other staff</p>	<p>(a) Authority to sign letter offering new, extended or renewed employment in accordance with approved conditions of employment:</p> <p>(i) Director, Personnel Relations & Equal Opportunity</p> <ul style="list-style-type: none"> • Director, Personnel Relations & Equal Opportunity or nominee
Appointment Expenses	(b) as for (a) above
<p>Authority to offer minor variations to approved conditions of employment including removal assistance</p> <p>(i) Professor / Executive / Level 10 staff</p> <p>(ii) Other staff</p>	<p>(c) Authority to offer minor variations to approved conditions of employment</p> <p>(b) Vice-Chancellor</p> <p>(c) Director, Personnel Relations & Equal Opportunity</p>
<p>Authority to authorise payment of travel and removal expenses in accordance with approved conditions of employment</p> <p>Professor / Executive / Level 10 staff</p> <p>Other staff</p>	<ul style="list-style-type: none"> • Authority to approve travel and relocation costs <p>(a) Vice-Chancellor</p> <p>Core Planning Group member</p>

Delegation	Approval Authority
<p>05-09/03 Assignment of academic headship and co-ordination responsibilities (See Policy on Academic Higher Duties)</p>	<p>Authority to approve:</p>
<p>(a) Assignment of Head of School responsibilities</p>	<p>(i) Vice-Chancellor with advice to Senate</p>
<p>(b) Assignment of Assistant Head of School responsibilities</p>	<p>(ii) Pro-Vice-Vice-Chancellor (Academic Affairs) on recommendation of Dean</p>
<p>Assignment of Course Co-ordinator responsibilities</p>	<p>(iii) Dean on recommendation of Head of School</p>
<p>Assignment of Subject Co-ordinator responsibilities</p> <p><u>Note:</u> The more complex levels of subject co-ordination should not normally be carried out by a <u>Level A</u> academic, other than one at step 6 or above on the <u>Level A</u> salary scale.</p>	<p>(iv) Head of School for assignments not involving payment of an allowance <u>or</u> Dean on recommendation of Head of School for assignments involving payment of an allowance</p>

Delegation	Approval Authority
<p>06-09/03 Acting appointments <i>(For Academic staff see Policy on Academic Higher Duties, for General Staff see relevant Enterprise Agreement clause)</i></p>	<p>Authority to appoint:</p>
<p>(a) To Core Planning Group position</p>	<p>(a) Vice-Chancellor</p>
<p>(b) To Executive position</p> <p>(i) up to 30 days</p> <p>(ii) over 30 days and not exceeding six months</p> <p>(iii) over six months</p>	<p>(b) Executive Staff:</p> <p>(i) Core Planning Group member for positions in their line of responsibility with advice to Vice-Chancellor</p> <p>(ii) Vice-Chancellor</p> <p>(iii) Vice-Chancellor with advice to Senate</p>
<p>(c) To Level 10 position</p> <p>(i) up to 30 days</p> <p>(ii) over 30 days</p>	<p>(c) Non-Executive Level 10 staff:</p> <p>(i) Manager</p> <p>(ii) Core Planning Group member for positions in their line of responsibility with advice to Vice-Chancellor</p>
<p>(d) As Acting Head of School</p> <p>(i) up to 15 weeks</p> <p>(ii) 15 weeks or more</p>	<p>(d) Acting Head of School:</p> <p>Dean on recommendation of substantive Head of School</p> <p>Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean</p>

Delegation	Approval Authority
07-09/03 Changes to University Staffing Policies	Authority to approve changes:
(ii) New policies that affect University Governance or have major financial implications.	(e) Senate
(iii) New policies or variations to existing policies that do not involve matters of University Governance or do not have major financial implications for the University.	(f) Vice-Chancellor
(iv) Variations to conditions of employment arising out of Award/Industrial Agreement implementation	(g) Vice-Chancellor

Delegation	Approval Authority
<p>08-09/03 Classification of general staff positions <i>(See relevant clause of the current General Staff Enterprise Agreement)</i></p>	<p>Authority to nominate:</p>
<p>(a) Membership of Classification Committee:</p> <p>(i) Chair</p> <p>(ii) Management members</p>	<p>(a)</p> <p>(i) Vice-Chancellor</p> <p>(ii) Director, Personnel Relations & Equal Opportunity or nominee</p>
<p>Progression between levels without position reclassification:</p> <p>(i) Level 1 to 2</p> <p>(ii) Professional Librarian Level 5 to 6</p>	<p>(i) Core Planning Group Member for positions in their line of responsibility in consultation with Manager (Employee Relations & Workforce Management)</p> <p>(ii) Pro-Vice-Chancellor with responsibility for libraries</p>
<p>Management nominees to Classification Appeal Committee</p>	<p>Director, Personnel Relations & Equal Opportunity</p>

Delegation	Approval Authority
9-12/04 Conference and other international travel	Authority to approve:
(a) Academic Staff	(a)
(i) International	(i) Relevant Pro-Vice-Chancellor for staff in their line of responsibility Dean who may delegate to Head of School or Director of Centre/Flagship for absences not exceeding five days
(ii) Within Australia	Pro-Vice-Chancellor (Research) for academic staff within staff within CECS and PCEHC who may delegate to Director of Centre
(b) Core Planning Group member	(a) Vice-Chancellor
(c) Executive Staff and other Level 10 staff	(b) Vice-Chancellor
General staff below Level 10	
(i) International	Core Planning Group member for positions in their line of responsibility
(ii) Within Australia	Executive Staff member for positions in their line of responsibility

Delegation	Approval Authority
<p>10-09/03 Dismissal, termination or suspension</p> <p><i>Note: Staff, other than senior officers, are subject to the provisions of the relevant Enterprise Agreement as in force</i></p>	<p>Authority to dismiss, terminate or suspend except as otherwise required by awards, industrial agreements or individual conditions of appointment:</p>
<p>(i) Dismissal, termination, suspension</p> <p>(i) Executive staff</p> <p>(ii) Academic staff</p> <p>(iii) Level 10 staff</p> <p>(iv) Other general staff</p>	<p>(a)</p> <p>(v) Senate on advice of Vice-Chancellor</p> <p>(vi) Vice-Chancellor</p> <p>(vii) Vice-Chancellor</p> <p>(iv) Vice-Chancellor. In exceptional circumstances or in the case of suspension with pay, the Executive Director, University Services or nominee may approve</p> <p>Suspension without pay or summary dismissal requires approval of Vice-Chancellor</p>
<p>(ii) Appeals - all staff</p> <p>Agreement to Appeal Committee Chair; nomination of one member; and final decision on Committee report</p>	<p>(b)</p> <p>Vice-Chancellor</p>
<p>(iii) Attendance at medical examination due to ill-health</p>	<p>(c) Authority to direct a staff member to attend a medical examination in association with ill-health:</p> <p>Vice-Chancellor on recommendation of Core Planning Group member for staff in their line of responsibility</p>
<p>(iv) Establishment of Performance Management Review Committee or Misconduct Investigation Committee</p>	<p>(d) Authority to nominate University member of Review Committee:</p> <p>Vice-Chancellor on advice from Core Planning Group member and Director, Personnel Relations & Equal Opportunity</p>
<p>(v) Payment of severance benefits to fixed-term staff</p>	<p>(e) Authority to approve payment of severance benefits in accordance with industrial requirements:</p> <p>Relevant Executive Staff member on advice of Director, Personnel Relations & Equal Opportunity</p>

Delegation	Approval Authority
11-09/03 Examination invigilator/supervisor rates	Authority to approve rates: Pro-Vice-Chancellor (Academic Affairs) on advice from Manager, Employee Relations & Workforce Management)

Delegation	Approval Authority
12-09/03 Fees for External Examiners	Authority to approve rates: Pro-Vice-Chancellor (Research & International)

Delegation	Approval Authority
<p>13-09/03 Higher/additional duties allowances <i>(See Policy on Academic Higher Duties and relevant clause of the General Staff Enterprise Agreement)</i></p>	<p>Authority to approve:</p>
<p>(a) Academic staff:</p> <p style="padding-left: 40px;">Head of School</p> <p style="padding-left: 40px;">Course Co-ordinator, Subject Co-ordinator</p> <p>(ii) other duties</p>	<p>(a)</p> <p>(i) Pro-Vice-Chancellor (Academic Affairs) on recommendation of the Dean</p> <p style="padding-left: 40px;">Dean on recommendation of Head of School</p> <p>(iii) Pro-Vice-Chancellor (Academic Affairs) on recommendation of the Dean following request by the relevant Head of School or Director of Centre/Flagship for academic staff in their line of responsibility</p> <p style="padding-left: 40px;">Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility following request by relevant nominated supervisor</p>
<p>(b) General staff <i>(see the Enterprise Agreement for details of eligibility)</i></p>	<p>(b) Executive Staff member for positions in their line of responsibility</p>

Delegation	Approval Authority
14-09/03 Incremental progression	Authority to approve/withhold progression:
(a) Academic staff <i>(See Personnel Handbook for Policy on Academic Incremental Progression)</i>	(a) Dean on recommendation of Head of School or Director of Centre/Flagship for academic staff in their line of responsibility Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility <u>Note:</u> Final decision may be determined by a committee established under policy
(b) General staff <i>(See Personnel Handbook for Policy on General Staff Incremental Progression)</i>	(b) Executive Staff member for positions in their line of responsibility except for a position directly responsible to the approving officer which must be referred to the next senior officer Authority to review decision by above officers: Executive Director, University Services on recommendation of Director, Personnel Relations & Equal Opportunity <u>Note:</u> Final decision may be determined by a committee established under policy

Delegation	Approval Authority
15-09/03 Lateral transfers within the University (other than in response to advertised vacancies)	Authority to approve:
<p>(a)</p> <p>(i) Professors, Executive staff and Level 10 staff</p> <p>(ii) Academic staff</p> <p>(iii) General staff within organisational units</p> <p>(iv) General staff between organisational units</p>	<p>(a)</p> <p>(i) Vice-Chancellor</p> <p>(ii) Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean, or relevant Pro-Vice-Chancellor for staff in their line of responsibility</p> <p>(iii) Core Planning Group member for positions in their line of responsibility</p> <p>(iv) Relevant Core Planning Group member(s) on the recommendation of the Director, Personnel Relations & Equal Opportunity</p>
<p>(b) Placement arising from redeployment/ redundancy process</p>	<p>(b) Authority to approve placement arising from redeployment/redundancy process</p> <p>For Academic staff:</p> <p>Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean with advice to the Vice-Chancellor</p> <p>Pro-Vice-Chancellor (Research & international) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility with advice to the Vice-Chancellor</p> <p>For General staff:</p> <p>Relevant Core Planning Group member and Director, Personnel Relations & Equal Opportunity with advice to Vice-Chancellor</p>

Delegation	Approval Authority
16-09/03 Leave - Academic staff	Authority to approve individual applications subject to verification of entitlement where applicable:
<p>(a) Recreational leave (<i>see relevant Enterprise Agreement clause</i>)</p> <p>(i) accrual of more than 20 days up to 30 day-limit</p> <p>(ii) clearing accrued leave</p> <p>(iii) clearing leave in advance of accrual</p> <p>(iv) agreement to pay out leave at end of fixed term appointment</p>	<p>(a)</p> <p>(i) Dean on recommendation of Head of School with advice to Pro-Vice-Chancellor (Academic Affairs)</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p> <p>Head of School or Director of Centre/Flagship</p> <p>Subject to formal acknowledgment of debt to University and with written advice from the Manager, Staff Services & Employee Systems:</p> <p>Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p> <p>(iv) Dean on recommendation of Head of School with advice to Pro-Vice-Chancellor (Academic Affairs)</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p>

Delegation	Approval Authority
<p>(b) Personal leave (<i>see relevant Enterprise Agreement clause</i>)</p> <p>Proof of illness</p>	<p>(b) Head of School or Director of Centre/Flagship</p> <p>Personal leave beyond entitlement:</p> <p>Dean on recommendation of Head of School or Director of Centre/Flagship and the Manager, Employee Relations & Workforce Management with advice to Pro-Vice-Chancellor (Academic Affairs)</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor and Manager, Employee Relations & Workforce Management</p> <p>Proof of illness is a requirement for absences of 3 days or more</p>
<p>(c) Leave without pay (other than parental leave)</p> <p>(i) up to two years</p> <p>(ii) over two years</p>	<p>(c)</p> <p>Pro-Vice-Chancellor (Academic Affairs) on recommendation of the Dean</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p> <p>(i) Vice-Chancellor on recommendation of the Pro-Vice-Chancellor (Academic Affairs) and the Dean, or on recommendation of Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility</p>
<p>(d) Long service leave (<i>see relevant Enterprise Agreement clause</i>):</p> <p>(i) leave in special circumstances where an entitlement exists but where a staff member has not completed 3 years' service at ACU</p> <p>(ii) clearing leave where no replacement is sought</p>	<p>(d)</p> <p>(i) Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility</p> <p>(ii) Head of School or Director of Centre/Flagship</p>

Delegation	Approval Authority
<p>(iii) clearing leave where replacement/assistance is sought</p> <p>instruction to clear leave in accordance with Enterprise Agreement provisions</p> <p>(v) encashment of leave in conjunction with a period of leave</p>	<p>(iii) Pro-Vice-Chancellor (Academic Affairs) on recommendation of the Dean</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility</p> <p>(iv) Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility</p> <p>(v) Dean on recommendation of Head of School</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p>
<p>Extraordinary Leave (<i>see relevant Enterprise Agreement clause</i>)</p>	<p>Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p>
<p>Parental leave (<i>See relevant Enterprise Agreement clause</i>)</p> <p><u>Note:</u> Staff have certain legal rights to maternity leave subject to giving required notice (applications for parental leave are to be lodged with the local Personnel Relations office)</p> <p>(ii) variations</p>	<p>Authority to approve leave to be taken in accordance with relevant provisions set down in the Enterprise Agreement:</p> <p>Dean on recommendation of Head of School</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p> <p>(i) Approval of variations:</p> <p>Dean on recommendation of Head of School</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p>

Delegation	Approval Authority
<p>(iii) resumption of duty on fractional basis (<i>See relevant Enterprise Agreement clause</i>)</p> <p>1. transfer to another position due to illness or risk arising out of pregnancy</p> <p>2. part-time parental leave</p> <p>3. child rearing leave of less than 12 months</p> <p>4. child rearing leave of more than 12 months</p>	<p>(ii) Terms or refusals:</p> <p>Dean on recommendation of Head of School</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p> <p>(iii) Dean on recommendation of Head of School</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p> <p>(iv) Dean on recommendation of Head of School</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p> <p>(v) Dean on recommendation of Head of School</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p> <p>(vi) Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean;</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p>

Delegation	Approval Authority
Cessation of duty due to health of a staff member (<i>See relevant Enterprise Agreement clause</i>)	Authority to require attendance at a medical examination/cessation of duty under relevant condition of employment provision: Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean and the Director, Personnel Relations & Equal Opportunity or nominee Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor and the Director, Personnel Relations & Equal Opportunity or nominee

Delegation	Approval Authority
17-09/03 Leave – Executive Staff	Authority to approve individual applications subject to verification of entitlement where applicable: Vice-Chancellor for Core Planning Group members Pro-Vice-Chancellor (Academic Affairs) for Faculty Deans and Director, Libraries Relevant Pro-Vice-Chancellor for Rectors Executive Director, University Services for other Executive Staff, including the Dean of Students and Director of Marketing.

Delegation	Approval Authority
18-09/03 Leave – General staff	Authority to approve individual applications subject to verification of entitlement where applicable:
<p>(a) Recreational leave (<i>see relevant Enterprise Agreement clause</i>)</p> <p>(i) accrual of more than 20 days up to 30 day-limit</p> <p>(ii) clearing accrued leave</p> <p>(iii) clearing leave in advance of accrual</p> <p>(iv) agreement to pay out leave at end of fixed term appointment</p>	<p>(a)</p> <p>(i) Core Planning Group member for positions in their line of responsibility</p> <p>(ii) Executive Staff or nominee; Head of School or Director of Centre/Flagship for positions in their line of responsibility</p> <p>(iii) Subject to formal acknowledgment of debt to University: Core Planning Group member for positions in their line of responsibility with written advice from the Manager, Staff Services & Employee Systems</p> <p>(iv) Executive Staff for positions in their line of responsibility</p>
<p>(b) Conference/development paid leave and associated expenses [see also paid study time below]</p> <p>(i) Level 10 staff</p> <p>(ii) Other staff</p>	<p>(b) [See also delegation 9-09/03]</p> <p>(i) Core Planning Group member</p> <p>(ii) Director, Personnel Relations & Equal Opportunity or nominee after appropriate consultation where expense is to be met from central general staff development funds</p> <p>Executive Staff member where expenses are to be met from other sources (Dean may delegate this authority to Head of School or Director of Centre/Flagship)</p>
<p>(c) Personal leave (<i>see relevant Enterprise Agreement clause</i>)</p> <p>Proof of illness</p>	<p>Executive Staff member or nominee; Head of School or Director of Centre/Flagship</p> <p>Personal leave beyond entitlement: Executive staff member with written advice from the Manager, Employee Relations & Workforce Management</p> <p>Proof of illness is a requirement for absences of 3 days or more</p>
(d) Leave without pay (other than parental leave)	(d)

Delegation	Approval Authority
<p>up to one month</p> <p>over one month and up to one year</p> <p>over one year</p>	<p>Vice-Chancellor for Level 10 staff; Executive Staff member for positions in their line of responsibility for other staff</p> <p>Vice-Chancellor for Level 10 staff; Core Planning Group member for other staff in their line of responsibility</p> <p>(iii) Vice-Chancellor</p>
<p>(e) Long service leave (<i>see relevant Enterprise Agreement clause</i>)</p> <p>(i) leave in special circumstances where an entitlement exists but where a staff member has not completed 3 years' service at ACU</p> <p>(ii) clearing leave where no replacement/assistance is sought or encashment of accumulated long service leave</p> <p>(iii) clearing leave where replacement/assistance is sought</p> <p>(iv) instruction to clear leave in accordance with Enterprise Agreement provisions</p>	<p>(i) Core Planning Group member for positions in their line of responsibility</p> <p>(ii) Executive Staff member or nominee; Head of School or Director of Centre/Flagship for positions in their line of responsibility</p> <p>(iii) Executive Staff member for positions in their line of responsibility</p> <p>(iv) Core Planning Group member for positions in their line of responsibility</p>
<p>(a) Extraordinary leave (<i>see relevant Enterprise Agreement clause</i>)</p>	<p>Executive Staff member for positions in their line of responsibility</p>
<p>Parental leave (<i>See relevant Enterprise Agreement clause</i>)</p> <p><u>Note:</u> Staff have certain legal rights to maternity leave subject to giving required notice (applications for parental leave are to be lodged with the local Personnel Relations office)</p> <p>variations</p> <p>resumption of duty on fractional basis (<i>See relevant Enterprise Agreement clause</i>)</p> <p>transfer to another position due to illness or risk arising out of pregnancy</p>	<p>Authority to approve leave to be taken in accordance with relevant provisions set down in the Enterprise Agreement:</p> <p>Executive Staff member for positions in their line of responsibility</p> <p>(i) Approval of variation:</p> <p>Executive Staff member for positions in their line of responsibility</p> <p>(ii) Terms or refusal:</p> <p>Executive Staff member for positions in their line of responsibility</p> <p>(iii) Executive Staff member for positions in their line of responsibility</p>

Delegation	Approval Authority
<p>part-time parental leave</p> <p>child rearing leave of less than 12 months</p> <p>child rearing leave of more than 12 months</p>	<p>(iv) Executive Staff member for positions in their line of responsibility</p> <p>Executive Staff member for positions in their line of responsibility</p> <p>Executive Staff member for positions in their line of responsibility</p>
Paid study time for approved part-time course	Executive Staff member for positions in their line of responsibility
<p>Cessation of duty due to health of staff member <i>(See relevant Enterprise Agreement clause)</i></p>	<p>Authority to require medical examination/ cessation of duty:</p> <p>Core Planning Group member for positions in their line of responsibility with written advice from the Director, Personnel Relations & Equal Opportunity or nominee</p>

Delegation	Approval Authority
19-09/03 Academic Outside Studies Program (<i>see Policy on Outside Studies Program</i>)	Authority to approve:
(a) Period of OSP and allowances	(a) Pro-Vice-Chancellor (Academic Affairs) on recommendation of OSP Committee
(b) Service of a period equivalent to the duration of approved OSP absence and repayment requirements	(b) Pro-Vice-Chancellor (Academic Affairs) on recommendation of the Dean
(c) Payment in advance to staff	(c) Instruct payment in accordance with an approved OSP and where advance is formally acknowledged as debt to the University: Manager, Staff Services & Employee Systems

Delegation	Approval Authority
20-09/03 Hours of Work for General Staff <i>(see relevant Enterprise Agreement clauses)</i>	
<p>(a) Overtime</p> <p>(i) Payments against allocated funds</p> <p>(ii) Staff above Level 7 (for purpose of time in lieu only)</p>	<p>(a) Authority to require overtime attracting payment or time in accordance with Enterprise Agreement:</p> <p>(i) Executive Staff member for positions in their line of responsibility or nominee</p> <p>(ii) Executive Staff member for positions in their line of responsibility</p>
Shift Work	<p>(b) Authority to introduce shift work to an organisational/functional work unit:</p> <p>Executive Staff member on recommendation of Manager/Head of School or Director of Centre/Flagship for positions in their line of responsibility</p>
On-Call Arrangements	<p>(c) Authority to introduce on-call arrangements to an organisational/functional work unit:</p> <p>Executive Staff member on recommendation of Manager/Head of School or Director of Centre/Flagship for positions in their line of responsibility</p>
<p>Student & Client-Focussed Working Arrangements</p> <p>(i) Operation of working arrangements within an organisational/functional work group</p> <p>(ii) Approval to carry forward an hours debit to another work cycle</p> <p>(iii) Approval to carry forward excess time accumulation to another work cycle</p> <p>(iv) Payout of excess accumulated time credits</p>	<p>Authority to approve:</p> <p>Relevant Executive Staff member on recommendation of Manager/Head of School or Director of Centre/Flagship for positions in their line of responsibility</p> <p>(ii) Relevant Executive Staff member on recommendation of Manager/Head of School or Director of Centre/Flagship for positions in their line of responsibility</p> <p>(iii) Relevant Executive Staff member on recommendation of Manager/Head of School or Director of Centre/Flagship for positions in their line of responsibility</p> <p>(iv) Relevant Executive Staff member</p>

Delegation	Approval Authority
21-09/03 Outside Work (<i>see relevant Policy</i>)	Authority to approve:
<p>(a) Academic Staff</p> <p>(i) up to 13 days per quarter/52 days per annum</p> <p>(ii) where period greater than under (i) and not exceeding 65 days</p>	<p>(a)</p> <p>(i) Dean who may delegate to Head of School or to the Director of Centre/Flagship</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility on recommendation of nominated supervisor</p> <p>(ii) Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility</p>
<p>(b) General Staff</p>	<p>(b) Executive Staff member on recommendation from Manager/Head of School or Director of Centre/Flagship for positions in their line of responsibility</p>

Delegation	Approval Authority
22-09/03 Promotions	Authority to approve recommendations:
(a) Academic staff (<i>see Personnel Policy Handbook</i>)	(a) Vice-Chancellor
(b) General staff (consequent upon position reclassification) [<i>see relevant Enterprise Agreement clause</i>]	(b) Vice-Chancellor or nominee

Delegation	Approval Authority
<p>23-09/03 Renewal (extension) of a temporary appointment (<i>Refer to Policy on Staff Recruitment Procedures</i>)</p>	<p>Authority to approve an offer of an extension of employment where cumulative total period(s) of employment:</p>
<p>(a) Academic staff: Level D and below</p>	<p>(i) does not exceed 24 months: Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility</p> <p>(ii) exceeds 24 months: Vice-Chancellor on recommendation of relevant Pro-Vice-Chancellor</p>
<p>(b) General staff: Level 9 and below</p>	<p>(b)</p> <p>(i) does not exceed 24 months: Core Planning Group member on recommendation of Executive Staff member</p> <p>(ii) exceeds 24 months: Vice-Chancellor on recommendation of Core Planning Group member</p>

Delegation	Approval Authority
24-09/03 Resignation/ Retirement/ Pre-retirement contract	Authority to accept resignation:
(a) Professor, Executive and Level 10 staff	(a) Vice-Chancellor
(b) Other staff	(b)
(i) where resignation is in accordance with conditions of appointment	(i) Relevant Executive Staff member for positions in their line of responsibility
(ii) where resignation is contrary to conditions of appointment for: academic staff (<i>see relevant Enterprise Agreement clause</i>) general staff (<i>see relevant Enterprise Agreement clause</i>)	(ii) Executive Staff member for positions in their line of responsibility with recommendation of Manager, Employee Relations & Workforce Management
(c) Pre-retirement contract	Authority to approve terms of the pre-retirement contract: Relevant Core Planning Group member for staff in their line of responsibility on advice from the Director, Personnel Relations & Equal Opportunity

Delegation	Approval Authority
<p>25-09/03 Assignment of Academic Supervisors <i>(See relevant Enterprise Agreement clause)</i></p>	<p>Authority to nominate in accordance with Enterprise Agreement requirements and any interpretation approved by Vice-Chancellor:</p> <p>Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean</p> <p>Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility</p>

Delegation	Approval Authority
26-09/03 Probation – Academic Staff <i>(See University policy on Academic Staff Probation)</i>	Authority to approve:
(c) Establishment of initial period of probation	(d) Approving officer in accordance with delegation 03-09/03 (above)
(d) Extension of initial period of probation	(e) Pro-Vice-Chancellor (Academic Affairs) on recommendation of Dean Pro-Vice-Chancellor (Research & International) or Pro-Vice-Chancellor (Quality & Outreach) for academic staff in their line of responsibility
(e) Waiver of probation	(f) Vice-Chancellor on recommendation of relevant Pro-Vice-Chancellor
(f) Termination of probationary appointment	(g) Vice-Chancellor on recommendation of relevant Pro-Vice-Chancellor
Probation – General Staff	Authority to approve:
Establishment of initial period of probation	(h) Approving officer in accordance with delegation 03-09/03 (above)
Extension of initial period of probation	(i) Core Planning Group member
Waiver of probation	(j) Core Planning Group member on recommendation of Executive Staff member
Termination of probationary appointment	(k) Executive Director, University Services on recommendation of Core Planning Group member and the Director, Personnel Relations & Equal Opportunity

Delegation	Approval Authority
<p>27-09/03 Workers' compensation and rehabilitation</p> <p>(i) Authority to approve leave</p> <p>(ii) Authority to approve rehabilitation expenses</p>	<p>Authority to approve:</p> <p>(i) Executive Staff member</p> <p>(ii) Executive Staff member</p>

Delegation	Approval Authority
28-09/03 Payment of market-based or other type of salary loading	Authority to approve payment of loading: Vice-Chancellor on recommendation of Core Planning Group member and Director, Personnel Relations & Equal Opportunity

Delegation	Approval Authority
29-09/03 Redundancy <i>(See relevant General Staff Enterprise Agreement clause)</i>	Authority to declare a position surplus to University requirements: Vice-Chancellor on recommendation from relevant Core Planning Group member and Director, Personnel Relations & Equal Opportunity

Delegation	Approval Authority
<p>30-09/03 Employment of Close Relative <i>(See University Policy on Employment of Close Relatives)</i></p> <p>Appointment of a close relative where the staff member will be in a supervisory role</p>	<p>Authority to approve:</p> <p>Vice-Chancellor on recommendation from relevant Core Planning Group member</p>

Delegation	Approval Authority
<p>31-09/03 Deferred Salary Scheme <i>(See relevant Enterprise Agreement clause)</i></p> <p>Participation by a staff member in the deferred salary scheme</p>	<p>Authority to approve:</p> <p>Core Planning Group member on recommendation of Executive Staff member</p>