

Delegations Rule Schedule A

28 April 2021

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
1. Finance						
Assets - accounting						
	Approve the adjustment of records.		Director, Financial Operations	S4	FN2	
			Vice President (Finance)	S3	FN1	
Assets - disposal						
	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	
Bank Guarantees						
	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	
Banking						
	Enter into transactional banking arrangements in accordance with the Treasury Policy.		Director, Financial Operations	S4	FN105	
Borrowing						
	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	S2	FN92	
	Approve the University entering into any finance or capital lease (including hire purchase agreements) in accordance with the Treasury Policy.	\$200,000	Vice President (Finance)	S3	FN129	
		\$100,000	Vice President (Finance)	S4	FN128	
Budget - Approve						
	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
Budget - Approve						
Credit cards						
	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	
Debts - write offs, refunds etc.						
	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 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	
	Waive, refund, remit or issue credit note for student contributions, tuition fees, administrative charges, Student Services and Amenities Fees, residential fees, fines and penalties, and all other student related charges or contributions.	\$3,500,000	Vice Chancellor	G2	FN122	
		\$200,000	Executive	G3	FN120	
		\$50,000	Director, Student Administration Services	S4	FN121	

Description of delegation		Limit	Delegate	Code	ID	Note
Expenditure - budgeted						
	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	
	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	
Expenditure - Council Approved Contracts						
	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	Council Secretary	NT3	FN123	
Expenditure - crisis						
	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.	\$1,000,001	Vice President (Finance)	NT2	FN130	
Fees - approve						
	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 contributions amounts.		Pro Vice Chancellor (Academic Quality)	S3	FN125	
	Approve and set tuition fees.		Pro Vice Chancellor (Academic Quality)	S3	FN126	
	Set other University fees, charges and fines within Policy settings.		Pro Vice Chancellor (Academic Quality)	S3	FN127	
	Approve Student Services and Amenities Fees		Vice Chancellor	G2	FN124	
Financial Risk Management						
	Approve the University's use of authorised hedging instruments in accordance with Treasury Policy		Vice President (Finance)	S3	FN93	
Financial statements – annual						
	Adoption of annual financial statements.		Council	G1	FN74	
Investment						

	Description of delegation	Limit	Delegate	Code	ID	Note
Investment	Invest funds in accordance with the Treasury policy.		Manager, Financial Planning & Analysis	S5	FN99	
Lending						
	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	
Scholarships and prizes						
	Approve conditions (including authorised decision makers) for the award of Scholarships and Prizes.		Academic Board	NT2	FN82	
			Executive	S3	FN83	
Student grants						
	Approve a student grant.	\$3,500,000	Vice Chancellor	G2	FN87	
Taxation						
	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
2. Human Resources					
01. Industrial instruments					
Sign Enterprise Agreements (EAs) on behalf of the University.		Vice Chancellor	G2	HR1	
02. Remuneration					
Approve remuneration for appointments above normal academic and professional staff levels.		Vice Chancellor	G2	HR2	
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	
Approve remuneration to be offered on appointment where the commencing salary point is higher than the minimum salary for the classification.		Director, Human Resources	S3	HR101	
02. Remuneration - advanced payment					
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 Program is approved in accordance with University Policy.		Director, Human Resources	S3	HR102	
02. Remuneration - allowances and payments					
Approve Academic Special Duties Payments.		Head of Work Unit	G4	HR9	
Approve additional responsibilities allowances.		Head of Work Unit	G4	HR103	
02. Remuneration - deferred salary					
Approve deferred salary scheme arrangements in accordance with University Policy.		Head of Work Unit	G4	HR12	
02. Remuneration - motor vehicles					
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	
02. Remuneration - progression					
Award accelerated incremental progression within the salary range in accordance with the appropriate industrial instrument and/or University policies.		Executive	G3	HR15	

	Description of delegation	Limit	Delegate	Code	ID	Note
Remuneration - progression	Withhold incremental progression in accordance with the appropriate industrial instrument and/or University policies.		Executive	G3	HR17	
03. Recruitment and appointment - approve						
	Approve recruitment in accordance with the appropriate industrial instrument and/or University policies for academic and professional staff covered by the Enterprise Agreement.		Executive	G3	HR104	
	Approve recruitment in accordance with the appropriate industrial instrument and/or University policies for all positions at Head of Work Unit or above and not covered by the Enterprise Agreement.		Vice Chancellor	G2	HR105	
03. Recruitment and appointment - approve selection panel recommendations						
	Executives, Directors, Deans, Heads of Work Unit, Professors - Approve the appointment of a candidate based on the recommendations of a selection panel.		Vice Chancellor	G2	HR107	
	Professional staff - Approve the appointment of a candidate based on the recommendations of a selection panel for all professional staff positions, excluding positions at or above the level of Heads of Work Unit, Directors and executive appointments.		Director, Human Resources	S3	HR108	
	Academic staff - Approve the appointment of a candidate based on the recommendations of a selection panel for all academic staff positions, excluding positions at or above the level of Professor, Deans, Directors and Executive		Pro Vice Chancellor (Academic Innovation)	S3	HR106	
03. Recruitment and appointment - by invitation						
	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	
03. Recruitment and appointment - other						
	Approve appointment as Emeritus Professor.		Council	G1	HR29	
04. Offers of employment						
	Approve and sign offers of employment for written offers in accordance with appointment approvals.		Director, Human Resources	S4	HR31	
	Approve and sign offers of employment for casual contracts in accordance with appointment approvals.		Head of Work Unit	G4	HR109	

Description of delegation	Limit	Delegate	Code	ID	Note
05. Employment conditions and variations - approve					
Approve conditions of employment not governed by a current industrial instrument and resolve special cases falling outside HR policies.		Vice Chancellor	G2	HR33	
05. Employment conditions and variations - convert casual					
Approve applications for conversion from casual to non-casual employment for professional staff.		Director, Human Resources	S3	HR111	
		Executive	G3	HR110	
05. Employment conditions and variations - convert fixed-term					
Approve applications for conversion from fixed-term to continuing employment for academic and professional staff.		Director, Human Resources	S3	HR113	
		Executive	G3	HR112	
05. Employment conditions and variations - fractions					
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	
05. Employment conditions and variations - redeployment					
Approve redeployment of academic staff as the result of redundancy and other transfers within the University.		Vice Chancellor	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 as the result of redundancy and other transfers within the University.		Vice President (Finance)	S3	HR114	
06. Employment strategy					
Approve the targeting of positions in accordance with the University's Indigenous Employment Strategy.		Executive	G3	HR115	
07. Workload matters - allocation					
Allocate individual workloads for academic staff in accordance with University policy.		Head of Work Unit	G4	HR46	
07. Workload matters - attendance					
Approve professional staff working hours in accordance with the Enterprise Agreement.		Head of Work Unit	G4	HR49	
07. Workload matters - duties					
Reassign duties at the same classification level within work unit.		Head of Work Unit	G4	HR50	
09. Relieving appointments					

	Description of delegation	Limit	Delegate	Code	ID	Note
Relieving appointments	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	
10. Employment classification						
	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)	S3	HR97	

Description of delegation	Limit	Delegate	Code	ID	Note
11. Leave - without pay					
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	
13. Disciplinary action					
Approve disciplinary action for unsatisfactory performance or misconduct in accordance with the appropriate industrial instrument or University policies.		Executive	G3	HR116	
14. Terminate employment - other					
Terminate employment (except via resignation/retirement).		Vice Chancellor	G2	HR76	
14. Terminate employment - resignation					
Provide formal letter of acceptance.		Director, Human Resources	S4	HR77	
14. Terminate employment - resignation/retirement					
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	
15. First Aid Officers					
Appoint First Aid Officers and approve payment of a first aid allowance in accordance with the appropriate industrial instrument.		Manager, Workplace Health & Safety	S4	HR96	

Description of delegation		Limit	Delegate	Code	ID	Note
3. Legal						
Agreements						
	Execute contracts for transactions which have been approved by Council.		Vice Chancellor	S2	LG116	
	Approve and sign agreements (non-research, non-educational) where the estimated value of the arrangement is less than the specified financial limit. (Estimated value is the estimate of the maximum value (excluding GST) of the entire agreement (including any options or renewals) including the cost of any goods and services to be provided and all forms of remuneration payable by the University)	\$3,500,000	Vice Chancellor	G2	LG107	
		\$200,000	Executive	G3	LG106	
		\$50,000	Head of Work Unit	G4	LG108	
Agreements - Education Collaborations						
	Approve Education Collaboration Agreements where a third party will be delivering all or part of a course on behalf of the University.		Council	G1	LG109	
	Approve and sign an Education Collaboration Agreement where a third party will not be delivering all or part of a course on behalf of the University.		Pro Vice Chancellor (Academic Innovation)	S3	LG114	
Agreements - Other						
	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	
Agreements - Research						
	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	
Agreements - Student loans						
	Sign student loan agreement within parameters of University Policy.	\$1,500	Student Financial Assistance Officer	S5	LG101	

Description of delegation		Limit	Delegate	Code	ID	Note
Agreements - University land						
	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)	S3	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, lease and develop 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	LG115	
Deeds						
	Execute Deeds without affixing the Seal of the University. Delegation must be jointly exercised by the Vice Chancellor and Council Secretary subject to the Vice Chancellor's expenditure limit.		Council Secretary	S4	LG111	
		\$3,500,000	Vice Chancellor	G2	LG110	
External lawyers						
	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	Director, Governance Services	S3	LG52	
		\$20,000	Senior Lawyer	S4	LG83	
		\$5,000	University Lawyer	S5	LG53	
Intellectual property rights						
	Approve assignment of Intellectual Property (IP) rights in accordance with University Policy, as it relates to Research.		Deputy Vice Chancellor (Research)	S3	LG59	
	Approve assignment of Intellectual Property (IP) rights in accordance with University Policy, as it relates to Teaching.		Pro Vice Chancellor (Academic Innovation)	S3	LG95	
	Approve applications, maintenance, prosecution and registration of intellectual property (including copyright, circuit layouts, know how, patents and plant breeder's rights). The exercise of this delegation is to be reported to the following meeting of Council for		Deputy Vice Chancellor (Research)	S3	LG112	

Description of delegation		Limit	Delegate	Code	ID	Note
Litigation						
	Commence litigation or alternative dispute resolution for any University matter.	\$3,500,000	Vice Chancellor	G2	LG113	
Settlements						
	Settle court, legal or other proceedings and bind the University.	\$3,500,000	Vice Chancellor	G2	LG88	
Subpoenas, summons, writs, searches, warrants						
	Accepting service of court processes or subpoenas on behalf of the University.		University Legal Office Staff	NT2	LG66	
University premises						
	Ban persons other than students from University premises.		Vice Chancellor	G2	LG67	

Description of delegation		Limit	Delegate	Code	ID	Note
4. Governance						
Campus						
	Approve establishment of a new University campus		Council	G1	GV122	
Charitable grants, donations and transfer of property						
	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)	S3	GV89	
Clinical trial approval						
	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	
Commercial activities - facilities						
	Approve Commercial Activities involving the use of University facilities by third parties whether the estimated value of the activity is less than the specified limit.	\$3,500,000	Vice Chancellor	S2	GV101	
		\$200,000	Vice President (Operations)	S3	GV100	
Commercial activities - other						
	Approve Commercial Activities not otherwise covered in this Schedule where the estimated value of the activites is less than the specified limit	\$3,500,000	Vice Chancellor	S2	GV102	

Description of delegation		Limit	Delegate	Code	ID	Note
Commercial activities - research						
	Approve application for the establishment of Cooperative Research Centres or equivalent for financial liability.		Deputy Vice Chancellor (Research)	S3	GV2	
	Approve Commercial Activities involving the delivery of consultancy services by University staff to an external party for a fee where the estimated value of the activity is less than the specified limit.	\$3,500,000	Vice Chancellor	S2	GV96	
		\$200,000	Deputy Vice Chancellor (Research)	S3	GV95	
		\$50,000	Executive Dean	G4	GV94	
		Approve Commercial Activities involving the delivery of research to a private organisation where the estimated value of the activity is less than the specified limit.	\$3,500,000	Vice Chancellor	S2	GV99
	\$500,000		Deputy Vice Chancellor (Research)	S3	GV98	
	\$50,000		Head, Office of Research	S4	GV97	
Commercial activities - teaching and learning						

	Description of delegation	Limit	Delegate	Code	ID	Note
activities - teaching	Approve Commercial Activities involving the delivery of professional development activities by the University where the estimated financial value of the activity is less than the specified limit.	\$3,500,000	Vice Chancellor	S2	GV93	
		\$200,000	Pro Vice Chancellor (Academic Innovation)	S3	GV92	
		\$50,000	Executive Dean	G4	GV91	
	Approve Commercial Activities involving the delivery of University courses by a third party.		Council	G1	GV90	

Description of delegation		Limit	Delegate	Code	ID	Note
Companies, controlled entities and foundations						
	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	
	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	
Corporate identity						
	Approve the use of University name and logo.		Chief Marketing Officer	S3	GV83	
	Approve registration or deregistration of a business name or trade mark under which the University conducts a business.		Vice Chancellor	G2	GV106	

Description of delegation		Limit	Delegate	Code	ID	Note
Curriculum	Approve a new course in a new Field of Study		Council	G1	GV125	
	Approve a new course in an existing Field of Study		Academic Board	NT2	GV126	

	Description of delegation	Limit	Delegate	Code	ID	Note
Curriculum						
	Approve removal of a course		Council	G1	GV127	
	Approve Course Concept Proposal for new coursework courses		Pro Vice Chancellor (Academic Innovation)	S3	GV123	
	Approve changes to coursework courses relating to delivery mode/location, fee/funding arrangements, partner/collaboration arrangements, and School/College Owner		Pro Vice Chancellor (Academic Innovation)	S3	GV129	
	Approve changes to higher degree by research courses relating to delivery mode/location, fee/funding arrangements, partner/collaboration arrangements, and School/College Owner		Deputy Vice Chancellor (Research)	S3	GV130	
	Authorise approvals relating to University courses and units other than as specified in this register		Academic Board	NT2	GV131	
	Approve Course Concept Proposal for new higher degree by research courses		Deputy Vice Chancellor (Research)	S3	GV124	
Governance Documents						
	Amend or rescind a Rule, Policy or Procedure approved by Council		Council	G1	GV132	
	Amend or rescind a Rule or Policy approved by Academic Board		Academic Board	S2	GV133	
	Amend or rescind a Procedure or Guideline approved by Academic Board. Must be reported to next Academic Board meeting.		Chair, Academic Board	S3	GV134	
	Amend or rescind a Procedure or Guideline approved by Academic Board.		Academic Board	S2	GV135	

Description of delegation		Limit	Delegate	Code	ID	Note
Governance Documents - 1. Rules						
	Approve, amend or rescind Rules relating to academic and research matters as set out in the Terms of Reference - Academic Board Rule		Academic Board	NT2	GV107	
	Approve, amend or rescind Rules for, or with respect to, the conduct and management of the academic, administrative, financial and other business of the University in accordance with the Southern Cross University By-Law 2005 unless otherwise specified in this register.		Vice Chancellor	G2	GV108	
	Approve departure from a Council or Academic Board approved Rule where it is causing hardship to students (requires two delegates acting jointly).		Vice Chancellor	S2	GV104	
	Must be reported to next Council or Academic Board meeting.		Chair, Academic Board	NT2	GV105	

Description of delegation		Limit	Delegate	Code	ID	Note
Governance Documents - 2. Policy						
	Approve Internal Audit Policies.		Audit and Risk Management Committee	NT2	GV25	
	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 the Policies of the University except where otherwise designated by Council.		Vice Chancellor	G2	GV33	
	Approve University's banking arrangements Policy.		Council	G1	GV34	
	Approve departures from Vice Chancellor approved Policies.		Vice Chancellor	G2	GV110	
	Approve, amend or rescind Policies relating to academic and research matters as set out in the Terms of Reference - Academic Board Rule		Academic Board	NT2	GV109	

Description of delegation	Limit	Delegate	Code	ID	Note
Governance Documents - 3. Procedures					
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	S3	GV66	
Approve Procedures relating to academic and research matters as set out in the Terms of Reference - Academic Board Rule		Academic Board	S2	GV136	
		Chair, Academic Board	S3	GV112	
Approve, amend or rescind Procedures relating to academic and research matters as set out in the Terms of Reference - Academic Board Rule		Academic Board	NT2	GV111	
Approve, amend or rescind Procedures relating to the University's Commercial Activities in accordance with Rules and Policy.		Vice Chancellor	S2	GV113	

Description of delegation	Limit	Delegate	Code	ID	Note
Governance Documents - 4. Guidelines					
Approve University Guidelines.		Head of Work Unit	G4	GV41	
Insurance					
Approve the appointment of insurers/brokers.		Executive	G3	GV43	
Internal audit					
Appoint internal auditors.		Audit and Risk Management Committee	NT2	GV44	
Marketing					
Approve domestic and international marketing material.		Chief Marketing Officer	S4	GV86	
Media release					
Approve the issue of official University media releases.		Chief Marketing Officer	S4	GV87	

Description of delegation		Limit	Delegate	Code	ID	Note
Organisational structure						
	Approve and amend delegate reporting lines as set out in Delegations Rule, Schedule B		Vice Chancellor	G2	GV103	
	Approve the establishment or disestablishment of a Work Unit including Schools and Research Centres		Vice Chancellor	G2	GV128	
	Approve the establishment of a Research Centre which is a not a work unit		Deputy Vice Chancellor (Research)	S3	GV137	
Research funding						
	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	
Strategic plan						
	Approval of the University’s Strategic Plan.		Council	G1	GV51	
University seal						
	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	
	Sign Testamurs or 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 (any two delegates signing jointly)		Chancellor	NT2	GV115	
			Council Secretary	NT2	GV117	

	Description of delegation	Limit	Delegate	Code	ID	Note
University seal	Sign testamurs or 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		Deputy Chancellor	NT2	GV116	
			Vice Chancellor	G2	GV114	
	Sign documents requiring the affixing of the Seal, including where the other party requests signing under Seal (requires two delegates signing jointly, one of the delegates must be the Council Secretary) .		Chancellor	NT2	GV119	
			Council Secretary	NT2	GV121	
			Deputy Chancellor	NT2	GV120	
			Vice Chancellor	G2	GV118	

Description of delegation		Limit	Delegate	Code	ID	Note
5. Student Administration						
Admission						
	Approve readmission after Expulsion from the University.		Pro Vice Chancellor (Academic Quality)	S3	SA11	
Admission - Coursework courses						
	Approve minimum English language proficiency requirements for admission to coursework courses and the criteria for meeting the requirements.		Academic Board	NT1	SA14	
	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.		Pro Vice Chancellor (Academic Quality)	NT3	SA15	
	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.		Pro Vice Chancellor (Academic Quality)	NT3	SA16	
	Approve minimum academic standards for admission to coursework courses.		Academic Board	NT2	SA17	
	Approve Minimum ATARs for admission to coursework courses.		Pro Vice Chancellor (Academic Quality)	NT3	SA18	
	Approve method of calculating Selection Ranks for the purpose of determining eligibility for admission to coursework courses.		Pro Vice Chancellor (Academic Quality)	NT3	SA19	
	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.		Executive Dean	S3	SA20	
	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	

Description of delegation		Limit	Delegate	Code	ID	Note
Admission - Higher Degree by Research Awards						
	Approve student admission for Higher Degrees by Research awards in accordance with University Rules, Policies and Procedures.		Dean, Graduate Studies	S4	SA13	
	Approve minimum English language proficiency and academic standards for admission to Higher Degree by Research awards.		Academic Board	NT2	SA12	
Conferral of awards						
	Approve students as eligible to be conferred with an award from the University.		Academic Board	NT2	SA22	NEW

Description of delegation		Limit	Delegate	Code	ID	Note
Examination Periods						
	Approve Examination and Special Examination Periods.		Vice Chancellor	G2	SA6	
Graduation ceremonies						
	Preside at graduation ceremonies.		Chancellor	NT1	SA23	NEW
			Deputy Chancellor	NT1	SA24	NEW
			Vice Chancellor	NT1	SA27	NEW
			Chair, Finance Committee	NT1	SA25	NEW
			Chair, Audit and Risk Management Committee	NT1	SA26	NEW
			Deputy Vice Chancellor	NT2	SA28	NEW
			Pro Vice Chancellor	NT2	SA29	NEW
Student Administration Other						
	As per the Rules Relating to Awards and other Governance Documents approved by the Academic Board.		Academic Board	NT2	SA9	
Surrender of Awards						
	Revoke and require the surrender of an award of the University.		Council	NT1	SA10	