### Council’s Standing Delegations of Authority

Register of Authorisations to perform HR functions under Principle 9 of the Standing Delegations of Authority

<table>
<thead>
<tr>
<th>Description of Function Delegated</th>
<th>Delegate</th>
<th>Delegates who have nominated an authorised employee</th>
<th>Name and position of current authorised employee</th>
</tr>
</thead>
</table>
| When remuneration is above or different to levels and arrangements set out in agreements and instruments | Senior Deputy Vice-Chancellor  
Deputy Vice-Chancellor (Corporate Services)  
Vice-Chancellor (for staff who report to the Senior Deputy Vice-Chancellor or Deputy Vice-Chancellor (Corporate Services))  
or an authorised employee |                                                      |                                                 |
**HR Function 2: Recruitment Action and Staff Appointment following recruitment and setting remuneration when that remuneration is consistent with the UTS Enterprise Agreements and human resources instruments (section 2.1.1 of Standing Delegations of Authority)**

<table>
<thead>
<tr>
<th>Description of Function Delegated</th>
<th>Delegate</th>
<th>Delegates who have nominated an authorised employee</th>
<th>Name and position of current authorised employee – Recruitment Action</th>
<th>Name and position of current authorised employee – Staff appointment following recruitment</th>
<th>Name and position of current authorised employee – Staff appointment by nomination/invitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegation to appoint and set remuneration for staff at the following levels</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Senior Lecturers (Level C)</td>
<td>Deans</td>
<td></td>
<td>Approval by Senior Deputy Vice-Chancellor required</td>
<td>Deputy Dean, Tracy Taylor</td>
<td>Approval by Senior Deputy Vice-Chancellor required</td>
</tr>
<tr>
<td>• Lecturers (Level B)</td>
<td></td>
<td>Deans, UTS Business School Directors of Academic Units Directors of Administrative Units Directors of Research Institutes or authorised employee</td>
<td>Approval by Senior Deputy Vice-Chancellor required</td>
<td>Executive Manager, Carroll Graham</td>
<td>Approval by Senior Deputy Vice-Chancellor required</td>
</tr>
<tr>
<td>• Associate Lecturers (Level A)</td>
<td></td>
<td>Director, ISF</td>
<td>Approval by Senior Deputy Vice-Chancellor required</td>
<td>Executive Manager, Carroll Graham</td>
<td>Approval by Senior Deputy Vice-Chancellor required</td>
</tr>
<tr>
<td>(continuing appointments and fixed-term appointments for more than one year)</td>
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<tr>
<td>Note: Recruitment Action requires approval by Senior Deputy Vice-Chancellor</td>
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<td></td>
</tr>
<tr>
<td>• Senior Lecturers (Level C)</td>
<td>Deans</td>
<td></td>
<td></td>
<td>Deputy Dean, Tracy Taylor</td>
<td>Deputy Dean, Tracy Taylor</td>
</tr>
<tr>
<td>• Lecturers (Level B)</td>
<td></td>
<td>Deans, UTS Business School Directors of Academic Units Directors of Administrative Units Directors of Research Institutes or authorised employee</td>
<td></td>
<td>Executive Manager, Carroll Graham</td>
<td>Executive Manager, Carroll Graham</td>
</tr>
<tr>
<td>• Associate Lecturers (Level A)</td>
<td></td>
<td>Director, ISF</td>
<td></td>
<td>Executive Manager, Carroll Graham</td>
<td>Executive Manager, Carroll Graham</td>
</tr>
<tr>
<td>(on fixed-term appointments for one year or less)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Description of Function Delegated</td>
<td>Delegate</td>
<td>Delegates who have nominated an authorised employee</td>
<td>Name and position of current authorised employee – Recruitment Action</td>
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</tr>
<tr>
<td>• Non-academic members of the Senior Staff Group excluding Registrar, Directors of Administrative Units, University Librarian, Chief Information Officer</td>
<td>Deans, Deputy Vice-Chancellors or authorised employee</td>
<td>Dean, UTS Business School</td>
<td>Approval by Deputy Vice-Chancellor (Corporate Services) required</td>
<td>Deputy Dean, Tracy Taylor</td>
<td>Approval by Deputy Vice-Chancellor (Corporate Services) required</td>
</tr>
<tr>
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</tr>
<tr>
<td>• Support staff (on continuing appointments and fixed-term appointments for more than one year)</td>
<td>Deans, Directors of Academic Units Directors of Administrative Units Directors of Research Institutes or authorised employee</td>
<td>Dean, UTS Business School, Dean, Faculty of Science, Dean, Faculty of Law, Director, Institute for Sustainable Futures</td>
<td>Approval by Deputy Vice-Chancellor (Corporate Services) required</td>
<td>Deputy Dean, Tracy Taylor, Faculty General Manager, Helen Hume, Faculty Manager, Paul Holt, Executive Manager, ISF, Carroll Graham</td>
<td>Approval by Deputy Vice-Chancellor (Corporate Services) required</td>
</tr>
<tr>
<td>Description of Function</td>
<td>Delegate</td>
<td>Delegates who have nominated an authorised employee</td>
<td>Name and position of current authorised employee – Recruitment Action</td>
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</tr>
<tr>
<td>• Support staff (on fixed-term appointments for one year or less or casual appointments)</td>
<td>Deans Directors of Academic Units Directors of Administrative Units Directors of Research Institutes or authorised employee</td>
<td>Dean, UTS Business School</td>
<td>Deputy Dean, Tracy Taylor</td>
<td>Deputy Dean, Tracy Taylor</td>
<td>Deputy Dean, Tracy Taylor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dean, Faculty of Science</td>
<td>Faculty General Manager, Helen Hume</td>
<td>Faculty General Manager, Helen Hume</td>
<td>Faculty General Manager, Helen Hume</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dean, Faculty of Law</td>
<td>Faculty Manager, Paul Holt</td>
<td>Faculty Manager, Paul Holt</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director, Student Services</td>
<td>Manager, UTS Careers -TBA Manager, UTS Housing - Amit Mitra Practice Manager - Liza Abouzeid Manager, Special Needs and Financial Assistance – Marie Flood Manager, Student Engagement &amp; Development Team Head of Counselling Services – Sarah Lok Manager, HELPS – Andrew Pyke</td>
<td>Manager, UTS Careers -TBA Manager, UTS Housing - Amit Mitra Practice Manager - Liza Abouzeid Manager, Special Needs and Financial Assistance – Marie Flood Manager, Student Engagement &amp; Development Team Head of Counselling Services – Sarah Lok Manager, HELPS – Andrew Pyke</td>
<td>Manager, UTS Career -TBA Manager, UTS Housing - Amit Mitra Practice Manager - Liza Abouzeid Manager, Special Needs and Financial Assistance – Marie Flood Manager, Student Engagement &amp; Development Team Head of Counselling Services – Sarah Lok Manager, HELPS – Andrew Pyke</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director, ISF</td>
<td>Executive Manager, Carroll Graham</td>
<td>Executive Manager, Carroll Graham</td>
<td>Executive Manager, Carroll Graham</td>
</tr>
<tr>
<td>Description of Function Delegated</td>
<td>Delegate</td>
<td>Delegates who have nominated an authorised employee</td>
<td>Name and position of current authorised employee – Recruitment Action</td>
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</tr>
<tr>
<td>Continued from previous page...</td>
<td>Continued from previous page...</td>
<td>Director, SAU</td>
<td>Deputy Director, Student Management, Alan Henry</td>
<td>Deputy Director, Student Management, Alan Henry</td>
<td>N/A</td>
</tr>
<tr>
<td>• Support staff (on fixed-term appointments for one year or less or casual appointments)</td>
<td>Deans Directors of Academic Units Directors of Administrative Units Directors of Research Institutes or authorised employee</td>
<td>Deputy Director, Service Centres - Heni Kusuma (for casual appointments only)</td>
<td>Deputy Director, Service Centres - Heni Kusuma (for casual appointments only)</td>
<td>Deputy Director, Business, Improvement and Systems – Chinar Mamdapur (for casual appointments only)</td>
<td>N/A</td>
</tr>
<tr>
<td>• Casual academic staff</td>
<td>Deans Directors of Academic Units Directors of Administrative Units Directors of Research Institutes or authorised employee</td>
<td>Dean, UTS Business School</td>
<td>Deputy Dean, Tracy Taylor</td>
<td>Deputy Dean, Tracy Taylor</td>
<td>Deputy Dean, Tracy Taylor</td>
</tr>
<tr>
<td></td>
<td>Director, ISF</td>
<td>Executive Manager, Carroll Graham</td>
<td>Executive Manager, Carroll Graham</td>
<td>Executive Manager, Carroll Graham</td>
<td>Executive Manager, Carroll Graham</td>
</tr>
<tr>
<td></td>
<td>Dean, Faculty of Law</td>
<td>Director of Courses, Jason Harris</td>
<td>Director of Courses, Jason Harris</td>
<td>Director of Courses, Jason Harris</td>
<td>N/A</td>
</tr>
<tr>
<td>• Casual Indigenous Tutorial Assistance Scheme (ITAS) tutors</td>
<td>Director, Jumbunna Indigenous House of Learning or authorised employee or authorised employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Last updated: 16 December 2013
### HR Function 3: Relieving Appointments (Section 2.5 of Standing Delegations of Authority)

<table>
<thead>
<tr>
<th>Description of Function Delegated</th>
<th>Delegate</th>
<th>Delegates who have nominated an authorised employee</th>
<th>Name and position of current authorised employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority to approve relieving appointments and payments of allowances <strong>for support staff</strong> for periods of one year or less in accordance with the provisions of the Human Resources instrument governing relieving appointments.</td>
<td>Deans Registrar University Librarian Chief Information Officer Directors of Units or Research Institutes or authorised employee</td>
<td>Dean, Faculty of Science</td>
<td>Faculty General Manager, Helen Hume</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dean, UTS Business School</td>
<td>Deputy Dean, Tracy Taylor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dean, Faculty of Law</td>
<td>Faculty Manager, Paul Holt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director, Student Services</td>
<td>Manager, UTS Career - Malcolm McKenzie</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director, ISF</td>
<td>Executive Manager, Carroll Graham</td>
</tr>
</tbody>
</table>

### HR Function 4: Overseas travel (Section 2.9 of Standing Delegations of Authority)

<table>
<thead>
<tr>
<th>Description of Function Delegated</th>
<th>Delegate</th>
<th>Delegates who have nominated an authorised employee</th>
<th>Name and position of current authorised employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority to approve <strong>overseas</strong> travel on UTS business for staff located within their area of responsibility, in accordance with the Travel Directive and to the extent of their general expenditure delegation (Delegation 1.2) within the approved annual budget and subject to the availability of funds.</td>
<td>Vice-Chancellor, Senior Deputy Vice-Chancellor, Deputy Vice-Chancellors, Registrar, University Librarian, Chief Information Officer Deans and Directors of Units or Research Institutes or authorised employee</td>
<td>Dean, UTS Business School</td>
<td>Deputy Dean, Tracy Taylor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Director, ISF</td>
<td>Executive Manager, Carroll Graham</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dean, Faculty of Law</td>
<td>Associate Dean (T&amp;L), Bronwyn Olliffe</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Associate Dean (Research), Ana Vrdoljak</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Faculty Manager, Paul Holt</td>
</tr>
</tbody>
</table>