

## Instrument of Authorisation- Public Service

### Work Unit

**Division/Region:**

**Group:**

### Instrument of Authorisation

#### 1. AUTHORISATION

This instrument is made to enable the efficient and effective administration of functions, powers and duties under the *Public Administration Act 2004*.

#### 2. DEFINITIONS

For the purposes of this instrument:

- (a) Words and phrases have the same meaning in the Act unless otherwise stated;
- (b) **Act** means the *Public Administration Act 2004*;
- (c) **Action** meaning a decision and includes refusal to take action;
- (d) **Authorised person** means a person occupying or acting in a position that is captured in Schedule 1, which is authorised to exercise and perform a function, power or duty under clause 3;
- (e) **Delegate** means the person who holds the function, power or duties under Instrument of Delegation 2021/D06, and who makes this instrument of authorisation;
- (f) **Department** means the Department of Education and Training;
- (g) **Schedule 1** means the schedule to this instrument; and
- (h) **Secretary** means the Secretary to the Department

#### 3. AUTHORISATIONS

Subject to the limitations and conditions in clause 5, the positions specified in Schedule 1 are authorised to exercise and perform the functions, powers and duties of the Delegate, which vest with the Delegate under the Act, pursuant to Instrument of Delegation 2021/D06.

#### 4. AUTHORISED PERSONS

An authorised person exercises functions, powers or duties for and on behalf of a delegate, that is, as the agent of the delegate.

#### 5. LIMITATIONS AND CONDITIONS

1. The Delegate may revoke this authorisation in whole or in part at any time, in relation to the position authorised, or in respect of the function, duty or power authorised.
2. This instrument of authorisation will continue to have effect until it is revoked or replaced by the Delegate.
3. This authorisation does not prevent the Delegate from discharging, exercising or performing any function, power, or duty referred to in this instrument of authorisation.
4. Where an authorised person receives notice by or on behalf of a Delegate of their intention to discharge, exercise or perform the functions, powers or duties referred to in this instrument of authorisation that authorised person must not commence to discharge, exercise or perform those functions or powers, and/or must immediately stop any relevant action.

#### 6. REVOCATION

1. All previous instruments of authorisation that authorise any function or power referred to in this instrument of authorisation are revoked to the extent that the authorisations were made by the Delegate or a person holding or acting in the Delegate's position.
2. The revocation under subclause (1) takes effect on the day this instrument of authorisation takes effect.

**7. TRANSITIONAL PROVISION**

Clause 6 does not affect the validity of anything done pursuant to an authorisation that was in existence before its revocation by this instrument.

Date of Effect	
This instrument takes effect on the day it is made.	Signature of Delegate:
<b>Dated</b> <b>day of</b> <b>20</b> _____	.....
<b>Full Name:</b>	
<b>Position Title:</b>	<b>Division/Region:</b>
<b>Group:</b>	

## Schedule 1 - Level 3 Delegate - Public Service

Leave of Absence		
Delegation reference number	Description of power/function and reference in instrument of delegation	Authorised person (must include position number, position title and location)
1.35	Approve leave types specified in the Victorian Public Service Enterprise Agreement and the Nurses (Department of Education and Training) Agreement, as outlined below.	<i>Eg. 20012345, Area Executive Director, North West Victoria Region</i>
	Annual leave	<i>Eg. 20054321 Manager (VPSG6), Student Support Services - Metropolitan, South-East Victoria</i>
	Long service leave	
	Compassionate leave	
	Cultural and ceremonial leave	
	Study Leave	
	Leave without pay	
	Participation in sporting events	
	Leave to engage in voluntary emergency management activities	
	Leave to engage in voluntary community activities	
	Military service sick leave	
	Defence reserve leave	
Leave to attend a rehabilitation program		

## Leave of Absence

Delegation reference number	Description of power/function and reference in instrument of delegation	Authorised person (must include position number, position title and location)
1.36	Authorise periods of leave of absence for employees relating to: personal/sick leave with or without certificate; parental absence; jury service leave; blood donation leave; or an infectious disease or dangerous medical condition.	
	Personal/sick leave with or without certificate	
	Carer's leave	
	Parental absence	
	Jury service leave	
	Blood donation leave	
	Infectious diseases or dangerous medical condition	
1.66	Approve a purchased leave agreement	

## Other

Delegation reference number	Description of power/function and reference in instrument of delegation	Authorised person (must include position number, position title and location)
1.16	Assign duties to employees consistent with their employment classification, skills and capabilities.	
1.24	Assign higher duties to an employee for periods greater than five days and approve payment of a higher duties allowance to an employee up to 5 % above the base of an applicable grade or the employee's current salary.	
1.31	Approve the payment or reimbursement of personal expenses associated with work-related travel.	
1.34	Approve the payment of overtime rates or grant time in lieu of payment of overtime rates to eligible employees	

A copy of the instrument of authorisation and accompanying schedule should be retained by the delegate and the authorised person. Once completed, a copy of this form should be uploaded onto the HR Authorisations eduGate site at: <https://edugate.eduweb.vic.gov.au/edrms/collaboration/HRA/Pages/default.aspx>. The original copy of the instrument of authorisation should be managed in accordance with the Department's record management obligations, see 'Records Management Policy' on [eduGate](#) for further information.