

HR DELEGATIONS AND AUTHORITIES PROCEDURE

SCOPE

This document covers all Monash Australian campuses.

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#) or the [Trades and Services staff \(Building and Metal Trades staff\) 2009](#) or [Trades and Services staff \(Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff\) 2005](#) as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

This document sets out the delegated authority of the Provost and Senior Vice-President and the Chief Operating Officer and Senior Vice-President and their sub-delegations of authority to make key human resources (HR) decisions.

This document clarifies the authority for a majority of key HR decisions. However, it is not an exclusive statement of all HR authority. Some delegations of authority are, or will be, stated in resolutions of the Council and in policies and procedures.

1. Source of authority

1.1 The original sources of authority for HR decisions are:

- Vice-Chancellor
- Monash University Enterprise Agreements (EAs)
- University statutes and/or regulations
- Monash University Policies and Procedures

1.2 In addition, the Vice-Chancellor has certain specific functions and powers under the Monash University Enterprise Agreement (Academic and Professional Staff) 2019 (EA), with the power to nominate persons to act in his or her place in relation to specific provisions under the Agreement.

2. Context

2.1 This procedure must be read in conjunction with the [Document Signing Delegations Policy](#).

2.2 Where a delegation is to a committee, the delegation refers to the committee acting as a whole in accordance with its terms of reference and not to individual members of that committee, unless a delegation provides otherwise.

2.3 If a position or committee is abolished or re-named, the delegation should be taken to be a reference to the principal successor to the functions of that position or committee.

2.4 A reference to authority of a position is to be taken to be a reference to the principal successor to the functions of that position, if the original position is re-named.

3. Principles governing HR delegations

3.1 Nothing in this document prevents the Vice-Chancellor or the relevant Senior Vice-President from taking a decision on any matter.

3.2 The delegations in this document may be varied or removed by the Vice-Chancellor, in their sole discretion and at any time, acting on the advice of the Chief Operating Officer and Senior Vice-President or the Provost and Senior Vice-President.

3.3 Minor amendments can be made to this procedure/matrix without further approval.

3.4 HR delegations may be assigned through University policy and procedure and performed by a nominee position within the parameters outlined in the relevant policy or procedure.

- 3.5 In the event of any inconsistency between the authorities specified within this document and the EA, the provisions of the EA will prevail.
- 3.6 Where it is unclear as to who has the authority to make an HR decision, the authority will reside with the Chief Human Resources Officer, in the first instance.

4. Operation of delegations

- 4.1 If the authority holder considers the decision to be particularly sensitive or complex, the authority holder is encouraged to consult with the Chief Human Resources Officer.
- 4.2 The [HR Delegations Schedule \(Matrix\)](#) details the authorised delegations.

DEFINITIONS

Academic staff	Staff employed in academic roles including levels A to E, research assistants and senior academic staff.
'the Agreement'	The Monash University Enterprise Agreement (Academic and Professional Staff) 2019.
Delegate	The substantive, acting or temporary occupant of a position with delegated authority under this document.
Enterprise Agreement	The Enterprise Agreement means the Monash University Enterprise Agreement (Academic & Professional Staff) 2019 or the Trades and Services staff (Building and Metal Trades staff) 2009 or Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 as applicable to the staff member in accordance with their contract of employment.
Professional staff	Staff employed in HEW level roles other than those covered by the relevant Trades and Services Agreements.
Trades and services	Staff employed in trades and services roles under the Trades and Service Enterprise staff Agreements.
Vice-Chancellor	The President and Vice-Chancellor of the University or, where applicable, a person acting as his/her nominee.

GOVERNANCE

Parent policy	Integrity and respect
Supporting schedules	
Associated procedures	
Legislation mandating compliance	<ul style="list-style-type: none"> • Monash University Act (2009) • Monash University Statute
Category	Human Resources
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Procedure owner	Director, Workplace Relations
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