

HUMAN RESOURCES DELEGATIONS SCHEDULE BY LEVEL

Ref #	Activity	Minimum Automatic Delegation Level	Sub-delegation permitted	Sub delegation permitted to	Comments to note	Effective 1 January 2014 unless specified	Policy Reference
	LEVEL 100 (CE- Employer Delegations)	CE					
1v	Approve outcome of staffing reviews across more than one Division	100	No				
2l	Set loading above 0.5 or agreed rate equivalent to Step 11 TEU plus >0.5 loading	100	No				
2m	Approve market allowance	100	No				
2o	Approve performance recognition panel recommendations for Allied and Custodian staff	100	No				
2q	Approve grade change	100	No				
2w	Final approval of academic promotion	100	No				
4a	Approve staff discount policy exceptions	100	No				Council/Staff Discounted Fees
4d	Approve financial support for gaining higher qualifications	100	No				Financial Support for Obtaining Higher Qualifications
4e	Approve Research sabbatical applications	100	No				
4j	Award of ASL Type 2 - AASC	100	No				
5d	Suspend or dismiss staff	100	No				Resolving Staff Performance or Conduct Issues
1bb	Approve resource form outside of budget	100	Yes	200 Corporate Svcs Director or as specified	Decision in consultation with CE		
6g	Approve employee wellness activities across CPIT	100	Yes	200 Corporate Svcs Director or as specified			

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8k	Approve Four for Five requests	100	Yes	200 Corporate Svcs Director or as specified	requires support from applicant's Senior manager at 300 or 200 or 100 level		Four for Five
8l	Grant sick leave above entitlement (with or without pay)	100	Yes	200 Corporate Svcs Director or as specified			Leave Management
8o	Approve sick leave to care for dependents – over 5 days	100	Yes	200 Corporate Svcs Director or as specified			Leave Management
8p	Approve over 20 days sick leave per year to care for dependents	100	Yes	200 Corporate Svcs Director or as specified			Leave Management
8q	Approve extraordinary sick leave - TEU CA only	100	Yes	200 Corporate Svcs Director or as specified			Leave Management
8v	Approve pay out of long service leave	100	Yes	200 Corporate Svcs Director or as specified			Leave Management
8w	Approve exceptions to long service leave	100	Yes	200 Corporate Svcs Director or as specified			Leave Management
8x	Approve taking of long service leave after retirement	100	Yes	200 Corporate Svcs Director or as specified			Leave Management
8af	Approve retiring leave	100	Yes	200 Corporate Svcs Director or as specified			Planned Retirement and Leave Management
8ah	Approve buyout of any type of leave	100	Yes	200 Corporate Svcs Director or as specified			Leave Management
10e	Approve payment of Compassionate Grant on death of employee	100	Yes	200 Corporate Svcs Director or as specified			
11a	Determine eligibility for Category A membership for Income Protection and Life Insurance Policies	100	Yes	200 Corporate Svcs Director or as specified			

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11c	Negotiation of collective employment agreements	100	Yes	200 Corporate Svcs Director or as specified			
11d	Agree changes/variations to collectives	100	Yes	200 Corporate Svcs Director or as specified			
11e	Agree individual employment agreements	100	Yes	200 Corporate Svcs Director or as specified			
11h	Approve delegation level that is inconsistent with the general descriptor	100	Yes	200 Corporate Svcs Director or as specified			
11b	Sign off Staff Profile booklet	100	Yes	200 Corporate Svcs Director or as specified			
11f	Authorise full CPIT closure/closedown period	100	Yes	200 Corporate Svcs Director or as specified	If other than CE or Corp Services Director, must seek advice from CE/or delegate before making the decision for reasons other than health and safety		Property Closure and Leave Management
LEVEL 200							
1c	Approve Resource Form and /or ER1 for employment across more than one financial year	200	Yes	300	Within approved budget		Recruitment, Selection and Appointment of Staff
1u	Approve outcome of staffing reviews within line of responsibility	200	No		In consultation with HR Manager/Advisor		
1b	Review hazard registers following significant process change or serious incident and at least annually to ensure significant hazards are identified and managed	200	Yes	500	Consider H&S implications and develop H&S plans for one of or infrequent events, eg class trips		
1e	Develop and maintain emergency contingencies across your areas of responsibility	200	Yes	300	Local and global contingencies including business resumption		

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2h	Approve salaries for Allied positions	200	Yes	300	Within range set by HR and within approved budget		
2s	Approve accelerated/double increments	200	No		Final approval Directors (200) within approved budget - must be referred to HR if funding not available in current budget		
4i	Award of ASL Type 1 - AASC	200	No		must be sent to HR on approving		
4o	Approve CTA fee discount application	200 (HR or Academic)	No				Council/Staff Discounted Fees
5b	Issue 1 st and 2 nd written warnings	200	Yes	400	Must take advice from HR Advisor prior to making decision		Resolving Staff Performance or Conduct Issues
5c	Issue 3 rd and final warnings	200	No		Must take advice from HR Advisor prior to making decision		Resolving Staff Performance or Conduct Issues
6e	Order unit/division closure/closedown period for health and safety reasons	200	Yes	300*	*Health and Safety Manager only at this level		Property Closure
6h	Approve employee working off site as a change in the employment arrangement – for long term or regular arrangements	200	No		Must complete ER25 checklist and confirm arrangement through HR		Equal Employment Opportunities
8e	Approve carry-over of annual leave (over 5 days)	200	No				Leave Management
8g	Approve leave in advance	200	Yes	400	Leave in advance is leave that will not be earned in the current calendar or academic year as relevant to the employee group - refer to employment agreement.		Leave Management
8h	Approve accumulation of discretionary leave	200	Yes	300			Leave Management

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8j	Approve requests for LWOP – 30 calendar days and over	200	No		Applies to leave without pay for any reason		Leave Management
8y	Write letters excusing staff from Jury Service (in every other case attending Jury service will be approved)	200	No				Leave Management
8ae	Approve Parental leave	200	Yes	500 (HR only)	HR to confirm entitlement and approval		Leave Management
8ag	Approve Paternity leave	200	Yes	500 (HR only)	HR to confirm entitlement and approval		Leave Management
9a	Formally accept resignation	200 (HR only)	Yes	500 (HR only)			End of Employment
9d	Approve enhancements to entitlements on cessation of employment	200 (HR only)	Yes	300 (HR Only)			
10a	Approve private motor vehicle use – Authorisation for payment	200	Yes	400	wherever practicable public transport or taxis should be used instead of private vehicles		Use of Vehicles for CPIT Business
11g	Authorise unit/division closure/closedown period	200	No		must seek advice from Corp Services Director/CE before making the decision for reasons other than health and safety		Property Closure and Leave Management
LEVEL 300							
1b	Approve Resource Form (ER1) for employment in current financial year	300	Yes	400	within approved budget		Recruitment, Selection and Appointment of Staff
1f	Approve work experience/volunteer placement	300	Yes	400			Recruitment, Selection and Appointment of Staff
1g	Approve additional hours for tenured proportional staff	300	No		within approved budget		Recruitment, Selection and Appointment of Staff
1h	Approve additional hours for fixed term proportional staff	300	Yes	400	within approved budget		

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1r	Approve extension of probation or trial period	300	No		must consult with HR Advisor		
1w	Approve change in roster where it does not affect total resourcing	300	Yes	400	within approved budget		
1x	Cancel/defer filling of advertised vacancy	300	No		overriding authority rests with CFO		
1a	Appoint and resource sufficient H&S coordinators to cover all areas of your responsibility	300	Yes	400	Includes providing time allocation to complete duties		
1c	Sign off timely and accurate accident and incident reports (within 24 hours)	300	Yes	500	Senior managers may become involved in the investigation of serious harm injury events		
1d	Approve, in collaboration with the H&S Manager and HR, the early or graduated return to work where staff have suffered illness or injury	300	No		Includes non-work related injury recovery		
1f	Audit H&S controls to validate they are active and effective	300	Yes	400			
1g	Ensure baseline and routine health monitoring of staff in identified positions is completed	300	No		final sign off – HR		
1h	Provide and ensure the maintenance of personal protective equipment where appropriate	300	Yes	400	PPE to be considered only after other engineering or task management controls have been considered.		
1i	Direct new staff to complete H&S induction and on-going training as appropriate to their position	300	Yes	500	H&S Induction course to be completed on line and also through the local H&S Coordinators		
1j	Direct contractors to complete the H&S induction	300	No		A contractor induction system is available on CPIT's web site.		
2a	Approve salary step progression – Allied/Custodian	300	Yes	400	within approved budget and CA requirements		
2b	Confirm salary progression beyond merit bar (TEU)	300	Yes	400	to 400 level Academic Managers only		

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2c	Set criteria for AASC progression/approve application for progression	300	Yes	400	to 400 level Academic Manager only and within approved budget		
2j	Approve agreed rates for Academic staff	300	No		within range set by HR and within approved budget – no greater than Step 11 TEU plus 0.5 loading		
2n	Final sign off of performance recognition applications (before sending to panel)	300	No				
2r	Recommend accelerated increments	300	Yes	400	final approval – Directors (200) within approved budget		
2u	Approve payment of HDA	300	No		rates set by HR (200) and some minimums specified in Collective Agreements		
2v	Approval of SRA	300	Yes	400	within budget		
2x	Confirm remuneration increases within SASM/PASM in 2 years following promotion	300	Yes	400	Applies to TEU CA only		
3c	Approve payment of over target hours	300	No		over target hours should only be approved if the employee's other work has not been able to be reduced to accommodate the additional TTH		
4c	Approve discounted place available on course for a staff member or approved dependent (Departmental process)	300	Yes	400	only if a full fee student is not displaced, except for CAT or equivalent		Council/Staff Discounted Fees
4f	Approve application for Professional Development funds	300	No		within approved budget and guidelines		Professional Development
4g	Approve content and timing of PD	300	Yes	400			Professional Development
4h	Approve carry over/accumulation of PD	300	Yes	400	within approved budget		Leave Management
4m	Recommend research conditions	300	Yes	400	(Note changes to CEAs)		

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4n	Approve research conditions	300	No		Within guidelines and on consultation with Director EAR		
5a	Approve withholding of salary increments	300	No		discussion about performance deficits must have already occurred		
7d	Approve overtime/loss of contact hours - ELC	300	No				
7e	Approve call back	300	Yes	400			
7f	Approve allied staff claim form for overtime or call back	300	Yes	400			
7g	Approve working on a public holiday	300	No				
7h	Approve taking 'alternative day' (granted as a result of working on public holiday)	300	Yes	400			
8d	Approve academic staff annual and discretionary leave applications (within allocations)	300	Yes	400			Leave Management
8f	Approve carry-over of annual leave (5 days and under)	300	No				Leave Management
8i	Approve requests for LWOP (under 30 calendar days)	300	Yes	400	Consult with HR Advisor		Leave Management
8m	Approve sick leave to care for dependents (3 days or less)	300	Yes	400			Leave Management
8n	Approve bereavement leave in excess of 3 days or for exceptional circumstances	300	No				Leave Management
8r	Approve Infectious Diseases Special Paid Leave - ELC only	300	No				Leave Management
8t	Approve sick leave to care for dependents	300	No		Consult with HR Advisor		Leave Management
8z	Approve Special Leave for sickness or bereavement - ELC only	300 (ELC only)	Yes	400	up to three days only - above this amount refer to HR 200 level		Leave Management
8aa	Approve Domestic Leave - ELC only	300	Yes	400			Leave Management

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8ab	Approve Long Term leave to upgrade training - ELC only	300	Yes	400			Leave Management
8ac	Approve leave to attend statutory authorities as specified within AASC and TEU Agreements	300	No		must notify HR and the Health and Safety Manager if this is applied		Leave Management
9b	Complete employee departure form (collection of keys, ID etc)	300	Yes	400	do not approve if related to a personal grievance or employment dispute - refer to HR		End of Employment
10c	Approve reimbursement for specialist eye wear (eye danger areas)	300	No		check with HR before approving		
10d	Approve parental grant payment	300 (HR Only)	Yes	550 (HR Only)	HR to confirm entitlement before approved		
10j	Approve personal computer equipment reimbursement	300	No				
10m	Approve reimbursement for loss or damage to personal property in course of duty	300	No		check with HR before approving		
LEVEL 400							
1j	Complete contract for service checklist	400	Yes	500	Final approval – HR (500)		
1k	Complete change of employment status form	400	No		final sign off – HR (500)		
1l	Approve Polycard application (non-staff member)	400	No				Staff Identification and Related Security Measures
1o	Complete probation reports	400	No		Should be sighted by Senior/Middle Manager (300 level) prior to being sent to HR		
1q	Recommend extension of probation/trial period	400	No				
1t	Approve creation of IT account	400	Yes	600 (HR only)			Code of Conduct for Computer Users; and Staff Identification and

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							Related Security Measures
1z	Approve Work Instruction	400	No		Administration process can be undertaken by other staff		
2k	Set loading at or below 0.5	400	No				
2p	Support applications for job evaluation	400					
2t	Approve time sheets	400	Yes	500	Time worked is verified enabling payment to be made, the administration process can be undertaken by other staff		
3a	Establish academic staff annual workload and plan	400	No				Workload
3b	Agree adjustment to annual workload	400	No				Workload
4k	Complete full time and proportional staff appraisals	400	No			must complete training before undertaking this task	Annual Appraisal
6a	Responsibility for ensuring that health and safety induction of new staff / contractors to work area occurs	400	No				Induction
6b	Approve reimbursement of cost of protective clothing necessary for the job	400	No		Only where required for the job		
6c	Approve uniform provision necessary for the job and cleaning costs	400	No		Only in accordance with employment agreement		
6d	Approve reimbursement for cost of approved safety footwear necessary for the job	400	No		only where required for the job		
6f	Make employee assistance programme referral	400	Yes	500 (HR)			
6j	Approve employee working from home on occasion	400	No		Must complete ER25 checklist		Equal Employment Opportunities
7a	Approve time off in lieu (TOIL) arrangement	400	Yes	500	Allied staff only		

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7b	Authorise overtime including TOIL or overtime payments	400	No		Within budget		
7c	Approve carry-over of TOIL for more than one month	400	No		Must be taken by the agreed new date		
8a	Approve annual, sick, long service and professional development leave (within contractual allocations)	400	Yes	500	Note - approver must be at least one level above the level of the requester		Leave Management
8b	Approve academic staff leave planner	400	No				Leave Management
8c	Approve academic staff leave planner alteration	400	No				Leave Management
8s	Determine length of and approve bereavement leave (3 days or less)	400	No				Leave Management
8ad	Approve annual leave while on study leave or using a grant	400	No		Check with HR before approving		Leave Management
8ai	Approve unpaid leave for care of dependents in accordance with employment agreements	400	No		Check with HR before approving		Leave Management
8aj	Direct staff to take annual leave	400	No		Check with HR before issuing the direction		Leave Management
9c	Authorise discontinuance of access to IT and other systems	400	No				Staff Identification and Related Security Measures
10b	Approve reimbursement for Teacher Registration - ELC	400 (ELC only)	No				
10f	Approve Travel allowance	400	No				
10g	Approve Meal allowance	400	No				
10h	Approve Transport/Mileage	400	No				
10k	Confirm payment or reimbursement of subscriptions to professional associations (where membership is mandatory for the job)	400	No				
10l	Confirm reimbursement of cost of annual practicing certificate where these are required for the job (must be mandatory in the job description)	400	No				

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10o	Approve reimbursement for the cost of immunisation for Hepatitis B	400	No		Can be provided by CPIT Medical Centre at low cost		
LEVEL 500							
1n	Sign as completed Induction brochure/checklist	500	Yes	550			Induction
2d	Confirm salary progression based on Qualification Improvement - ELC	500 (ELC only)	No		Final approval – HR (500)		
4l	Complete part time and casual staff appraisals	500	No			must complete training before undertaking this task	Annual Appraisal
LEVEL 550							
1a	Complete resource form request - permanent employment or fixed term employment going across more than one financial year	550	No		Final approval rests with Director/Dean (200) within approved budget		Recruitment, Selection and Appointment of Staff
The following apply to the HR Division only							
HR LEVEL 200							
1d	Offer permanent appointment	200 (Corporate Services Director)	Yes	500 (HR only)	No authority to offer permanent positions, other than in HR		Recruitment, Selection and Appointment of Staff
1e	Offer fixed term/limited tenure/casual appointments	200 (Corporate Services Director)	Yes	500 (HR only)			Recruitment, Selection and Appointment of Staff
1i	Employ staff via subsidised programmes (e.g. Mainstream)	200 (Corporate Services Director)	Yes	500 (HR only)			Recruitment, Selection and Appointment of Staff
1aa	Naming of position titles	200 (Corporate Services Director)	Yes	550 (HR)			Human Resources Management

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2g	Approve grading for Allied positions for appointment	200 (Corporate Services Director)	Yes	500 (HR)	Must follow set process for evaluation		Recruitment, Selection and Appointment of Staff
2i	Set starting salaries for Academic staff	200 (Corporate Services Director)	Yes	600 (HR only)	Must follow set process for assessment		Recruitment, Selection and Appointment of Staff
2y	Approve manual pay	200 (Corporate Services Director)	Yes	500 (HR only)			
5e	Require a medical examination/medical certificate if it is suspected that an employee is not sick while on sick leave	200 (Corporate Services Director)	Yes	500 (HR only)			Leave Management
6f	Approve employee wellness activities across CPIT	200 (HR only)	No				
8u	Determine length of and approve bereavement leave over 5 days	200 (Corporate Services Director)	Yes	500 (HR only)			Leave Management
9a	Accept resignation	200 (Corporate Services Director)	Yes	500 (HR only)			End of Employment
10i	Approve Relocation Grant	200 (Corporate Services Director)	Yes	500 (HR only)	Including bond period and any pro rata reduction in value over time - refer to guideline		Recruitment, Selection and Appointment of Staff
HR LEVEL 500							
1s	Negotiate with a recruitment agency for services of a candidate or contractor	500 (HR only)	Yes	550 (HR only)			
1y	Set positions against budget in the HRIS	500 (HR only)	No		Analyst - HRIS or back up, based on advice from Advisor		

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2e	Approve Recognition of Previous Service - ELC	500 (HR only)	No				
2f	Approve PT ASM Salary Step Increment	500 (HR only)	No		In accordance with CA		
	HR LEVEL 600						
1m	Approve Polycard application (staff member)	600 (HR only)	No				Staff Identification and Related Security Measures; Induction
4b	Approve eligibility for Staff Fee Discount (normal process)	600 (HR only)	No				Council/Staff Discounted Fees