

Table 10 – Executive Director, Planning & Development

Area	Delegated Responsibility	Reporting Requirement
1. General	<p>To do all things necessary to implement the approved plans, principles and policies of the University in planning and development, subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches should be discussed with the Deputy Vice-Chancellor (Academic) and Provost and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches should be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
2. Financial*	<p>Approving operating or capital expenditure that is within the approved budget for which the position is responsible and is less than \$150,000 in total, in conformity with established policies relating to such expenditure.</p> <p>Approval for Executive Director Finance and Administration expenditure for UTAS activities made through University business card or AMEX or for reimbursement to them of personal expenditure on UTAS activities.</p>	<p>Any item (or the total of related items) above \$100,000 is to be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
3. Contracts	<p>Nil</p>	
4. Employment and Remuneration	<p>Initiating staff appointment processes and signing casual employment contracts within the organisational unit for which the position is responsible, in conformity with established employment policies.</p> <p>Approving all travel for Heads of Sections and international travel for all other staff within the Division.**</p>	
5. External representation	<p>Speaking on behalf of the University, and representing the University's interests, on relevant matters relating to planning and development.</p>	
<p>* This power is specific to the position and cannot be further delegated. ** Further approvals are required for some types of international travel. Any travel to a country subject to a DFAT travel advisory (levels 4 and 5 only) warning must be approved by the Deputy Vice-Chancellor (Academic) and Provost. Any overseas travel for marketing or promotional purposes must be recommended by the Director, International Services.</p>		