**Attachment A – Delegations framework**

*Public Administration Act 2004*

Delegation of the Department of Education Secretary’s functions, duties and powers

Instrument of delegation No. 2024/D04

|  |  |
| --- | --- |
| Source of authority/power | *Public Administration Act 2004*, Part 3 – Public Service Employment and Part 4 – Victorian Public Sector  Commission  Ministerial order 1451 |
| Holder of power/function | Secretary (Department of Education) |
| Authority type | Delegation |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Chief Executive Officer | Executive Director, Corporate Services | Executive Director  HR Manager | Directors  Manager |
|  | * Chief Executive Officer, Victorian Curriculum and Assessment Authority | * Executive Director, Corporate Services | * Executive Director, Curriculum Division * Executive Director, Assessment and Reporting * Executive Director, Senior Secondary Certificate Reform |  |
| Financial limit | * not exceeding $15,000,000 | * not exceeding $500,000 | * not exceeding $250,000 – Executive Director * not exceeding $10,000 – HR Manager | * $150,000 – Director * $150,000 – CIO * $25,000 – CFO * $10,000 – Manager * $5,000 – Manager, Centre Management, Manager, Office of the CEO |
| Employment, transfers and promotions | * create positions and determine classifications or abolish a position * approve the employment of fixed-term employees for 6 months or less without advertisement * approve a 5% increase to the Ministerial Order level base rate for employee salaries | * approve a 4.9% increase to the Ministerial Order level base rate for employee salaries * transfer or promote an employee to an advertised position | * employ a person in an advertised position * determine suitability for employment, transfer, or promotion * issue lawful instructions that must be observed by employees | * assign duties to employees consistent with their employment classification, skills, and capabilities * review classifications or reclassify roles * approve travel, accommodation and expenses |
| Remuneration | * approve the payment of salary progression * pay a gratuity or a higher salary to an employee in exceptional circumstances * approve employment of employee’s salary above 5% * assign higher duties and approve payment of a higher duties allowance to an employee of more than 5% | * assign higher duties and approve a 4.9% increase to the higher duties allowances to the Ministerial Order level base rate for employee salaries | * assign higher duties and approve a 4.9% increase to the higher duties allowances to the Ministerial Order level base rate for employee salaries. * appoint an employee to perform first aid officer duties * approve the payment of overtime rates or grant time in lieu of payment of overtime rates to eligible employees | * authorise an employee to undertake shift work * approve the payment of hours worked by casual and shift work employees |
| Leave of absence |  | * direct an employee to take a period or periods of annual leave where leave is in excess * approve an employee’s request to cash out annual leave * recognise prior service with government bodies for the purposes of long service leave and personal (sick/carer’s) leave | * authorise periods of leave of absence for employees (limited leave types) * approve family violence leave * make payments to employees in lieu of a long service leave entitlement | * approve all leave types specified under the Ministerial Order |
| Probation | * shorten or waive a period of probation | * terminate the employment of an employee due to conduct or performance issues during or at the end of a probationary period | * confirm employment on completion of a period of probation |  |
| Termination of employment |  |  | * terminate the processing of employment of an employee |  |
| Review of action | * decide whether to adopt a recommendation made in a report of a review of action |  |  |  |
| Misconduct and unsatisfactory performance | * endorse termination of employment for disciplinary or conduct issues | * implement a formal unsatisfactory work performance process * determine an unsatisfactory work performance outcome * determine a disciplinary outcome for misconduct | * decide to commence formal counselling for unsatisfactory work performance * issue a formal written warning to an employee for unsatisfactory work performance * issue a final written warning to an employee for unsatisfactory work performance * commence a formal disciplinary process for misconduct * appoint a person to investigate alleged misconduct * advise an employee of an allegation of misconduct in writing |  |
| General |  |  | * send a notice to an employee asking them to show their working with children check clearance to their employer, as required by the *Worker Screening Act 2000* | * direct the employee to provide a medical certificate * determine the work location(s) of an employee * approve an employee’s request for part-time employment * approve flexible working arrangements * consent to an employee entering an individual flexibility arrangement |