

## Delegations Rule Schedule A

### 20 February 2020

NB: Delegations must be exercised within the framework of Southern Cross University's Code of Conduct, Rules, Policy, Procedures and any external legislative requirements.

Description of delegation	Limit	Delegate	Code	ID	Note
<b>1. Finance</b>					
<b>Assets - accounting</b>					
Approve the adjustment of records.		Director, Financial Operations	S4	FN2	
		Vice President (Finance)	S3	FN1	
<b>Assets - disposal</b>					
Approve the sale, write off and disposal of plant, equipment (capital assets) and inventory (excluding real property), where the proceeds or written down value is greater than the limit.		Tender Board	NT2	FN109	
	\$50,000	Head of Work Unit	G4	FN110	
Approve the sale, write off and disposal of portable and attractive items for nil consideration.		Head of Work Unit	G4	FN108	
<b>Bank Guarantees</b>					
Enter into Bank Guarantees in accordance with the Treasury Policy (requires both delegates to approve)		Director, Financial Operations	S4	FN96	
		Head of Work Unit	G4	FN95	
<b>Banking</b>					
Enter into transactional banking arrangements in accordance with the Treasury Policy.		Director, Financial Operations	S4	FN105	
<b>Borrowing</b>					
Approve the University entering into new borrowing facilities.		Council	S1	FN91	
Approve changes to terms and conditions within existing borrowing facilities in accordance with Treasury Policy.		Finance Committee	S1	FN92	
<b>Budget - Approve</b>					
A: Approve annual overall University budget and forecast.		Council	G1	FN13	
B: Approve an annual expenditure budget for each organisational unit within overall Council approved budget and forecast.		Vice Chancellor	G2	FN15	

Description of delegation	Limit	Delegate	Code	ID	Note
<b>Credit cards</b>					
Set credit card limits (except for Vice Chancellor).		Director, Financial Operations	S4	FN94	
Set limit and issue or revoke University Corporate Credit Card to/from Vice Chancellor.		Chancellor	NT2	FN35	
Approval to issue or revoke University Corporate Credit Card to or from a staff member (excluding the Vice Chancellor) - requires approval from both Delegates.		Director, Financial Operations	S4	FN106	
		Head of Work Unit	G4	FN107	
<b>Debts - write offs, refunds etc.</b>					
Approve the 'write off' of debt.	\$3,500,000	Vice Chancellor	G2	FN111	
	\$200,000	Executive	G3	FN112	
	\$50,000	Head of Work Unit	G4	FN113	
Waive, refund, remit or issue credit note for student association membership fees, student contributions, tuition fees, ancillary fees, residential fees, fines and penalties, and all other student related charges or contributions.	\$3,500,000	Vice Chancellor	G2	FN86	
	\$200,000	Executive	G3	FN114	
	\$50,000	Director, Student Administration Services	S4	FN115	
		Director, SCU International	S4	FN116	
Waive, refund, remit or issue credit note for University fees charges and fines unless otherwise defined in this schedule.	\$3,500,000	Vice Chancellor	G2	FN86	
	\$200,000	Executive	G3	FN117	
	\$50,000	Head of Work Unit	G4	FN118	
<b>Expenditure - budgeted</b>					
Approve, commit or incur expenditure within approved budget. The delegate may authorise any employee under that delegate's supervision to exercise the delegation in the name of the delegate in accordance with the Delegations Rule and using the approved Authorisation Form, for transactions up to a maximum of \$10,000.	\$50,000	Head of Work Unit	G4	FN63	
Approve, commit or incur expenditure within approved budget.	\$200,000	Executive	G3	FN64	
	\$100,000	Director, Financial Operations	S4	FN65	

Description of delegation	Limit	Delegate	Code	ID	Note
Approve, commit or incur expenditure within approved budget. Amounts between \$1M and \$3.5M are reportable to Council.	\$3,500,000	Vice Chancellor	G2	FN85	
<b>Expenditure - Council Approved Contracts</b>					
Approve, commit or incur expenditure for transactions arising from a Council approved contract and that fall within the framework and limit of the transactions previously approved by Council.	Total Contract Value	Vice President (Finance)	S3	FN66	
<b>Expenditure - crisis</b>					
Approve expenditure of funds in a crisis or emergency event in accordance with Emergency and Crisis Management Plan. Exercise of delegation is reportable to Council.	\$1,000,000	Director, Financial Operations	NT2	FN67	
<b>Fees - approve</b>					
Approve and set student ancillary fees, residential fees, fines and penalties, and all other student related charges.		Director, Student Administration Services	S4	FN68	
Approve and set Student Association Membership fees.		Vice Chancellor	G2	FN69	
Approve and set student contributions amounts.		Vice President (Global)	S3	FN88	
Approve and set tuition fees.		Vice President (Global)	S3	FN89	
Set other University fees, charges and fines within Policy settings.		Vice President (Global)	S3	FN90	
<b>Financial Risk Management</b>					
Approve the University's use of authorised hedging instruments in accordance with Treasury Policy		Vice President (Finance)	S3	FN93	
<b>Financial statements – annual</b>					
Adoption of annual financial statements.		Council	G1	FN74	
<b>Investment</b>					
Invest funds in accordance with the Treasury policy.		Manager, Corporate Finance	S5	FN99	
<b>Leases</b>					
Enter into lease agreements in accordance with the Treasury Policy (requires both delegates to approve)		Director, Financial Operations	S4	FN98	

Description of delegation	Limit	Delegate	Code	ID	Note
		Head of Work Unit	G4	FN97	
<b>Lending</b>					
Approve lending and guaranteeing (external) unless otherwise specified in this register.		Council	G1	FN79	
Approve Student Loan.	\$1,500	Student Financial Assistance Officer	S5	FN80	
<b>Scholarships and prizes</b>					
Approve conditions (including authorised decision makers) for the award of Scholarships and Prizes.		Academic Board	NT2	FN82	
		Executive	S3	FN83	
<b>Student grants</b>					
Approve a student grant.	\$3,500,000	Vice Chancellor	G2	FN87	
<b>Taxation</b>					
Authority to act in respect of taxation and statutory compliance matters including but not limited to lodgement of returns, appointment of tax agents.		Director, Financial Operations	S4	FN119	

Description of delegation	Limit	Delegate	Code	ID	Note
<b>2. Human Resources</b>					
<b>01. Industrial instruments</b>					
Sign Enterprise Agreements (EAs) on behalf of the University.		Vice Chancellor	G2	HR1	
<b>02. Remuneration</b>					
Approve remuneration for appointments above normal academic and professional staff levels.		Vice Chancellor	G2	HR2	
Approve remuneration to be offered on appointment where the commencing salary point is higher than the minimum salary for the classification (requires G4 and S4 delegates acting jointly).		Director, Human Resources	S4	HR4	
		Head of Work Unit	G4	HR5	
Determine remuneration for Vice Chancellor.		Remuneration Committee	NT2	HR83	
Approve maximum annual percentage salary increase for staff at Head of Work Unit and above not covered by the SCU enterprise agreement.		Remuneration Committee	NT2	HR84	
<b>02. Remuneration - advanced payment</b>					
Approve payment in advance to staff where the advance is acknowledged as a debt to the University in cases of financial hardship.		Director, Financial Operations	S4	HR6	
		Director, Human Resources	S4	HR7	
Approve payment of salary in advance to staff where Special Studies Leave is approved in accordance with University Policy.		Director, Human Resources	S4	HR8	
<b>02. Remuneration - allowances and payments</b>					
Approve Academic Special Duties Payments.		Head of Work Unit	G4	HR9	
Approve additional responsibilities allowances (including subject and course coordination allowances) for a period exceeding twelve months.		Executive	G3	HR10	
Approve additional responsibilities allowances (including subject and course coordination allowances) for a period up to and including twelve months.		Head of Work Unit	G4	HR11	
<b>02. Remuneration - deferred salary</b>					
Approve deferred salary scheme arrangements in accordance with University Policy.		Head of Work Unit	G4	HR12	

Description of delegation	Limit	Delegate	Code	ID	Note
<b>02. Remuneration - motor vehicles</b>					
A. Approve access to a fully serviced University motor vehicle or other fringe benefit for staff.		Executive	G3	HR13	
B. Approve access to a fully serviced University motor vehicle or other fringe benefit for staff where the relevant Executive delegate is unavailable.		Vice President (Finance)	S3	HR14	
<b>02. Remuneration - progression</b>					
Award accelerated incremental progression within the salary range in accordance with the appropriate industrial instrument and/or University policies.		Executive	G3	HR15	
Withhold incremental progression in accordance with the appropriate industrial instrument and/or University policies.		Executive	G3	HR17	
<b>03. Recruitment and appointment - approve</b>					
academic staff - Approve recruitment in accordance with the appropriate industrial instrument and/or University policies for academic staff positions below the level of Professor.		Executive	G3	HR18	
Approve recruitment in accordance with the appropriate industrial instrument and/or University policies for all positions at or above the level of Professor and Executive appointments with comparable remuneration.		Vice Chancellor	(blank)	HR19	
professional staff - Approve recruitment in accordance with the appropriate industrial instrument and/or University policies for all professional staff positions below the level of Executive appointments (within any University cost centre).		Director, Human Resources	S4	HR85	
		Vice President (Finance)	S3	HR20	
professional staff - Approve recruitment in accordance with the appropriate industrial instrument and/or University policies for all professional staff positions below the level of Executive appointments.		Executive	G3	HR21	
<b>03. Recruitment and appointment - approve selection panel recommendations</b>					
academic staff - Approve the recommendations of a selection panel for all academic staff positions (excluding positions at or above the level of Professor and executive appointments with comparable remuneration, Heads of School and Directors).		Deputy Vice Chancellor (Academic)	S3	HR98	

Description of delegation	Limit	Delegate	Code	ID	Note
Approve the recommendations of a selection panel for Positions at or above the level of Professor including executive appointments with comparable remuneration, Heads of School and Directors.		Vice Chancellor	G2	HR23	
professional staff - Approve the recommendations of a selection panel for all professional staff positions excluding positions at or above the level of Professor and executive appointments with comparable remuneration, Heads of School and Directors.		Executive	G3	HR24	
professional staff - Approve the recommendations of a selection panel for all professional staff positions within any University cost centre, excluding positions at or above the level of Professor and executive appointments with comparable remuneration, Heads of School and Directors.		Director, Human Resources	S4	HR86	
		Vice President (Finance)	S3	HR25	
<b>03. Recruitment and appointment - by invitation</b>					
Approve appointments by invitation in accordance with University Policy unless otherwise specified in this register.		Vice Chancellor	G2	HR26	
Approve temporary appointments by invitation (including casual and fixed term) for more than twelve months in accordance with University Policy.		Executive	G3	HR27	
Approve temporary appointments by invitation (including casual and fixed term) for up to and including twelve months in accordance with University Policy.		Head of Work Unit	G4	HR28	
<b>03. Recruitment and appointment - other</b>					
Approve appointment as Emeritus Professor.		Council	G1	HR29	
<b>04. Offers of employment</b>					
Approve and sign offers of employment for written offers in accordance with appointment approvals.		Director, Human Resources	S4	HR31	
Sign offers of employment for casual contracts in accordance with appointment approvals.		Head of Work Unit	G4	HR32	
<b>05. Employment conditions and variations - approve</b>					
Approve conditions of employment not governed by a current industrial instrument and resolve special cases falling outside HR policies.		Vice Chancellor	G2	HR33	
<b>05. Employment conditions and variations - convert casual</b>					

Description of delegation	Limit	Delegate	Code	ID	Note
Approve applications for conversion from casual to non-casual employment for eligible professional staff in accordance with the appropriate industrial instrument and/or policies.		Executive	G3	HR34	
Approve applications for conversion from casual to non-casual employment for eligible professional staff within any University cost centre, in accordance with the appropriate industrial instrument and/or policies.		Vice President (Finance)	S3	HR35	
<b>05. Employment conditions and variations - convert fixed-term</b>					
Approve applications for conversion from fixed-term to continuing employment for eligible professional staff within any University cost centre, in accordance with the appropriate industrial instrument and/or policies.		Vice President (Finance)	S3	HR37	
Approve applications for conversion from fixed-term to continuing employment for eligible academic staff, in accordance with the appropriate industrial instrument or policies.		Deputy Vice Chancellor (Academic)	S3	HR99	
<b>05. Employment conditions and variations - fractions</b>					
Vary full time or part time appointment fractions on a continuing basis.		Executive	G3	HR39	
Vary full time or part time appointment fractions on a temporary basis up to 12 months.		Head of Work Unit	G4	HR40	
<b>05. Employment conditions and variations - redeployment</b>					
Approve redeployment of academic staff as the result of redundancy and other transfers within the University.		Deputy Vice Chancellor (Academic)	S3	HR100	
Approve redeployment of Executive Staff as the result of redundancy and other transfers within the University.		Vice Chancellor	G2	HR93	
Approve redeployment of professional staff from any cost centre as the result of redundancy and other transfers within the University.		Director, Human Resources	S4	HR87	
		Vice President (Finance)	S3	HR94	
<b>06. Employment strategy</b>					
Approve the targeting of positions in accordance with the University's Indigenous Employment Strategy.		Vice Chancellor	G2	HR45	
<b>07. Workload matters - allocation</b>					

Description of delegation	Limit	Delegate	Code	ID	Note
Allocate individual workloads for academic staff in accordance with University policy.		Head of Work Unit	G4	HR46	
<b>07. Workload matters - attendance</b>					
Approve professional staff working hours in accordance with the Enterprise Agreement.		Head of Work Unit	G4	HR49	
<b>07. Workload matters - duties</b>					
Reassign duties at the same classification level within work unit.		Head of Work Unit	G4	HR50	
<b>09. Relieving appointments</b>					
Approve relieving appointments (acting arrangements) for Executive.		Vice Chancellor	G2	HR54	
Approve relieving appointments (acting arrangements) for Head of Work Unit.		Executive	G3	HR55	
Approve relieving appointments (acting arrangements) for positions below the level of Head of Work Unit for periods exceeding twelve months continuous service in a relieving position.		Executive	G3	HR56	
Approve relieving appointments (acting arrangements) for positions below the level of Head of Work Unit for periods up to twelve months continuous service in a relieving position.		Head of Work Unit	G4	HR57	
Approve relieving appointments (acting arrangements) for the Vice Chancellor.		Vice Chancellor	G2	HR82	
<b>10. Employment classification</b>					
Approve the reclassification of new and existing professional staff positions in accordance with University policy.		Director, Human Resources	S4	HR88	
Approve the outcome of a review of classification decision for professional positions in accordance with University policy.		Vice President (Finance)	S4	HR97	
<b>11. Leave - without pay</b>					
Approve leave without pay applications in excess of 6 months.		Executive	G3	HR90	
Approve leave without pay applications up to and including 6 months.		Head of Work Unit	G4	HR91	
<b>12. Staff rewards</b>					

Description of delegation	Limit	Delegate	Code	ID	Note
Approve staff rewards for outstanding performance in accordance with the appropriate University program.		Vice Chancellor	G2	HR74	
<b>13. Disciplinary action</b>					
Approve disciplinary action for unsatisfactory performance or misconduct in accordance with the appropriate industrial instrument or University policies.		Vice Chancellor	G2	HR75	
<b>14. Terminate employment - other</b>					
Terminate employment (except via resignation/retirement).		Vice Chancellor	G2	HR76	
<b>14. Terminate employment - resignation</b>					
Provide formal letter of acceptance.		Director, Human Resources	S4	HR77	
<b>14. Terminate employment - resignation/retirement</b>					
Accept or withdraw resignation from Executive staff.		Vice Chancellor	G2	HR78	
Accept or withdraw resignation from Head of Work Unit.		Executive	G3	HR79	
Accept or withdraw resignation from employees below the level of Head of Work Unit.		Head of Work Unit	G4	HR95	
<b>15. First Aid Officers</b>					
Appoint First Aid Officers and approve payment of a first aid allowance in accordance with the appropriate industrial instrument.		Manager, Workplace Health & Safety	S5	HR96	

Description of delegation	Limit	Delegate	Code	ID	Note
<b>3. Legal</b>					
<b>Contracts A: Standard Agreements</b>					
Sign Standard Agreements (non research) that are published as being Standard Agreements on the Legal Office's website, if the financial value of the arrangement is less than the specified financial limit, and there are no changes required to the terms of the agreement or no Special Conditions to be inserted.	\$3,500,000	Vice Chancellor	G2	LG104	
	\$200,000	Executive	G3	LG38	
	\$100,000	Director, Financial Operations	S4	LG74	
	\$50,000	Head of Work Unit	G4	LG39	
<b>Contracts B: Non-standard Agreements</b>					
Sign Non-Standard Agreements (non-research, non-educational) where the financial value of the arrangement is less than the specified financial limit.	\$3,500,000	Vice Chancellor	G2	LG89	
	\$50,000	Head of Work Unit	G4	LG96	
Sign Non-Standard Agreements (non-research, non-educational) where the financial value of the arrangement is less than the specified financial limit.	\$200,000	Executive	G3	LG69	
<b>Contracts C: Research Agreements</b>					
Sign Research Agreements. Limit is measured in terms of SCU's total cash contribution to the agreement only - any financial benefit to be derived by SCU under the agreement does not limit the delegate's authority to sign.	\$500,000	Vice President (Finance)	S3	LG76	
Sign Research Agreements. Limit is measured in terms of the University's total cash contribution to the agreement only - any financial benefit to be derived by the University under the agreement does not limit the delegate's authority to sign.	\$3,500,000	Vice Chancellor	G2	LG91	
	\$500,000	Deputy Vice Chancellor (Research)	S3	LG97	
	\$50,000	Head, Office of Research	S4	LG98	
<b>Contracts D: Educational Agreements</b>					
Jointly sign Educational Agreements with the Vice Chancellor.		Executive	G3	LG99	
Sign Educational Agreements where the financial value of the arrangement is less than the specified financial limit. Requires joint signatures of two delegates to be binding, one of which must be the Vice Chancellor.	\$3,500,000	Vice Chancellor	G2	LG100	

Description of delegation	Limit	Delegate	Code	ID	Note
<b>Contracts E: Other</b>					
Within delegate's financial delegation limit, approve and enter into any Agreement not covered elsewhere in this Schedule.	\$3,500,000	Vice Chancellor	G2	LG85	
<b>Contracts F: SCU Land</b>					
Lease any university lands provided the term of the lease does not exceed 21 years and is otherwise consistent with the requirements of the SCU Act.	\$200,000	Vice President (Operations)	G3	LG81	
Exercise Council powers in relation to real property unless otherwise delegated in this Schedule A.	Specified in the SCU Act	Council	G1	LG79	
Exercise Council's power to sell or lease University real property, or lease land from another party, for transactions within the specified financial limit and other limits imposed by the SCU Act.	\$3,500,000	Vice Chancellor	G2	LG92	
<b>Deeds</b>					
Authority to execute Deeds. Delegation must be jointly exercised by the Vice Chancellor and Council Secretary subject to the Vice Chancellor's expenditure limit.		Council Secretary	S4	LG94	
	\$3,500,000	Vice Chancellor	G2	LG93	
<b>External lawyers</b>					
Appoint and manage external lawyers to represent the University on human resource/staffing matters.		Director, Human Resources	S4	LG50	
Appoint and manage external lawyers to represent the University.	\$3,500,000	Vice Chancellor	G2	LG86	
	\$50,000	Head, Governance Services	S4	LG52	
	\$20,000	Manager, Legal Office	S5	LG83	
	\$5,000	University Lawyer	S5	LG53	
<b>Intellectual property rights</b>					
Approve applications, maintenance, prosecution and registration of intellectual property (including copyright, circuit layouts, know how, patents, business names, trademarks and plant breeder's rights). The exercise of this delegation is to be reported to the following meeting of Council for noting.		Deputy Vice Chancellor (Research)	S3	LG56	
Approve assignment of Intellectual Property (IP) rights in accordance with University Policy, as it relates to Research.		Deputy Vice Chancellor (Research)	S3	LG59	

Description of delegation	Limit	Delegate	Code	ID	Note
Approve assignment of Intellectual Property (IP) rights in accordance with University Policy, as it relates to Teaching.		Deputy Vice Chancellor (Academic)	S3	LG95	
<b>Litigation</b>					
Commence litigation and/or alternative dispute resolution for any University matter where the University is a plaintiff or defendant.	\$3,500,000	Vice Chancellor	G2	LG87	
<b>Settlements</b>					
Settle court, legal or other proceedings and bind the University.	\$3,500,000	Vice Chancellor	G2	LG88	
<b>Subpoenas, summons, writs, searches, warrants</b>					
Accepting service of court processes or subpoenas on behalf of the University.		University Legal Office Staff	NT2	LG66	
<b>University premises</b>					
Ban persons other than students from University premises.		Vice Chancellor	G2	LG67	
<b>Contracts B: Non-standard Agreements (Procurement)</b>					
Sign agreements (non-research, non-educational) for procurement related activities only, where the estimated value of the arrangement is less than the specified financial limit.	\$100,000	Director, Financial Operations	S4	LG68	

Description of delegation	Limit	Delegate	Code	ID	Note
<b>4. Governance</b>					
<b>Clinical trial approval</b>					
Approve submission of clinical trial notifications to the Therapeutic Goods Administration.		Head, Office of Research	S4	GV80	
Approve submission of clinical trial details to the Australian New Zealand Clinical Trials Registry.		Head, Office of Research	S4	GV81	
Approve related clinical trial documentation such as Investigators Borchure and Protocols.		Head, Office of Research	S4	GV82	
<b>Commercial activities - appoint negotiators</b>					
Approve appointment of Authorised Negotiator/s as set out in the Commercial Activities Guidelines.		Executive	G3	GV3	
<b>Commercial activities - approval</b>					
Provide conditional or final approval of Commercial Activities.	\$3,500,000	Vice Chancellor	G2	GV72	
	\$200,000	Deputy Vice Chancellor (Research)	S3	GV79	
		Vice President (Global)	S3	GV62	
<b>Companies, controlled entities and foundations</b>					
Appoint directors or other representatives of the University to controlled or affiliated commercial entities.		Council	G1	GV9	
Approve the establishment and/or winding up of related controlled entities, companies and foundations of the University.		Council	G1	GV10	
Authorise the University becoming a member/shareholder of a not-for-profit incorporated association, where the total financial liability exposure for the University is limited to less than \$10,000.	\$10,000	Vice Chancellor	G2	GV11	
Authorise the University becoming a member/shareholder of a research related entity. Membership or shareholding must not be related to investment but rather to participation and governance of the related research collaboration.		Vice Chancellor	G2	GV12	
Authorise the University becoming a member/shareholder of an entity unless otherwise specified in this register.		Council	G1	GV13	

Description of delegation	Limit	Delegate	Code	ID	Note
Authority to exercise all of the other powers that Council may exercise in relation to a company of which the University is a member or shareholder (including a company that is a controlled entity of the University) at meetings of its members or of its creditors and debenture holders and in respect of resolutions to be passed without meetings. The exercise of such powers including a decision not to exercise such powers, must be reported to the forthcoming meeting of Council.		Council Secretary	NT2	GV15	
<b>Corporate identity</b>					
Approve the use of University name and logo.		Chief Marketing Officer	S3	GV83	
Approve registration or deregistration of a business name under which the University conducts a business.		Vice Chancellor	G2	GV71	
<b>Delegations framework</b>					
Approve and amend Schedule B SCU Reporting Lines.		Vice Chancellor	G2	GV17	
<b>Governance Documents - 1. Rules</b>					
Amend Rules or arrangements that cause hardship to students (requires two delegates acting jointly).		Academic Board, Chair	NT2	GV18	
		Vice Chancellor	G2	GV19	
Approve departure from Rules (requires two delegates acting jointly).		Academic Board, Chair	NT2	GV21	
Approve Rules in accordance with the Rules for the Academic Board and its Committees.		Academic Board	NT2	GV22	
Approve Rules in accordance with the Southern Cross University By-Law 2005.		Academic Board	NT2	GV23	
		Vice Chancellor	G2	GV24	
Maintain a Register of Commercial Activities.		Vice Chancellor	G2	GV20	
<b>Governance Documents - 2. Policy</b>					
Approve Internal Audit Policies.		Audit and Risk Management Committee	NT2	GV25	
Approve Policies in accordance with the Rules for the Academic Board and its Committees.		Academic Board	NT2	GV27	

Description of delegation	Limit	Delegate	Code	ID	Note
Approve Policies related to the Investment of University funds.		Council	G1	GV28	
Approve Policies relating to all aspects of University marketing, promotion, advertising and other electronic and print material and media production (excluding scholarly work externally published).		Vice President (Engagement)	S3	GV84	
Approve Policies relating to the University's Commercial Activities.		Council	G1	GV30	
Approve SCU Health Clinic Policies.		Clinical Governance Board	NT2	GV31	
Approve Student Loan Policies.		Director, Student Administration Services	S4	GV32	
Approve the Policies of the University except where otherwise designated by Council.		Vice Chancellor	G2	GV33	
Approve University's banking arrangements Policy.		Council	G1	GV34	
<b>Governance Documents - 3. Procedures</b>					
Approve Procedures in accordance with the Rules for Academic Board and its Committees.		Academic Board	NT2	GV35	
		Academic Board, Chair	NT2	GV36	
Approve Procedures relating to the University's Commercial Activities in accordance with Rules and Policy.		Vice President (Global)	S3	GV37	
Approve Procedures unless otherwise designated by Council.		Executive	G3	GV38	
Approve Procedures, standards and protocols for all aspects of University marketing including promotion, advertising, print and electronic materials and media production and to enforce compliance. Excludes scholarly work externally published.		Vice President (Engagement)	S3	GV85	
Approve SCU Health Clinic Procedures.		Clinical Governance Board	NT2	GV40	
Approve Human Resources Procedures		Director, Human Resources	G4	GV66	
<b>Governance Documents - 4. Guidelines</b>					
Approve University Guidelines.		Head of Work Unit	G4	GV41	

Description of delegation	Limit	Delegate	Code	ID	Note
<b>Insurance</b>					
Approve Insurance arrangements.		Council	G1	GV42	
Approve the appointment of insurers/brokers.		Executive	G3	GV43	
<b>Internal audit</b>					
Appoint internal auditors.		Audit and Risk Management Committee	NT2	GV44	
<b>Marketing</b>					
Approve domestic and international marketing material.		Chief Marketing Officer	S4	GV86	
<b>Media release</b>					
Approve the issue of official University media releases.		Chief Marketing Officer	S4	GV87	
<b>Research funding</b>					
Approve research funding submissions and research grant applications on behalf of the University. Financial limit relates to the University's total cash contribution to project only.	\$3,500,000	Vice Chancellor	G2	GV73	
	\$500,000	Deputy Vice Chancellor (Research)	S3	GV77	
	\$50,000	Head, Office of Research	S4	GV78	
<b>Strategic plan</b>					
Approval of the University's Strategic Plan.		Council	G1	GV51	
<b>University seal</b>					
Authority to affix the Seal of the University to any document. Affixing of Seal should be advised at the next Council meeting.		Council Secretary	NT2	GV53	
		Vice Chancellor	G2	GV54	

Description of delegation	Limit	Delegate	Code	ID	Note
Sign under Seal of the University any document: Requiring the affixing of the Seal of the Southern Cross University Act 1993, the By- Laws made under the Act and by virtue of any University rule, regulation or policy; that another party to the document requests to be signed under the Seal provided that the particular use of the Seal on that document is approved by the Vice Chancellor; that the Vice Chancellor deems should be signed under the Seal; which is required by law to have the Seal affixed; such Testamurs and other academic certificates issued to any person as evidence that an award has been conferred upon that person by the University that have been approved by Council (the exercise of this delegation, in all cases, requires two delegates signing jointly. The delegation to sign Testamurs or other academic certificates under seal may be exercised by any two delegates. To affix the seal to any other document, one of the delegates must be the Council Secretary).		Chancellor	NT2	GV68	
		Council Secretary	NT2	GV69	
		Deputy Chancellor	NT2	GV70	
		Vice Chancellor	G2	GV67	
<b>Charitable grants, donations and transfer of property</b>					
Accept charitable grants, donations or transfer of property in accordance with University Policy where the value is less than the financial limit	\$3,500,000	Vice Chancellor	G2	GV88	
	\$500,000	Vice President (Engagement)	G3	GV89	
<b>Commercial activities - research</b>					
Approve application for the establishment of Cooperative Research Centres or equivalent for financial liability.		Deputy Vice Chancellor (Research)	S3	GV2	

Description of delegation	Limit	Delegate	Code	ID	Note
<b>5. Student Administration</b>					
<b>Admission</b>					
Approve readmission after Expulsion from the University.		Deputy Vice Chancellor (Academic)	S3	SA11	
<b>Contracts - student loans</b>					
Sign student loan agreement within parameters of University Policy.		Student Financial Assistance Officer	S5	SA4	
<b>Examination Periods</b>					
Approve Examination and Special Examination Periods.		Vice Chancellor	G2	SA6	
<b>Student Administration Other</b>					
As per the Rules Relating to Awards and other Governance Documents approved by the Academic Board.		Academic Board	NT2	SA9	
<b>Surrender of Awards</b>					
Revoke and require the surrender of an award of the University.		Council	NT1	SA10	
<b>Admission - Coursework courses</b>					
Approve minimum English language proficiency requirements for admission to coursework courses and the criteria for meeting the requirements.		Academic Board	NT1	SA14	NEW
Approve senior secondary studies, English language test scores, courses, qualifications and professional experience as comparable to English language proficiency requirements approved by Academic Board for coursework courses.		Deputy Vice Chancellor (Academic)	NT2	SA15	NEW
Determine whether an applicant meets the minimum English language proficiency requirements approved by the Academic Board where they do not meet the criteria set by Academic Board.		Deputy Vice Chancellor (Academic)	NT2	SA16	NEW
Approve minimum academic standards for admission to coursework courses.		Deputy Vice Chancellor (Academic)	NT2	SA17	NEW
Approve Minimum ATARs for admission to coursework courses.		Deputy Vice Chancellor (Academic)	NT2	SA18	NEW
Approve method of calculating Selection Ranks for the purpose of determining eligibility for admission to coursework courses.		Deputy Vice Chancellor (Academic)	NT2	SA19	NEW

Description of delegation	Limit	Delegate	Code	ID	Note
Determine whether an applicant's qualifications and professional experience are comparable to the academic standards for admission to a coursework course approved by Academic Board.		Head of School	S3	SA20	<b>NEW</b>
Admit students to coursework awards in accordance with University Rules, Policies and Procedures.  (The delegate may authorise appropriately qualified officers to exercise this delegation where the officer is not required to personally exercise a significant discretion.)		Director, Student Administration Services	S4	SA21	
<b>Admission - Higher Degree by Research Awards</b>					
Approve student admission for Higher Degrees by Research awards in accordance with University Rules, Policies and Procedures.		Dean, Graduate Studies	S4	SA13	<b>NEW</b>
Approve minimum English language proficiency and academic standards for admission to Higher Degree by Research awards.		Academic Board	NT1	SA12	<b>NEW</b>