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SCHEDULE 4 – PEOPLE AND CULTURE 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, People and Culture		
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, People and Culture		
HR6 .		AUTHORITY TO execute contract of employment on behalf of the University.	Executive Director, People and Culture		
HR7 .		AUTHORITY TO approve administrative salary increase up to 5%.	Band 9	Within the Annual Budget approved by the University Council.	

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
HR8 .		AUTHORITY TO approve administrative salary increase exceeding 5%.	Band 11		
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 14 of the Policy.	Staff Recruitment Policy
		a) Vice-Chancellor b) Internal Auditor c) University Secretary	Band 11	The selection committee is to include the Chancellor, Deputy Chancellor or a Council member appointed by the Chancellor.	
		d) Deputy Vice-Chancellor e) Chief Operating Officer f) Executive staff (not included above)	Band 9	The selection committee for HR9d) and e) is to include the Chancellor, Deputy Chancellor or a Council member appointed by the Chancellor.	
		g) Senior staff	Band 8		
		h) Associate Dean	Band 8		
		i) Associate Head of School	Band 8		
		j) Academic staff levels C-E	Band 8		
		k) Academic staff levels A-B	Band 8		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		l) Professional/general staff levels 1-3 in areas other than faculties	Band 8		
		m) Professional/general staff levels 4-10 in areas other than faculties	Band 8		
		n) Professional/general staff levels 1-8 in faculties	Band 8		
		o) Professional/general staff level 9-10 in faculties	Band 8		
HR10.	Casual Appointments	AUTHORITY TO approve casual employment:			
		a) for academic staff	Band 6		
		b) for general staff	Band 8		
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 14 of the Policy.	
HR12.	Appointments by Invitation	AUTHORITY TO approve appointments:			
		a) up to and including three years for:	Band 8		
		<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		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		<ul style="list-style-type: none"> Senior staff 			
		c) <i>no longer in use</i>			
		d) fixed-term appointments exceeding three years	Executive Director, People and Culture		
		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.	(Repealed)				
HR19.		AUTHORITY TO appoint volunteer workers.	Band 5		
HR20.	Recruitment Expenses	AUTHORITY TO approve entry on duty, removal and interview expenses	Band 7	The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 14 of the Policy.	
HR21.	Medical Examinations	AUTHORITY TO approve medical examinations.	Executive Director, People and Culture		
HR22.	Confirmation of Appointment	AUTHORITY TO confirm probationary appointment for:		The delegation may only be exercised with respect to	Academic Staff Probation Policy

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
				staff directly supervised by the Delegate in accordance with clause 14 of the Policy.	
		a) Senior Executive and Executive staff	Band 9		
		b) Senior staff	Band 8		
		c) Academic staff levels C-E	Band 8		
		d) Academic staff levels A-B	Band 8		
		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 Executive Officer (Science)		
		g) Professional/general staff levels 9-10 in faculties	Band 7		
HR22 . 1		AUTHORITY TO annul probationary appointment for:			
		a) Senior Executive and 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		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		e) Professional/general staff levels 1-10	Band 7		
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 14 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, People and Culture		
HR24 .1		AUTHORITY TO approve conversion from casual appointment to fixed term or continuing appointment.	Band 8, Executive Director, People and Culture		
HR25 .	Staff Awards	AUTHORITY TO approve staff awards or rewards for outstanding performance in accordance with University program.	Band 6 Faculty Administration Manager Faculty Executive Officer (Science)	The delegation may only be exercised with respect to staff directly supervised by the Delegate in accordance with clause 14 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	

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
HR27 .		<i>Relocated to Schedule 1: Strategy and Policy Delegations</i>		Refer GOV10A	
HR28 .	Conditions of Employment	AUTHORITY TO approve conditions of employment not governed by industrial instrument and resolve special cases falling outside People and Culture policies.	Executive Director, People and Culture		
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 14 of the Policy.	Leave Manual
		b) in excess of 10 days	Executive Director, People and Culture		
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 14 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 14 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, People and Culture		

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 14 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 14 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 14 of the Policy.	
HR38 .	Academic Promotions	AUTHORITY TO approve promotions of academic staff to:			Academic Promotion Policy
		a) Levels D-E	Band 9	On the recommendation of the Professorial Promotion Committee	
		b) Level C	Executive Dean	On the recommendation of the Promotion Committee	
		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 Delegate in accordance with clause 14 of the Policy.	

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		a) Vice-Chancellor	Band 10		
		b) University Secretary	Band 10	This delegation only relates to the University Secretary position and not any other position held by the occupant.	
		c) Senior Executive staff	Band 9		
		d) Executive staff	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 14 of the Policy.	
		a) Job sharing, decrease in fraction	Band 6 Faculty Administration Manager Faculty Executive Officer (Science)		
		b) Change of campus, remote work agreement	Band 7		
		c) Increase in fraction	Band 8		

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 14 of the Policy.	
		a) Purchased leave	Band 6 Faculty Administration Manager Faculty Executive Officer (Science)		
		b) Cashing out leave	Band 6 Faculty Administration Manager Faculty Executive Officer (Science)		
		c) Ordinary hours of work	Executive Director, People and Culture		
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 14 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 14 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) Senior Executive and 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, People and Culture		
HR45 .		AUTHORITY TO approve voluntary separation.	Executive Director, People and Culture		
HR46 .		AUTHORITY TO terminate employment.	Executive Director, People and Culture		
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, People and Culture		
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, People and Culture		
HR51.	Salary Payments	AUTHORITY TO approve payment of salary awards, determinations and agreements and prescribed allowances.	Executive Director, People and Culture		
HR52.	First Aid Officers	AUTHORITY TO approve appointment as First Aid Officer.	Executive Director, Security, Safety and Wellbeing		
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 14 of the Policy.	
HR55.	Staff Exchange	AUTHORITY TO approve staff exchange and secondments with other institutions.	Executive Director, People and Culture	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 14 of the Policy.	Special Studies Program Policy
		a) Senior Executive, Executive and Senior staff	Band 9		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
		b) Academic staff	Band 7		
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 14 of the Policy.	
		a) All staff – Domestic Australia, including internal and 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 14 of the Policy.	Personal Allowances Policy
		a) Academic staff levels D-E	Executive Director, People and Culture		
		b) Academic staff levels A-C	Executive Director, People and Culture		
		c) Professional/general staff levels 1-10	Executive Director, People and Culture		

Document history

Approval date	Resolution or delegation	Nature of Amendment
30 Sep 2020	CNL152/10	HR9: positions updated.
14/10/2020	GOV10B	HR9: clarification of text in special conditions.
9/12/2020	CNL154/7	HR38: change of authority and special conditions for approval of academic promotions.
6/4/2021	CNL 157/1	HR9, HR10, HR12, HR24, HR24.1, HR40: authority to approve amended.
1/7/2021	CNL 164/13	HR9, HR10, HR12, HR22, HR22.1, HR24, HR24.1, HR25, HR40, HR40.1, HR52: authority to approve amended. Various: editorial amendments.
01/09/2021	CNL 167/22	Delegation schedule rescinded, replaced by delegation register at delegations.csu.edu.au