

SCHEDULE 4 – HUMAN RESOURCE DELEGATIONS

The following authorities and powers are conferred by the Council of Charles Sturt University on the officers or bodies specified in this Schedule in accordance with section 20 of the [Charles Sturt University Act 1989](#) and subject to the [Delegations and Authorisations Policy](#).

DR MICHELE ALLAN
CHANCELLOR

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
HR1 .	Enterprise Agreement and Employment Contracts	AUTHORITY TO approve appointment, and terms and conditions of appointment, of Vice-Chancellor.	Band 11		
HR2 .		AUTHORITY TO execute Executive employment contract with Vice-Chancellor.	Band 10		
HR3 .		AUTHORITY TO negotiate Enterprise Agreements on behalf of the University.	Executive Director, Human Resources		
HR4 .		AUTHORITY TO approve Enterprise Agreements for and on behalf of the University.	Band 9	This delegation is not subject to expenditure limitations.	
HR5 .		AUTHORITY TO approve terms and conditions of other contracts of employment.	Executive Director, Human Resources		
HR6 .		AUTHORITY TO execute contract of employment on behalf of the University.	Executive Director, Human Resources		
HR7 .		AUTHORITY TO approve administrative salary increase up to 5%.	Band 9	Within the Annual Budget approved by the University Council.	
HR8 .		AUTHORITY TO approve administrative salary increase exceeding 5%.	Band 11	This delegation may be exercised by the Chancellor's Foresighting Committee for and on behalf of the Council in accordance with the provisions set out in the	Governance (Chancellor's Foresighting Committee) Rule 2015

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				<i>Governance (Chancellor's Foresighting Committee) Rule 2015.</i>	
HR9 .	Manage Staffing Profile	AUTHORITY TO establish and disestablish positions (including visiting and adjunct positions), approve recruitment action, approve selection committee membership, appointment of candidate, approve probationary period (including waivers) and starting salary:		The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	Staff Recruitment Policy
		a) Vice-Chancellor b) Deputy Vice-Chancellor c) Chief Financial Officer d) University Auditor e) University Secretary and Director, Governance and Corporate Affairs	Band 11		
		f) Other executive staff (not included above)	Band 9		
		g) Senior staff	Band 8		
		h) Associate Dean	Executive Dean		
		i) Associate Head of School	Executive Dean		
		j) Academic staff levels C-E	Band 7		
		k) Academic staff levels A-B	Band 6		
		l) Professional/general staff levels 1-3 in areas other than faculties	Band 6		
		m) Professional/general staff levels 4-10 in areas other than faculties	Band 7		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		n) Professional/general staff levels 1-8 in faculties	Faculty Administration Manager Faculty Technical Manager		
		o) Professional/general staff level 9-10 in faculties	Band 7		
HR10 .	Casual Appointments	AUTHORITY TO approve casual employment:			
		a) for academic staff	Band 6		
		b) for general staff	Band 5		
HR11 .		AUTHORITY TO sign casual staff timesheets and approve payment.	Band 1	The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	
HR12 .	Appointments by Invitation	AUTHORITY TO approve appointments:			
		a) up to and including three years for:	Band 7		
		<ul style="list-style-type: none"> • Professional/general staff levels 1-10 • Academic staff levels A – E 			
		b) up to and including three years	Band 8		
		<ul style="list-style-type: none"> • Senior staff 			
		c) <i>no longer in use</i>			

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		d) fixed-term appointments exceeding three years	Executive Director, Human Resources		
		e) continuing appointments	Band 9		
HR13– HR16 .		<i>No longer in use, incorporated into HR12</i>			Refer HR12
HR17 .	Honorary and Other Appointments	AUTHORITY TO confer title of Emeritus Professor and privileges on recipient.	Band 11	This delegation may be exercised by the Nomination and Remuneration Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Nomination and Remuneration Committee) Rule 2015</i> .	Governance (Honorary Awards Rule) 2012 Governance (Nomination and Remuneration Committee) Rule 2015
HR18 .		AUTHORITY TO approve appointment of Head of Campus for a campus or location.	Band 9		
HR19 .		AUTHORITY TO appoint volunteer workers.	Band 5		
HR20 .	Recruitment Expenses	AUTHORITY TO approve entry on duty, removal and interview expenses:		The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	
		a) within Policy;	Band 6		
		b) outside Policy.	Band 7		
HR21 .	Medical Examinations	AUTHORITY TO approve medical examinations.	Executive Director, Human Resources		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
HR22 .	Confirmation of Appointment	AUTHORITY TO confirm probationary appointment for:		The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	Academic Staff Probation Policy
		a) Executive staff	Band 9		
		b) Senior staff	Band 8		
		c) Academic staff levels C-E	Band 7		
		d) Academic staff levels A-B	Band 6		
		e) Professional/general staff levels 1-10 in areas other than faculties	Band 6		
		f) Professional/general staff levels 1-8 in faculties	Faculty Administration Manager Faculty Technical Manager		
		g) Professional/general staff levels 9-10 in faculties	Band 7		
HR22 . 1		AUTHORITY TO annul probationary appointment for:			
		a) Executive staff	Band 9		
		b) Senior staff	Band 8		
		c) Academic staff levels D-E	Band 9		
		d) Academic staff levels A-C	Band 9		
		e) Professional/general staff levels 1-10	Band 7		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
HR23 .	Salary Progression	AUTHORITY TO determine salary progression for:		The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	
		a) Executive staff	Band 9		
		b) Senior staff	Band 8		
		c) Academic and professional/general staff – accelerated progression	Band 8		
		d) Academic and professional/general staff – standard progression	Band 1		
HR24 .	Conversion of Appointments	AUTHORITY TO approve conversion of fixed term appointment to continuing appointment.	Executive Director, Human Resources		
HR24 . 1		AUTHORITY TO approve conversion from casual appointment to fixed term or continuing appointment.	Executive Director, Human Resources		
HR25 .	Staff Awards	AUTHORITY TO approve staff awards or rewards for outstanding performance in accordance with University program.	Band 6 Faculty Administration Manager Faculty Technical Manager	The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	CSU Reward and Recognition Framework and Guidelines CSU Excellence Awards Guidelines and Criteria
HR26 .	Policies and Procedures	<i>Relocated to Schedule 1: Strategy and Policy Delegations</i>		Refer GOV10	
HR27 .		<i>Relocated to Schedule 1: Strategy and Policy Delegations</i>		Refer GOV10A	

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
HR28 .	Conditions of Employment	AUTHORITY TO approve conditions of employment not governed by industrial instrument and resolve special cases falling outside Human Resource policies.	Executive Director, Human Resources		
HR29 .	Special Leave	AUTHORITY TO approve special leave with pay of:			
		a) up to 10 days	Band 1	The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	Leave Manual
		b) in excess of 10 days	Executive Director, Human Resources		
HR30 .	Leave without Pay	AUTHORITY TO approve leave without pay (other than sick or parental leave):	Band 5	The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	Leave Manual
HR31 .	Long Service Leave	AUTHORITY TO approve long service leave.	Band 5	The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	Leave Manual
HR32 .		No longer in use. Incorporated into HR40.1.			
HR33 .		AUTHORITY TO direct staff to take long service leave.	Executive Director, Human Resources		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
HR34 .	Annual Leave	AUTHORITY TO approve annual leave.	Band 1	The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	Leave Manual
HR35 .	Personal Leave	AUTHORITY TO approve personal leave within entitlement.	Band 1	The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	Leave Manual
HR36 .	Parental Leave	AUTHORITY TO approve parental leave within entitlement.	Band 5		
HR37 .	Overtime	AUTHORITY TO approve staff to undertake overtime and approve payment of overtime from budget or approve time in lieu in accordance with University Policy.	Band 5	The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	
HR38 .	Academic Promotions	AUTHORITY TO approve promotions of academic staff to:			Academic Staff Promotion Policy
		a) Levels D-E	Band 9		
		b) Level C	Deputy Vice-Chancellor (Academic)		
		c) Level B	Executive Dean		
HR39 .	Acting Appointments	AUTHORITY TO approve acting appointments (including payment of allowances) for:		The delegation may only be exercised with respect to staff directly supervised by the	

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				Delegate in accordance with clause 34 of the Policy.	
		a) Vice-Chancellor	Band 10		
		b) University Secretary and Director, Governance and Corporate Affairs.	Band 10	This delegation only relates to the University Secretary position and not any other position held by the occupant.	
		c) Senior Executive	Band 9		
		d) Executive staff (not Senior Executive)	Band 8		
		e) Senior staff	Band 8		
		f) Deputy Dean and Head of School	Band 7		
		g) Professional/general staff	Band 6		
HR40 .	Vary Working Arrangements	AUTHORITY TO approve variance of working arrangements:		The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	
		a) Job sharing, decrease in fraction	Band 6		
			Faculty Administration Manager		
			Faculty Technical Manager		
		b) Increase in fraction, change of campus, remote work agreement	Band 7		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
HR40 .1	Individual Flexibility Arrangements	AUTHORITY TO approve Individual Flexibility Arrangements in line with Enterprise Agreement		The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	
		a) Purchased leave	Band 6 Faculty Administration Manager Faculty Technical Manager		
		b) Cashing out leave	Band 6 Faculty Administration Manager Faculty Technical Manager		
		c) Ordinary hours of work	Executive Director, Human Resources		
HR41 .	Transfers	AUTHORITY TO approve transfers of staff and terms of transfers for:		The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	
		a) Staff within divisions/faculties	Band 7		
		b) Staff between divisions/faculties.	Band 8		
HR42 .	Disciplinary Action	AUTHORITY TO implement staff misconduct/serious misconduct procedures.	Band 9		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
HR43 .		AUTHORITY TO approve other disciplinary action.	Band 9	The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	
HR44 .	Resignation, Retirements and Termination	AUTHORITY TO accept a resignation (except where disciplinary action is pending) of:			
		a) Vice-Chancellor	Band 10		
		b) Executive staff	Band 9		
		c) Senior staff	Band 7		
		d) <i>no longer in use</i>			
		e) Academic and professional/general staff	Band 5		
		f) where disciplinary action is pending	Executive Director, Human Resources		
HR45 .		AUTHORITY TO approve voluntary separation.	Executive Director, Human Resources		
HR46 .		AUTHORITY TO terminate employment.	Executive Director, Human Resources		
HR47 .		AUTHORITY TO deem employment abandoned following the unexplained absence of employee.	Band 9		
HR48 .	Redundancy	AUTHORITY TO approve redundancy scheme.	Band 9		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
HR49 .		AUTHORITY TO approve terms and conditions of compulsory redundancy.	Executive Director, Human Resources		
HR50 .		AUTHORITY TO approve redeployment as a result of redundancy and other transfers for eligible staff where a competitive selection process is not required.	Executive Director, Human Resources		
HR51 .	Salary Payments	AUTHORITY TO approve payment of salary awards, determinations and agreements and prescribed allowances.	Executive Director, Human Resources		
HR52 .	First Aid Officers	AUTHORITY TO approve appointment as First Aid Officer.	Executive Director, Human Resources		
HR53 .	Salary Sacrificing	AUTHORITY TO approve salary sacrificing and packaging arrangements.	Chief Financial Officer		
HR54 .	Staff Course Enrolments	AUTHORITY TO approve enrolment in a course of study involving resource commitments by the University.	Band 7	The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	
HR55 .	Staff Exchange	AUTHORITY TO approve staff exchange and secondments with other institutions.	Executive Director, Human Resources	On recommendation of relevant supervisor.	
HR56 .	Special Studies Program	AUTHORITY TO approve Special Studies Programs for:		The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	Special Studies Program Policy
		a) Executive and Senior staff	Band 9		
		b) Academic staff	Band 7		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
HR57 .	Conference Attendance	AUTHORITY TO approve attendance at workshops, conferences, travel etc. for:		The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	
		a) All staff – Domestic Australia, including internal & external professional development activities.	Band 6		
		b) All staff – International.	Band 7		
HR58 .		(Repealed)			No longer in use replaced by Delegation IT5
HR59 .	Personal Allowances	AUTHORITY TO approve payment of market loading, responsibility and retention allowances for:		The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 34 of the Policy.	Personal Allowances Policy
		a) Academic staff levels D-E	Executive Director, Human Resources		
		b) Academic staff levels A-C	Executive Director, Human Resources		
		c) Professional/general staff levels 1-10	Executive Director, Human Resources		