THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Policy: Standing Delegations of Authority

Effective: 19 June 2026

Audience: Staff and any other persons engaged by the University that are subject to the University's governance framework

Policy Category: Governance Policy
Sub-category: Delegations

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1 OBJECTS OF THE UNIVERSITY

1.1 The University's Objects are defined in Section 5 of its Act of Parliament: The Objects of the University are:

(a) the provision of university education, within a context of Catholic faith and values; and

(b) the provision of an excellent standard of -

i. teaching, scholarship and research;

ii. training for the professions; and

iii. pastoral care for its students.

2 INTRODUCTION

2.1 In accordance with s16 and s17 of the *University of Notre Dame* (UNDA) *Act (1989),* the Vice Chancellor has been delegated certain powers and duties by the Board of Directors. In accordance with Statute 22, the Vice Chancellor has further delegated some of these powers and duties.

2.2 This Policy constitutes the principal instrument through which those powers and duties are exercised and recorded. Where required, these have been endorsed by the Board of Directors in accordance with s16 of the Act. The Vice Chancellor retains all powers and authorities except those expressly delegated.

2.3 The delegations in this Policy supersede and revoke all previous delegations to the extent that they are inconsistent with those previous delegations, but nothing in this Policy has the effect of invalidating past acts validly performed by Delegates under any previous delegations.

3 PURPOSE

3.1 This *Policy: Standing Delegations of Authority* is intended to be the primary source of the functions, duties and powers which the Vice Chancellor has authorised particular bodies and officers of the University to carry out regularly.

3.2 This Policy also provides a clear and structured framework for the exercise of delegated authority across the University. However, it is not an exclusive statement of all delegated authority. Other sources of delegated authority are found in:

3.2.1 The *Statutes* of the University;

3.2.2 The *General Regulations* of the University;

3.2.3 Responsibilities listed in Policies, Procedures and Guidelines of the University;

3.2.4 The *Register: Academic Delegations*;

3.2.5 The functions and duties set out in an individual's Duty Statement or in a Committee's Terms of Reference/Charter; and

3.2.6 Specific written delegations.

3.3 To the extent of any inconsistency:

3.3.1 The *Statutes* prevail over the delegations in this Policy ;

3.3.2 The *General Regulations* prevail over the delegations in this Policy ;

3.3.3 Specific written delegations executed after the date of this Policy prevail over the delegations contained in this Policy.

4 SCOPE

4.1 This Policy is applicable to all the University's operations.

4.2 This Policy applies to all Staff and to any other person engaged by the University to the extent that they are subject to the University's governance framework. Delegated authority may only be exercised by a Staff member or office holder where expressly authorised in writing by the Vice Chancellor.

5 GENERAL PRINCIPLES

5.1 The following principles apply to any delegated authority:

5.1.1 Delegated authority may not be exercised by a person who is not a staff member of the University, unless the instrument of delegation, agreement or contract executed by the Vice Chancellor expressly states that such delegation may be exercised by a contractor or other person who is not a staff member.

5.1.2 In exercising any delegation, a Delegate must act in the interests of the University, for the purpose delegated and not for any improper purpose. Nothing in this Policy authorises a Delegate to do anything which is, or is likely to be, a breach of any applicable law, enterprise agreement or of the *Employee Code of Conduct and Ethical Behaviour*.

5.1.3 Authority delegated by the Vice Chancellor in this Policy cannot be further delegated except with the prior written permission of the Vice Chancellor. Any request for further delegation made to the Vice Chancellor must be in writing, must not exceed the scope or conditions of the original delegation.

5.1.4 In exercising any delegation, the Delegate must follow the approved policies, procedures and guidelines of the University (where applicable).

5.1.5 Any delegation which provides a Delegate authority to incur expenditure must be exercised within the limits of the relevant approved budget or other approved source of funds.

5.1.6 A Delegate must not exercise a delegation in order to approve a recommendation made either wholly or partly by the Delegate.

5.1.7 A delegation relates to a Delegate's position, not to the individual occupying the position. An authority delegated under these Standing Delegations of Authority extends to:

5.1.7.1 Any person acting officially in a Delegate's position on an approved temporary basis (unless otherwise specified in the appointment to act); and

5.1.7.2 The Delegate's manager or other more senior staff member, where that manager or senior staff member has responsibility for the Delegate's Accountability Area.

5.1.8 In exercising any delegated authority, a Delegate may seek appropriate advice in order to be properly informed. However, delegated authority must be exercised by the Delegate without any undue influence by any other person or body and the Delegate remains responsible and accountable for the decision or action taken to exercise the delegated authority.

5.1.9 Where, in the opinion of the Delegate, special or unusual circumstances exist which would make it more transparent or ethical for the matter to be dealt with other than by the Delegate, the decision should be transferred to a senior staff member who has responsibility for the Delegate's Accountability Area.

5.1.10 Delegation limits apply to transactions and a transaction may not be separated into parts, nor may the total cost of a transaction be set off by deductions or trade-ins in order to meet a limit on a Delegate's authority. Generally, tax and duties are to be included in this total cost of the transaction except, where claimable with the exception of Goods and Services Tax (GST), which is to be excluded for the purposes of determining the total cost of a transaction. A Delegation is required prior to entering into a transaction and to authorise the payments under the transaction.

5.1.11 Authorisation to operate a University corporate credit card does not of itself confer on a staff member a delegation to commit or expend funds. Acquittal of purchases made by credit card, as for purchases made by any other means, must be approved by the Delegate who has authorisation.

5.1.12 A Delegate may not exercise a delegation that may provide them with any direct or indirect benefit or that may present them with a conflict of interest (refer *Policy: Conflict of Interest*). Therefore, Delegates may not approve matters including their own appointment, remuneration, payment or reimbursement, promotion, transfer or secondment, travel, or absence. In all cases, approval can only be granted by a staff member who holds a higher level of delegated authority and responsibility within the University.

5.1.13 A Senior Leader may withdraw or reduce (for any period of time, including permanently and without notice) delegation(s) given to a staff member in their Accountability Area if the Senior Leader considers it to be in the best interests of the University.

5.1.14 The Vice Chancellor may withdraw or vary any delegation at any time without notice.

5.1.15 If a position or committee is abolished or re-named so that there is a re-assignment of responsibility for a particular function, the delegation is re-assigned accordingly. Each re-assignment is approved by the Vice Chancellor.

5.1.16 Where a delegation is to a committee, the delegation refers to the committee acting as a whole, not to individual members of that committee.

5.1.17 Staff who believe that a Delegation has been improperly exercised should immediately refer the matter to the Chief People Officer, or Director, Risk and Assurance, who will arrange for the matter to be investigated.

5.1.18 A breach of a delegation made under these Standing Delegations of Authority may be regarded as misconduct and may result in disciplinary action in accordance with the relevant policies and procedures.

6 ROLES AND RESPONSIBILITIES

6.1 ***Delegates*** are responsible for exercising delegated powers in accordance with any conditions to which these Standing Delegations of Authority are subject, and with laws that regulate the power being exercised, as well as with the requirements in relevant University industrial agreements, policies, procedures and guidelines.

6.2 ***Vice Chancellor*** is responsible for submitting an annual report to the Board of Directors on Delegations.

6.3 ***Senior Leaders*** are responsible for reviewing compliance with delegations held in their portfolios on a regular basis.

6.4 ***University Secretary*** is responsible for maintaining this Policy and coordinating periodic review of the delegations framework.

7 SCHEDULES

7.1 Schedule A – General Delegations

7.2 Schedule B – Financial Delegations

7.3 Schedule C – Academic Delegations

7.4 Schedule D – People and Culture Delegations

7.5 Schedule E – Campus Development Delegations

7.6 Schedule F – IT Delegations

8 DEFINITIONS

8.1 For the purpose of this Policy, the following definitions apply*:*

8.1.1 ***Academic Leader/Academic Leadership Position*** means all positions of Executive Dean, National Head of School or Director of an Academic or Research Centre or Institute.

8.1.2 ***Academic Staff*** means academic staff of the University, including teaching staff and research academic staff, research focused and teaching focused academic staff and any other classes of academic staff as listed in Schedules A, B or E of *The University of Notre Dame Australia Enterprise Agreement 2022-2026 (the EA)*, including those staff engaged as sessional and casual employees.

8.1.3 ***Accountability Area*** means an organisational unit (such as an Academic school, division, department, or office), for which a Delegate is responsible according to a duty statement and/or employment contract, or carries fiscal responsibility.

8.1.4 ***Adjunct*** means a title conferred on persons of standing in their profession or field of expertise whose association with the University will contribute to the teaching, research, scholarship, professional activities, or creative work of the University.

8.1.5 ***Admissions Manager*** means the National Director of Admissions and National Manager of Admissions.

8.1.6 ***Agreement*** means a document between one or more parties that creates a legal commitment or a legally enforceable agreement.

8.1.7 ***Approved Supplier*** means a supplier who has been pre-approved by the CFO (or delegate) to provide goods and/or services under agreed terms and conditions.

8.1.8 ***Assoc DVC A and Acad Reg*** means Associate Deputy Vice Chancellor Academic and Academic Registrar.
8.1.9 ***Budget Sums****:* Funds available for an activity within a project.
8.1.10 ***Business Case*** means the University approved Business Case (form and process).
8.1.11 ***Campus Development:*** means built environment projects (physical infrastructure, property and buildings) and does not include IT systems.
8.1.12 ***Casual*** means a professional staff member who is engaged and paid on an hourly rate.
8.1.13 ***CFO*** means Chief Financial Officer.
8.1.14 ***CIO*** means Chief Information Officer.
8.1.15 ***COO*** means Chief Operating Officer.
8.1.16 ***CPO*** means Chief People Officer.
8.1.17 ***CPFO*** means Chief Property and Facilities Officer.
8.1.18 ***Contingency Sum****:* Funds provided within the Project Budget for unforeseen costs required to achieve approved project scope.
8.1.19 ***Corporate Card Holder*** means a University representative issued with a University corporate credit card.
8.1.20 ***DCFO*** means Deputy Chief Financial Officer
8.1.21 ***Delegate*** means a staff member, or Committee or any other person or entity to whom or to which a delegation has been made by the Vice Chancellor in these Delegations of Authority.
8.1.22 ***Dir*** means all positions of Director.
8.1.23 ***Dir PS*** means Director, People Services
8.1.24 ***Director of Centre or Institute*** means all Directors of UNDA Research Institutes or Centres.
8.1.25 ***Policy*** means the *Policy: Standing Delegations of Authority*, including Schedules A to F.
8.1.26 ***DVC*** means all positions of Deputy Vice Chancellor.
8.1.27 ***DVC RP&I*** means Deputy Vice Chancellor, Research, Partnerships and International.
8.1.28 ***DVC F and COO*** means Deputy Vice Chancellor, Finance and Chief Operating Officer
8.1.29 ***DVC A*** means Deputy Vice Chancellor, Academic
8.1.30 ***EA*** means *The University of Notre Dame Australia Enterprise Agreement 2022-2026* (or any replacement Agreement).
8.1.31 ***ELICOS*** means component courses offered in accordance with the *English Language Intensive Courses for Overseas Students (ELICOS) National Standards*.
8.1.32 ***Enabling Program*** means a program offered by the University for preparation for tertiary study.
8.1.33 ***Exempt (non-standard) Staff*** means staff to whom the EA does not apply, including those with positions in Vocational Education and Training.
8.1.34 ***FIC*** means the Finance and Investment Committee of the Board of Directors.
8.1.35 ***Gift Register*** means the University's Register of Gifts and Bequests.
8.1.36 ***Manager*** means all positions of Manager.
8.1.37 ***Memorandum of Understanding*** means a Memorandum of Understanding, and is a document between the University and one or more parties that expresses a common purpose or common course of action. It does not create a legal commitment or a legally enforceable agreement.
8.1.38 ***Operating Budget*** is a combination of the University's known expenses, expected future costs, and forecast income and expenditure over the course of a year as agreed by the Board in respect of each year. It does not include capital expenses.

8.1.39 ***PCG*** means Project Control Group, being the body appointed by the Board or Vice Chancellor to exercise responsibility for overseeing and supervising the delivery of a major project.

8.1.40 ***Principal Officer*** has the same meaning as provided in the University Statutes, as amended from time to time.

8.1.41 ***Professional Staff*** means employees of the University as defined in *The University of Notre Dame Australia Enterprise Agreement 2022-2026* (or any replacement Agreement) and includes those who are not Academic staff and not Exempt Staff.

8.1.42 ***Project Director*** means an officer, staff member or contractor of the University with responsibility for delivering a major capital works project.

8.1.43 ***Project Budget***: Total Funds committed to project including Contingency Funds.

8.1.44 ***Project Design****:* Architectural design of building includes floor plans, elevations, finishes, fixtures and fittings.

8.1.45 ***PVC*** means all positions of Pro Vice Chancellor.

8.1.46 ***PVC C&E*** means Pro Vice Chancellor, Communications and Engagement.

8.1.47 ***PVC E*** means Pro Vice Chancellor, Education.

8.1.48 ***PVC En&N*** means Pro Vice Chancellor, Enabling and Nursing.

8.1.49 ***PVC G&L*** means Pro Vice Chancellor, Governance and Legal and General Counsel.

8.1.50 ***PVC I&C*** means Pro Vice Chancellor, Innovation and Communities.

8.1.51 ***PVC R*** means Pro Vice Chancellor, Research.

8.1.52 ***PVC R&M*** means Pro Vice Chancellor, Recruitment and Marketing.

8.1.53 ***RPCI*** means the UNDA approved Research Project Chief Investigator on an externally funded research grant or contract.

8.1.54 ***School*** means an academic organisational unit or equivalent budget unit.

8.1.55 ***Senior Leaders*** means members of the Senior Management Group as amended from time to time, and additionally also includes National Director; Director; VET CEO; University Librarian and Academic Registrar.

8.1.56 ***Sessional*** means an academic staff member who is engaged and paid on an hourly rate.
Sponsorship means a commercial relationship between a donor and a recipient through which the donor receives a material benefit in return for making a financial or other commitment to the recipient.

8.1.57 ***Superintendent:*** means consultant or University employee responsible for supervising a project.

8.1.58 ***Supervisor/line manager*** means any person responsible for leading, managing or supervising the activities of others.

8.1.59 ***University Logo***, means the crest, shield and words which together form *The University of Notre Dame Australia* logo.

8.1.60 ***University name*** means the words *The University of Notre Dame Australia* or *Notre Dame*.

8.1.61 ***Uni Sec*** means the University Secretary.

8.1.62 ***Uni Lib*** means the University Librarian.

8.1.63 ***University Website*** means a website which is either owned or controlled by the University or located on a web domain owned or controlled by the University.

8.1.64 ***VET*** means Vocational Education and Training.

8.1.65 ***VET CEO*** means the position nominated to the Australian Skills Quality Authority as the Chief Executive Officer for the University's Registered Training Organisation.

8.1.66 ***VC*** means Vice Chancellor.

Version	Date of approval	Approved by	Amendment
1	2011	Vice Chancellor	Effective date
2	6 December 2017	Vice Chancellor	Updated
3	25 August 2021	Vice Chancellor	Updated policy and delegations schedules to reflect new position titles, removal of previous Schedule F (Broome) and inclusion of new Schedule F (ITS Delegations)
4	19 October 2021	Vice Chancellor	Minor changes to Schedule D 1.3 and 1.4 to reflect P&C workflow processes.
5	20 July 2023	Vice Chancellor	Updated, primarily to reflect revised organisational structure
6	14 August 2023	University Secretary	Administrative correction to reflect new committee structure – PCAC replaced with Quality Committee
7	25 November 2024	Vice Chancellor	Updated position titles, various delegations updated, effective 1 January 2025
8	23 January 2025	Vice Chancellor	Minor amendments to Schedule D
9	19 June 2026	Vice Chancellor	Document retitled as a policy in alignment with the University's Policy Framework. Updating position titles and role references to reflect the University's current organisational structure, removal of outdated references and updates to ensure consistency of terminology. Inclusion of missing clause numbering and other formatting and typographical corrections. Amendments to Schedules to provide improved clarity regarding delegation requirements; align with delegated authority in Policy: Intellectual Property; align with key academic delegations and current academic governance sub-committee structure; and reinstate expenditure/commitment of funds delegation for the DVC RP&I and addition of Chief Strategic Officer.

SCHEDULE A: GENERAL DELEGATIONS

GENERAL REQUIREMENTS

1. This Schedule forms part of the *Policy: Standing Delegations of Authority* and must be read in conjunction with the Principles, Scope and Definitions applicable to all Schedules.
2. Where the delegations contained in this Schedule refer to the execution of any contract or MOU, the authority to execute is subject to the agreement being first reviewed and approved by the authorised legal, procurement (as appropriate) and financial officers of the University, following due diligence processes in accordance with relevant policy and procedures.
3. The delegations listed in this Schedule must be exercised in accordance with relevant legislation, industrial agreements, policies, procedures and guidelines and any written directives of the Vice Chancellor.
4. All delegations listed in this Schedule are subject to the financial tolerances listed in Schedule B.
5. Where the contract value exceeds the financial delegation of the listed delegate, the agreement must be escalated and executed by the next appropriate delegate according to the financial thresholds in Schedule B.
6. All delegations listed in this Schedule are to be interpreted as the minimum level of delegation required.

RECORDING AND REPORTING REQUIREMENTS

1. All executed agreements should be filed with the portfolio of Governance and Legal.
2. Executed MOUs relating to school or discipline matters must be filed within the relevant Faculty and a copy provided to the Associate Deputy Vice Chancellor, Academic and Academic Registrar, and also to the Pro Vice Chancellor, Research where MOUs cover research matters.
3. The Deputy Vice Chancellor, Research, Partnerships and International is responsible for providing an annual report to the Vice Chancellor in July each year on MOUs executed with any international partners.
4. Formal policy documents (policies, procedures and guidelines) are stored in the University's official policy repository.
5. Formal records evidencing delegated actions and decisions, including supporting recommendations and advice, should be retained within minutes of relevant meetings and/or stored appropriately.

DELEGATIONS

A1. MOUs and Agreements	
Authority/ Delegation	**Delegate**
Execute and terminate of Memoranda of Understanding with local partners Execute and terminate Memoranda of Understanding or legal agreement with one or more institutions for formal benchmarking activities of institutional wide processes	DVC, PVC Relevant Senior Leader to which benchmarking relates
Execute and terminate of Memoranda of Understanding with international partners	Reserved to Vice Chancellor
Execute and terminate Memoranda of Understanding with one or more institutions for formal benchmarking activities at a discipline or program level	Executive Dean

A1. MOUs and Agreements (continued)	
Authority/ Delegation	**Delegate**
Execute and terminate MOUs and formal agreements with third parties (in Australia) for provision of services to support: (a) delivery of programs and courses accredited by the University (b) collaborative research projects	(a) DVC A (for coursework programs and courses) and PVCR (for HDR programs and courses) (b) PVC R
Execute and terminate formal agreements with third parties (outside of Australia) for provision of services to support delivery of programs and courses or collaborative research projects	Reserved to VC
Execute and terminate Student Exchange and Study Abroad agreements	DVC RP&I on recommendation of Student Recruitment Board
Execute and terminate copyright agreements with Copyright Agency Limited and Screenrights	Uni Lib
Execute and terminate contracts for appointment of agents for international student recruitment	DVC RP&I following review and agreement by CFO (or delegate) and General Counsel (or delegate).
Execute court documents	PVC G&L
Execute deeds of release and settlement, following VC approval of the terms of deed or settlement	PVC G&L
Sign agreements and contracts for the receipt of externally funded grants by the University where there is no cost implication for the University: (a) Non research related (b) Research related (c) Teaching and Learning	 (a) Senior Leader for relevant area (b) PVC R (c) PVC E
Execute and terminate formal agreements with third parties for the provision of work integrated learning placements for students in a single program	Executive Dean
Execute and terminate student placement agreements where these do not involve government departments, or have wider policy/process or budget implications (e.g. changes to staff/supervisor salary and conditions) Execute and terminate student placement agreements involving more than one school or program, a government department, or that may not clearly align to existing policy or have budget implications	PVC E on recommendation of Executive Dean DVC A on recommendation of Executive Dean
Execute formal articulation agreements: (a) English Language pathways (b) Recognition of academic offerings from other educational institutions	 (a) DVC RP&I (b) DVC A
Execute agreements and contracts where no direct cost is incurred by the University, but results in costs for students (e.g., merchandise providers, regalia hire, or other service providers that charge students directly)	DVC A following endorsement of the CFO

A2. Emergency and WHS closures	
Authority/ Delegation	**Delegate**
Authorise closure of classes, buildings and/or campuses for work health and safety reasons, critical incidents or emergency purposes, subject to other regulatory requirements	DVC F and COO or in their absence Critical Incident Manager[1]
In the case of Clinical Schools, authorise closure of classes, buildings / or campus for work health and safety, critical incidents or emergency reasons purposes, subject to other regulatory requirements	Executive Dean or in their absence Critical Incident Manager[1]

[1] Critical Incident Manager as defined in *Procedure: Critical Incident Management*

A3. Library Resources	
Authority/ Delegation	**Delegate**
Impose penalties for student breaches of library borrowing conditions and appoints responsible officers for the purpose of imposing penalties for breaches of library borrowing conditions	Uni Lib

A4. Use of University Logo or University Name	
Authority/ Delegation	**Delegate**
Approve the use of University Logo or University Name by a person or a body other than the University	PVC C&E

A5. Formal Gift Agreements with Donors	
Authority/ Delegation	**Delegate**
Execute agreements accepting donations (a) Where value is up to $249,999 over the term of the agreement (b) Where value is $250,000 or over for the term of the agreement	 (a) PVC C&E (b) Reserved to Vice Chancellor

SCHEDULE B: FINANCIAL DELEGATIONS

GENERAL REQUIREMENTS

1. This Schedule forms part of the *Policy: Standing Delegations of Authority* and must be read in conjunction with the Principles, Scope and Definitions applicable to all Schedules.
2. The delegations contained in Sections B1 and B2 authorise Delegates to commit funds up to the limit specified, subject to:
    a. the expenditure being within their Accountability Area;
    b. for multi-year contractual purchases, the delegation limit applies to the equivalent dollar value of total contractual commitment;
    c. for contracts where the total value is variable or unknown, the delegate must engage with the Procurement Team and obtain an estimate of the maximum potential liability based on available information (e.g. expected funding, usage patterns, or project scope). If the total value cannot be reasonably determined, the delegate, with endorsement of the Strategic Procurement Manager must seek approval based on the maximum anticipated expenditure;
    d. contract renewals that involve changes to terms, conditions, or pricing are required to be re-approved at the original delegation level or escalated to a higher level of authority based on the revised value;
    e. the availability of the funds; and
    f. consistency with University plans, policies and procedures.
3. Delegates must ensure that any expenditure is justified, correct as to its amount and properly recorded or documented.

RECORDING AND REPORTING REQUIREMENTS

1. The Budget is monitored by Senior Management Group, Finance and Investment Committee and the Board of Directors and recorded in minutes of meetings.
2. The Delegate must ensure that formal records evidencing delegated actions and decisions, including relevant recommendations and advice, are maintained.

DELEGATIONS

B1. Expenditure/Commitment of Funds		
Delegate	**Operational (*) financial limit within approved budget or forecast (GST exclusive)**	**Capital (**) financial limit within approved budget or forecast (GST exclusive)**
Vice Chancellor	Unlimited	Unlimited
DVC Finance and Chief Operating Officer	$1,000,000	$1,000,000
Chief Financial Officer	$500,000	$500,000
DVC Academic	$250,000	Nil
DVC Research, Partnerships and International	$100,000	Nil
Pro Vice Chancellor / Executive Dean / Chief of Staff / University Secretary / Chief People Officer / Chief Service Improvement Officer / Chief Strategic Officer	$100,000	Nil

Chief Information Officer / Chief Property and Facilities Officer	$100,000	$200,000
Deputy CFO	$100,000	$100,000
University Librarian	$100,000	$50,000 (Library resources)
Associate Dean / Head of School / Director	$50,000	Nil
Faculty Manager / Deputy Head of School / RCPI	$10,000	Nil
Academic / Administrative ***	$1,000 - $5,000	Nil

* Operational financial limits apply to all spend excluding travel and staff related appointments (refer to *Policy: Travel and Policy: Staff Recruitment and Selection*).

** Capital financial limits apply to spend that is funded by the central Capital Pool.

*** Individual positions and limits to be approved by the CFO on recommendation from Senior Leader.

B2. Travel	
Authority/Delegation	**Delegate**
Approve arrangements and expenditure commitments for travel on University Business[1] ***Domestic Travel*** (a) Travel undertaken by Academic staff, trainers and assessors and professional staff (including accommodation, transport, other allowable expenses and FBT). i. For travel up to $6,000 per trip ii. For travel exceeding $6,000 per trip (b) Travel undertaken by Directors or Trustees (with the exception of the Vice Chancellor) for University Business[1] (including accommodation, transport and allowable expenses) (c) Travel undertaken by Senior Leaders/Academic Leaders (including accommodation, transport, other allowable expenses and FBT). i. Up to $10,000 per trip ii. For travel exceeding $10,000 per trip	 (a) i. Senior Leader/Academic Leader RPCI (provided it is within the terms, conditions and budget of the research grant/contract) ii. Senior Leader responsible for the traveller's department. (b) University Secretary (c) i. Person to whom the position reports ii. Reserved to Vice Chancellor
Approve arrangements and expenditure commitments for travel on University Business ***International Travel*** (a) Travel undertaken by Academic Leaders/Academic staff, trainers and assessors and professional staff up to $12,000 per trip (including accommodation, transport, other allowable expenses and FBT). (b) Travel undertaken by Directors or Trustees (with the exception of the Vice Chancellor) for University Business1 (including accommodation, transport and allowable expenses) (c) Travel undertaken by Senior Leaders, up to $15,000 per trip (including accommodation, transport, other allowable expenses and FBT) (d) Travel undertaken by staff, over $15,000 per trip (including accommodation, transport, other allowable expenses and FBT) ***Group Bookings & Student Field Trips*** (e) Group travel arrangements, including travel for teams, departments, or groups of staff: i. up to $15,000 per trip; or ii. exceeding $15,000 per trip (f) Student field trips: i. up to $10,000; or ii. for field trips exceeding $10,000	 (a) Senior Leader RPCI (provided it is within the terms, conditions and budget of the research grant/contract) (b) Reserved to Vice Chancellor (c) Person to whom the position reports (d) Reserved to Vice Chancellor (e) i. Senior Leader responsible for the group's department ii. CFO (f) i. Head of School ii. CFO

[1] As defined in the *Policy: Travel*

B3. Procurement	
Authority/Delegation	**Delegate**
Approve “Approved Suppliers” (any supplier undergoing onboarding, including one-off purchases), and subsequent formal contracts with Approved Suppliers	Strategic Procurement Manager
Approve "Preferred Suppliers" (high-spend, strategic, or panel suppliers) and subsequent formal contracts with "Preferred Suppliers"	CFO

B4. Investment and Borrowings	
Authority/Delegation	**Delegate**
Invest with approved fund managers and financial institutions in accordance with *Policy: Investment* policy[2]	CFO
Transfer of funds between existing accounts, including donated funds	DCFO

B5. Budget and Forecast	
Authority/Delegation	**Delegate**
Approve annual budget and forecasts	Reserved to Board of Directors

B6. Payroll	
Authority/Delegation	**Delegate**
Approve payroll within PeopleSoft	DCFO
Approve distribution of payroll within online banking solution	DCFO

B7. Fees and Charges	
Authority/Delegation	**Delegate**
Set student tuition fees for programs and courses	Reserved to Vice Chancellor
Set all miscellaneous fees and charges related to students	CFO, on recommendation of DVC A
Sett all miscellaneous fees and charges not related to students	CFO
Determines whether a student is granted prior exemption from payment of fees	Reserved to VC, on recommendation of Assoc DVCA and Acad Reg
Determines whether a student is permitted to defer payment of fees (during their studies)	Director, Student Administration
Determine whether a student is permitted to defer payment of fees beyond the completion of the course	CFO, on advice from Director, Student Administration

[2] Note that approval of fund managers is in accordance with *Policy: Investment*

B8. Debt Write-Offs	
Authority/Delegation	**Delegate**
Approve write off of debts (a) Outstanding student fees or fines up to $25,000 and more than 24 months in arrears (b) Outstanding student fees or fines greater than $25,000 and more than 24 months in arrears[3] (c) All other debtors up to $50,000 and more than 24 months in arrears. (d) All other debtors greater than $50,000 and more than 24 months in arrears	 (a) CFO, on recommendation of Director, Student Administration (b) DVC F and COO (c) CFO (d) DVC F and COO

B9. Credit Cards	
Authority/Delegation	**Delegate**
Approve issue of credit card and set limit	DCFO

B10. Asset Disposal	
Authority/Delegation	**Delegate**
Approve disposal of University assets or equipment where written down value of item is less than $5,000 and/or commercial value is less than $5,000	DCFO
Approve disposal of University assets or equipment where written down value of item is greater than $5,000 and/or commercial value is greater than $5,000[4]	DVC F and COO

[3] Note that Vice Chancellor has delegated authority from the Board of Directors to set student tuition fees (Resolution 107/04)

[4] Note s19(h) of the Act and Statute 5.1 (vii) require Board of Trustees approval of the sale or disposal of major assets of the University

SCHEDULE C: ACADEMIC DELEGATIONS

INTRODUCTION

1. This Schedule forms part of the *Policy: Standing Delegations of Authority* and must be read in conjunction with the Principles, Scope and Definitions applicable to all Schedules.
2. Academic powers, duties and responsibilities are delegated to various officers and committees of the University, primarily through two University instruments, namely:
    a. The Statutes of the University; and
    b. The General Regulations of the University.
3. Underpinning both of these documents are University policies, procedures and guidelines ("policy documents").
4. This Schedule addresses those academic powers, duties and responsibilities that are not otherwise covered in the aforementioned documents. To the extent of any inconsistency, this Schedule will be overwritten by the Statutes, General Regulations.
5. The *Register: Academic Delegations* provides a more detailed compilation of delegated authorities and responsibilities related to academic matters and should be read in conjunction with this Schedule.
6. All delegations included in this Schedule are to be interpreted as the minimum level of delegation required.

RECORDING AND REPORTING REQUIREMENTS

1. Formal records to evidence delegated actions and decisions, including supporting recommendations and advice, should be retained within minutes of relevant meetings and/or stored in the appropriate system or file.
2. Where applicable, outcomes of decisions will be published on the University's website and in relevant program and course publications.

DELEGATIONS

C1. Programs and Courses	
Authority/Delegation	**Delegate**
Approve the University's internal accreditation and reaccreditation of a program	Academic Council
Approve a temporary suspension of intake for a program	DVC A, on recommendation of Executive Dean
Approve the cancellation of a course offering in a particular teaching period due to lack of sufficient enrolments and/or other appropriate circumstances	DVC A, on recommendation of Executive Dean
Approve the standard 'whole of University' evaluation instruments for programs, courses, teaching and student experience	DVC A on recommendation of Academic Council
Approve annual enrolment load planning for domestic, international and higher degree by research students	VC, on recommendation of the Load Strategy Committee
Approve enrolment quotas and changes to enrolment quotas for programs and courses	VC, on recommendation of DVC RP&I and DVC A
Approve post nominals	Academic Council, on recommendation of Assoc DVC A and Acad Reg

C2. Academic Calendar	
Authority/Delegation	**Delegate**
Approve the Academic Calendar	Academic Council, on recommendation of DVC A

C3. Admission and Enrolment	
Authority/Delegation	**Delegate**
Make an offer of admission to the University: ***Domestic students***: (a) Enabling Programs (b) VET Programs (c) Undergraduate programs (d) Postgraduate coursework programs ***International Students:*** All programs, excluding Research Degrees ***Research Degree Students*** All Research Degree Students (Domestic and International)	 (a) National Director Admissions (b) VET CEO, on recommendation of VET Admissions Committee (c) National Director Admissions (d) National Director Admissions, on recommendation of Head of School of Medicine for Doctor of Medicine students DVC RP&I, on recommendation of National Director, International and Executive Deans PVC R, on recommendation of relevant Executive Dean
Approve applications for deferred commencement – domestic students	National Directors Admissions in consultation with Assoc DVC A and Acad Reg, on recommendation of National Head of School
Approve applications for deferred commencement – international students	DVC RPI, on recommendation of National Director, International and Head of National School
Approve changes to student intake periods	VC, on recommendation of DVC A and Student Recruitment Board
Prescribe relevant dates and operational procedures relating to enrolment	Assoc DVC A and Acad Reg
Specify the University's minimum entry requirements for higher education programs	VC, on recommendation of Academic Council
Approve specific entry requirements for admission to higher education coursework programs	Academic Council, on recommendation of University Program and Courses Committee
Approve specific entry requirements for admission to higher degree by research programs	Academic Council, on recommendation of Research Degrees and Scholarships Committee and University Program and Courses Committee
Approve publication of University's minimum admission requirements	PVC R&M
Approve access or special entry schemes	DVC A on recommendation of Academic Council
Approve program admission or credit pathway	Academic Council

C4. Research and Intellectual Property	
Authority/Delegation	**Delegate**
Approve submission of research tenders and research grant applications	PVC R, on recommendation of Executive Dean and following review and agreement by Finance and Legal Offices
Approve research grant contracts	PVC R, on recommendation of Executive Dean and following review and agreement by Finance and Legal Offices
Establish and name research Institutes/Centres	Reserved to VC
Approve scholarships for HDR Students	PVC R
Approve offer of extension of Scholarships for HDR Students	PVC R
Approve an Agreement with a Third Party governing the Intellectual Property ownership of any Intellectual Property created as a result of sponsored research	DVC RP&I, following review and agreement by Finance and Legal Offices
Determine any dispute arising between an employee and the University as to whether Intellectual Property was created within the course of an employee's employment.	DVC, RP&I, following review and agreement by Finance and Legal Offices
Approve license to use IP owned by the University outside the University	DVC, RP&I, following review and agreement by Finance and Legal Offices

SCHEDULE D: PEOPLE AND CULTURE DELEGATIONS

GENERAL REQUIREMENTS

1. This Schedule forms part of the *Policy: Standing Delegations of Authority* and must be read in conjunction with the Principles, Scope and Definitions applicable to all Schedules.
2. The delegations listed below must be exercised in accordance with relevant legislation, industrial agreements, policies, procedures and guidelines and any written directives of the Vice Chancellor.
3. All delegations listed in this Schedule are to be interpreted as the minimum level of Delegation required.
4. A delegate may not approve where they are the recommending officer.
5. Where the activity being undertaken involves an actual or potential conflict of interest, a delegate should refer the decision to a person more senior in the line of accountability.

RECORDING AND REPORTING REQUIREMENTS

1. Formal records to evidence delegated decisions and actions, including supporting advice or recommendations (such as relevant completed forms, employment contracts, letters, employment acceptances, and recruitment process documentation) should be sent to People and Culture.

DELEGATIONS

D1. Recruitment and Selection	
D1.1. Approval of new and vacant positions and ongoing variations/extensions to a position *On advice from People and Culture regarding titles and classifications and subject to endorsement by CPO, following input from the Finance Office on Budget implications. Approval of the Budget is reserved to the Board of Directors.*	
Authority/Delegation	**Delegate**
Principal Officers	Reserved to Board of Directors, on recommendation of VC
Senior Leader positions	Reserved to VC
Academic Leadership position	VC, on recommendation of DVCA and CPO
Academic positions levels D-E	DVCA, on recommendation of Executive Dean and PVCR
Academic positions levels A-C	Executive Dean
Professional Employee Leadership Positions (HEW Lvl 10 and above)	DVC/PVC
Professional Employee positions (HEW Lvl9 and below)	Senior Leader
Exempt (non-standard) Position	DVC/PVC, on recommendation of CPO and Senior Leader
Casual and sessional positions within a school - as identified within approved (by DVC A) work allocation plans	Head of School
Casual and sessional positions other than within schools	Senior Leader / Academic Leader
Approval of application for conversion from fixed-term to continuing appointment	CPO, on recommendation of Senior Leader/ Academic Leader

D1.3 Direct Appointment or conversion to continuing employment from fixed term or casual process

Authority/Delegation	Delegate
Request to direct appoint or convert from fixed term/casual to continuing appointment is subject to clause 11 of the University Enterprise Agreement for employees eligible, authority to implement such wavering of normal advertising processes Note this does not apply to Senior Leader and Academic Leader positions.	CPO, on recommendations of Director, PS

D1.4 Approval of Appointees

Following approved recruitment process for new or replacement appointments, and upon recommendation of Selection Committee in instances where a position was advertised. ***With the exception of the Vice Chancellor, where a Delegate is part of a Selection Committee, the authority to approve the appointee rests with the line manager of the Delegate.***

Authority/Delegation	Delegate
Senior Leadership positions	Reserved to VC
Academic Employee positions levels D-E (who are not Senior Leaders)	DVCA / PVCR
Academic Employee positions levels A-C	PVCE / PVCR
Professional Employee positions	Senior Leader
Exempt (non-standard) positions	CPO
Staff involved in delivering, coordinating or managing VET programs	VET CEO
Casual/sessional staff	Senior Leader
Adjunct positions: Senior Lecturer and below	Executive Dean
Adjunct positions: Professor	VC, on recommendation of DVCA/PVCR and Executive Dean
Adjunct positions: Associate Professor	DVCA/PVCR on recommendation of Executive Dean
Approve recognition of prior service	Director, PS

D1.6 Issuing Contracts of Employment

Following approval of appointment and in accordance with standard contracts or advice from Legal Office regarding variation in wording

Authority/Delegation	Delegate
Issue contracts - senior leadership positions Issue contracts of employment for all other staff Issue Adjunct appointment contracts (Professorial) Issue Adjunct appointment contracts (Associate Professorial)	CPO Director, PS VCDVCA/PVCR
Approve negotiated terms and conditions different to approved position entitlements: (a) Senior Leader positions (a) Positions other than Senior Leaders	 (a) VC (b) CPO, on recommendation of Delegate approving the appointee

D2. Probation	
Authority/Delegation	**Delegate**
Approve confirmation of employment following completion of probationary period: (a) Senior Leaders (b) Academic Leaders and Level D-E positions (c) Academic Level C-A positions (d) Other positions	(a) VC, in consultation with P&C (b) DVCA, in consultation with P&C and PVCR (c) Executive Dean, in consultation with P&C (d) Senior Leader/Academic Leader, in consultation with P&C
Approve extension of probation (where deemed necessary)	Senior Leader/Academic Leader, on recommendation of Director, PS
Issue letter of extension of probation	Director, PS
Termination of employment during probation	CPO

D3. Variation/Extension to Appointments (for specified period) *Note: for variations or extensions resulting in an ongoing change to the position, delegations are as per Section D1.1*	
Authority/Delegation	**Delegate**
Approve variations to FTE or higher duties where the variation will result in the approved annual budget being exceeded	Senior Leader subject to endorsement by CPO and CFO
Approve temporary variations to FTE or duties within approved annual budget	Senior Leader/Academic Leader
Approve acting appointments: (a) For Senior Leader/Academic Leader positions and above (b) For positions other than Senior Leader/Academic Leader	(a) VC (b) Senior/Academic Leader
Approve flexible working conditions for staff within area of responsibility	Senior Leader, on advice from Director, PS
Approve extensions/continuation of existing Adjunct appointments at Level D- E with no changes Approve extensions/continuation of existing Adjunct appointments at levels C-A with no changes	VC, on recommendation of DVCA/PVCR Executive Dean on recommendation of HOS
Approve secondment of staff member to external organisation	Senior Leader/Academic Leader, on advice from Director, PS
Approve the use of agency or contractor for the temporary delivery of the approved role	Senior Leader/Academic Leader

D4. Leave	
Authority/Delegation	**Delegate**
Approve extended study leave for Academic Staff	DVCA, on recommendation of Academic Leader/Senior Leader
Approve leave without pay for more than five (5) days per calendar year per staff member	Senior Leader, on advice from Director PS
Approve unpaid leave for a period of up to five (5) days per calendar year per staff member	Supervisor/Line Manager
Approve Life Event leave	CPO
Approve all other leave	Supervisor/Line Manager

D5. Timesheets and Overtime	
Authority/Delegation	**Delegate**
Approve overtime and TOIL within approved budget parameters in accordance with EBA provisions	Supervisor/Line Manager
At the commencement of each semester or engagement period, approve sessional and casual commitments, within approved budget parameters	Head of School/Senior Leader
Approve timesheets for sessional and casual staff in accordance with approved commitments from the Senior Leader	Supervisor/Line Manager

D6. Classification, Promotion and Reclassification	
Authority/Delegation	**Delegate**
Approve classification of a position as described	Director, PS
Approve re-classification of Professional Employee position	Director, PS
Approve promotion of Academic Employees	VC, on recommendation of Academic Promotions Committee

D7. Separation and Termination	
Authority/Delegation	**Delegate**
Formally accept or withdraw resignations and retirements	Senior Leader
Termination of employment, including on medical grounds and redundancy	CPO
Termination of contract for Adjunct staff: (a) levels D and E (b) levels A to C	 (a) DVCA (b) Executive Dean
Suspension of employment with or without pay	CPO, on recommendation of Director, PS

SCHEDULE E: CAMPUS DEVELOPMENT

GENERAL REQUIREMENTS

1. This Schedule forms part of the *Policy:* Standing Delegations of Authority and must be read in conjunction with the Principles, Scope and Definitions applicable to all Schedules. In addition, terms relating exclusively to this Schedule are defined below.
2. The delegations in this Schedule apply to all capital works projects that are funded by the central Capital Budget/Forecast.
3. Where the delegations contained in this Schedule refer to the execution of any contract, the authority to execute is subject to the agreement being first reviewed and approved by the authorised legal and financial officers of the University.
4. The delegations listed in this Schedule must be exercised in accordance with the relevant legislation, policies, procedures and guidelines and any directives of the Vice Chancellor.
5. All delegations listed in this Schedule are to be interpreted as the minimum level of Delegation required.

RECORDING AND REPORTING REQUIREMENTS

1. Reports from CPFO or delegate are submitted to the Major Project Group /Operations Group as required to ensure effective oversight of implementation of the project (including monitoring of budgets and expenditure).
2. The following information must be reported to the Operations Group:
    a. Project Budget, and any variations, including redirection of sums;
    b. Project Design, and any variations
    c. Project Scope, and any variations;
    d. suspension of works;
    e. management of Program, including extensions of time;
    f. Expenditure or commitment of funds;
    g. Contract management and administration, including contract variations, notice of default termination, release of guarantee and referral to arbitration; and
    h. Risk and mitigation measures.
3. In the case of notice of default, suspension of works, referral to arbitration, termination of contract and release of guarantee, the CPFO or delegate must immediately notify the Legal Office.
4. Formal records to evidence delegated actions and decisions, including supporting recommendations and meeting minutes of the relevant governance committees for the project must be maintained.

E1. Project Budget	
Authority/Delegation	**Delegate**
Approve Project Budget and variations to Project Budget	Refer to Schedule B – Financial Delegations

E2. Design and Project Scope	
Authority/Delegation	**Delegate**
Approve Design and major variations to Design	CPFO and Chair of PCG if different
Approve Project Scope and variations to Project Scope	CPFO, and Chair of PCG if different

E3. Contingency Sums	
Authority/Delegation	**Delegate**
Approve contract variations where variation is less than $20,000 and at least 50% of Contingency Sum remains after approval of variation	Project Director
Approve contract variations where variation is more than $50,000 and at least 50% of Contingency Sum remains after approval of variation	CPFO
Approve contract variation where variation is greater than $50,000 of Contingency Sum or less than 50% of Contingency Sum remains after the approval of variation	CFO, DVC, F and COO

E5. Contract Administration	
Authority/Delegation	**Delegate**
Approve Extension Time (**EOT**) where delay damages less than $50,000 and at least 50% of Contingency Sum remains after approval of EOT	CPFO
Approve EOT where delay damages exceed $50,000 or less than 50% of Contingency Sum remains after approval of EOT	Reserved to VC
Notice of Default	Reserved to VC
Suspension of Works	Reserved to VC
Referral to Arbitration	Reserved to VC
Termination of Contract	Reserved to VC
Release of Guarantee	Reserved to VC

SCHEDULE F: INFORMATION TECHNOLOGY

GENERAL REQUIREMENTS

1. This Schedule forms part of the *Policy: Standing Delegations of Authority* and must be read in conjunction with the Principles, Scope and Definitions applicable to all Schedules.
2. ***Core University System*** means a primary IT system that is used by the university and/or stores student, staff and/or financial records or other data that is considered private or sensitive under the *Privacy Act 1988* or is reportable under the General Data Protection Regulation (GDPR).

DELEGATIONS

F1. Information Systems	
Authority/Delegation	**Delegate**
Delegation is provided to: - authorise planned shut down; and - approve upgrade and maintenance requirements; and - approve significant changes; and - approve decommissioning; in relation to following Core University systems:	
(a) PeopleSoft Campus Solutions (Student)	(a) CIO, Assoc DVC A and Acad Reg
(b) PeopleSoft Finance	(b) CIO, DCFO
(c) PeopleSoft HCM (HR)	(c) CIO, CPO
(d) Website	(d) CIO, DVC RP&I
(e) Marketing	(e) DVC RP&I
(f) Email	(f) CIO
(g) Telephony	(g) CIO
(h) Blackboard	(h) CIO, DVC A
(i) PowerPro	(i) CIO, VET CEO
(j) Allocate+ (time tabling)	(j) Assoc DVC A and Acad Reg
(k) SONIA	(k) CIO, DVC A
(l) CELCAT Tutorial booking system	(l) Assoc DVC A and Acad Reg
(m) IRMA (Research)	(m) CIO, PVCR
(n) Ex Libris (Library)	(n) Assoc DVCA and Acad Reg
(o) Raiser's Edge/NXT	(o) PVC C&E
(p) Sophos Security	(p) CIO
(q) IT Infrastructure (inc. Wi-Fi)	(q) CIO
(r) ND Engage (Microsoft Dynamics)	(r) CIO
(s) OKTA	(s) CIO
(t) Azure (M365)	(t) CIO
Notwithstanding the above, in the event of an emergency system update, or unplanned shut down to any system, i.e. in the case of a cyber-threat	CIO has full authority under the emergency change process (eCAB)

F2. Information System Access	
Authority/Delegation	**Delegate**
Approve creation and removal of staff accounts	CPO
Approve creation and removal of accounts for those who are not staff members	CIO
Approve access to, or change level of access to Core University Systems: (a) PeopleSoft Campus Solutions (Student) (b) PeopleSoft Finance (c) PeopleSoft HCM (Staffing) (d) Website (e) Marketing (f) Email (g) Telephony (h) Blackboard (i) PowerPro (j) Allocate+ (time tabling) (k) SONIA (l) CELCAT Tutorial booking system (m) IRMA (Research) (n) Ex Libris (Library) (o) Raiser's Edge/NXT (p) Sophos Security (q) Infrastructure (inc. Wi-Fi) (r) ND Engage (Microsoft Dynamics) (s) OKTA (t) Azure (M365)	 (a) CIO, Assoc DVC A and Acad Reg (b) CIO, DCFO (c) CIO, CPO (d) CIO (e) DVC RP&I (f) CIO (g) CIO (h) CIO, DVC A (i) CIO, VET CEO (j) Assoc DVC A and Acad Reg (k) CIO, DVC A (l) DVC A (m) CIO, PVC R (n) Assoc DVC A and Acad Reg (o) PVC C&E (p) CIO (q) CIO (r) CIO (s) CIO (t) CIO
Approve access to shared folders	Senior Leader relevant to the shared folder

F3. Software and Hardware	
Authority/Delegation	**Delegate**
Approve introduction of new IT hardware	CIO, on recommendation of Senior Leader
Approve introduction of new software	CIO, on recommendation of Senior Leader
Approve introduction of new software or IT hardware, where the CIO considers the introduction of the software or hardware poses a high risk to an existing IT platform, service or system and/or data security	DVC F and COO on recommendation of Operations Group, and CIO

F4. Data	
Authority/Delegation	**Delegate**
Approve external release of student or staff data (where no formal confidentiality agreement approved by Legal Office exists)	Reserved to VC on advice from Legal
Approve access to and monitoring of data and content through existing accounts: (a) Staff (b) Students	(a) VC, on recommendation of CPO (b) Assoc DVC A and Acad Reg
Approve storage of digital data to be hosted externally (including all cloud-based and online services)	CIO
Approve commissioning and operation of all outsourced cloud-based and online services	CIO
Approve Registration of all Domain names	CIO
Approve restriction of email systems, network or software applications due to cyber-related threats	CIO
Approve all academic Subscription services	Uni Lib, on recommendation of CIO and CFO