

DELEGATIONS REGISTER

effective 18 April 2023

Category	Description	Limit*	Delegate	Code	ID
Finance					
Assets - accounting	Approve the adjustment of records.		Director, Financial Operations	S4	FN2
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.	\$50,000	Procurement Board	NT2	FN109
	Approve the sale, write off and disposal of portable and attractive items for nil consideration.		Head of Work Unit	G4	FN110
Bank Guarantees	Enter into Bank Guarantees in accordance with the Treasury and Investment Policy (requires both delegates to approve).		Head of Work Unit	G4	FN95
			Director, Financial Operations	S4	FN96
Banking	Enter into transactional banking arrangements in accordance with the Treasury and Investment Policy.		Director, Financial Operations	S4	FN105
	Approve changes to terms and conditions within existing borrowing facilities in accordance with Treasury and Investment Policy.		Finance Committee	S2	FN92
Borrowing	Approve the University entering into any finance or capital lease (including hire purchase agreements) in accordance with the Treasury and Investment Policy.	\$100,000	Director, Financial Services	S4	FN128
		\$200,000	Vice President (Finance)	S3	FN129
	Approve the University entering into new borrowing facilities.		Council - not delegated	S1	FN91
Budget - Approve	A: Approve annual overall University budget and forecast.		Council - not delegated	G1	FN13
	B: Approve an annual expenditure budget for each organisational unit within overall Council approved budget and forecast.		Vice Chancellor	G2	FN15
Credit cards	Approval to issue or revoke University Corporate Credit Card to or from a staff member (excluding the Vice Chancellor) - requires approval from both Delegates.		Head of Work Unit	G4	FN107
			Director, Financial Operations	S4	FN106

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Finance					
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
Debts - write offs, refunds etc.		\$50,000	Head of Work Unit	G4	FN113
	Approve the 'write off' of debt.	\$200,000	Executive	G3	FN112
		\$3,500,000	Vice Chancellor	G2	FN111
	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.	\$50,000	Director, Admissions	S4	FN121
		\$200,000	Executive	G3	FN120
		\$3,500,000	Vice Chancellor	G2	FN122
	Waive, refund, remit or issue credit note for University fees charges and fines unless otherwise defined in this schedule.	\$50,000	Head of Work Unit	G4	FN118
		\$200,000	Executive	G3	FN117
		\$3,500,000	Vice Chancellor	G2	FN86
	Expenditure - budgeted	Approve, commit or incur expenditure within approved budget.	\$100,000	Director, Financial Operations	S4
\$200,000			Executive	G3	FN64
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
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 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

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Finance					
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
	Approve Student Services and Amenities Fees.		Vice Chancellor	G2	FN124
	Set other University fees, charges and fines within Policy settings.		Pro Vice Chancellor (Academic Quality)	S3	FN127
Financial Risk Management	Approve the University's use of authorised hedging instruments in accordance with Treasury and Investment Policy.		Vice President (Finance)	S3	FN93
Financial statements – annual	Adoption of annual financial statements.		Retained by Council	G1	FN74
Investment	Invest funds in accordance with the Treasury and Investment Policy.		Vice President (Finance)	S3	FN131
Lending	Approve lending and guaranteeing (external) unless otherwise specified in this register.		Council - not delegated	G1	FN79
	Approve Student Loan.	\$1,500	Student Financial Assistance Officer	S4	FN80
Scholarships and prizes	Approve prizes and scholarships not covered elsewhere in this Schedule.		Executive	G3	FN135
	Prizes: Approve eligibility and selection criteria for academic prizes which are not within a Faculty or College.		Academic Board	S2	FN133
	Prizes: Approve eligibility and selection criteria for academic prizes within a Faculty or College.		Faculty Board	S3	FN132
	Scholarships: Approve domestic coursework scholarships.		Vice President (Students) and Registrar	S3	FN137

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Finance					
Scholarships and prizes	Scholarships: Approve higher degree research scholarships.		Deputy Vice Chancellor (Research and Academic Capability)	S3	FN136
	Scholarships: Approve international coursework scholarships.		Pro Vice Chancellor (Academic Quality)	S3	FN134
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

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Governance					
Campus	Approve establishment of a new University campus		Council - not delegated	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	\$500,000	Vice President (Engagement)	S3	GV89
		\$3,500,000	Vice Chancellor	G2	GV88
Clinical trial approval	Approve related clinical trial documentation such as Investigators Borchure and Protocols.		Director, Research Data and Contracts	S4	GV82
	Approve submission of clinical trial details to the Australian New Zealand Clinical Trails Registry.		Director, Research Data and Contracts	S4	GV81
	Approve submission of clinical trial notifications to the Therapeutic Goods Administration.		Director, Research Data and Contracts	S4	GV80
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.	\$200,000	Vice President (Operations)	S3	GV100
		\$3,500,000	Vice Chancellor	S2	GV101
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
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.	\$50,000	Executive Dean	G4	GV94
		\$200,000	Deputy Vice Chancellor (Research)	S3	GV95
		\$3,500,000	Vice Chancellor	S2	GV96
	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.	\$50,000	Director, Research Data and Contracts	S4	GV97
		\$500,000	Deputy Vice Chancellor (Research)	S3	GV98
		\$3,500,000	Vice Chancellor	S2	GV99
Commercial activities - teaching and learning	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.	\$50,000	Executive Dean	G4	GV91
		\$200,000	Pro Vice Chancellor (Academic Innovation)	S3	GV92
		\$3,500,000	Vice Chancellor	S2	GV93

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Governance					
Commercial activities - teaching and learning	Approve Commercial Activities involving the delivery of University courses by a third party.		Council - not delegated	G1	GV90
	Appoint directors or other representatives of the University to controlled or affiliated commercial entities.		Council - not delegated	G1	GV9
	Approve the establishment and/or winding up of related controlled entities, companies and foundations of the University.		Council - not delegated	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
Companies, controlled entities and foundations	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 - not delegated	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 registration or deregistration of a business name or trade mark under which the University conducts a business.		Vice Chancellor	G2	GV106
	Approve the use of University name and logo.		Chief Marketing Officer	S3	GV83
Curriculum	Approve a new course in a new Field of Study		Council - not delegated	G1	GV125
	Approve a new course in an existing Field of Study		Academic Board	NT2	GV126

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Governance					
Curriculum	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
	Approve Course Concept Proposal for new coursework courses		Pro Vice Chancellor (Academic Innovation)	S3	GV123
	Approve Course Concept Proposal for new higher degree by research courses		Deputy Vice Chancellor (Research)	S3	GV124
	Approve discontinuation of course accreditation and the associated transitional arrangements		Academic Board	NT2	GV138
	Authorise approvals relating to University courses and units other than as specified in this register		Academic Board	NT2	GV131
Governance Documents	Amend or rescind a Procedure or Guideline approved by Academic Board.		Academic Board	S2	GV135
	Amend or rescind a Procedure or Guideline approved by Academic Board.		Chair, Academic Board	S3	GV134
	Must be reported to next Academic Board meeting.				
	Amend or rescind a Rule or Policy approved by Academic Board		Academic Board	S2	GV133
	Amend or rescind a Rule, Policy or Procedure approved by Council		Council - not delegated	G1	GV132
Governance Documents - 1. Rules	Approve departure from a Council or Academic Board approved Rule where it is causing hardship to students (requires two delegates acting jointly).		Chair, Academic Board	NT2	GV105
	Must be reported to next Council or Academic Board meeting.		Vice Chancellor	S2	GV104

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Governance					
Governance Documents - 1. Rules	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, 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
Governance Documents - 2. Policy	Approve departures from Vice Chancellor approved Policies.		Vice Chancellor	G2	GV110
	Approve Internal Audit Policies.		Audit and Risk Management Committee	NT2	GV25
	Approve Policies related to the Investment of University funds.		Council - not delegated	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 - not delegated	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 - not delegated	G1	GV34
	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
	Governance Documents - 3. Procedures	Approve Human Resources Procedures		Director, Human Resources	S3
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 Procedures unless otherwise designated by Council.			Executive	G3	GV38

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Governance					
Governance Documents - 3. Procedures	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, 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
Governance Documents - 4. Guidelines	Approve, amend or rescind Procedures relating to the University's Commercial Activities in accordance with Rules and Policy.		Vice Chancellor	S2	GV113
	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
Organisational structure	Approve and amend delegate reporting lines as set out in Delegations Rule, Schedule B		Vice Chancellor	G2	GV103
	Approve the establishment of a Research Centre which is a not a work unit		Deputy Vice Chancellor (Research)	S3	GV137
	Approve the establishment or disestablishment of a Work Unit including Schools and Research Centres		Vice Chancellor	G2	GV128
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.	\$50,000	Director, Research Data and Contracts	S4	GV78
		\$500,000	Deputy Vice Chancellor (Research)	S3	GV77
		\$3,500,000	Vice Chancellor	G2	GV73
Strategic plan	Approval of the University's Strategic Plan.		Council - not delegated	G1	GV51

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Governance					
University seal	Authority to affix the Seal of the University to any document. Affixing of Seal should be advised at the next Council meeting.		Vice Chancellor	G2	GV54
			Council Secretary	NT2	GV53
	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
			Deputy Chancellor	NT2	GV120
			Council Secretary	NT2	GV121
			Vice Chancellor	G2	GV118
			Council Secretary	NT2	GV117
			Chancellor	NT2	GV115
	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)		Deputy Chancellor	NT2	GV116
			Vice Chancellor	G2	GV114

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Human Resources					
01. Industrial instruments	Sign Enterprise Agreements (EAs) on behalf of the University.		Vice Chancellor	G2	HR1
	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
02. Remuneration	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.		Director, Human Resources	S3	HR101
	Determine remuneration for Vice Chancellor.		Remuneration Committee	NT2	HR83
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
	Withhold incremental progression in accordance with the appropriate industrial instrument and/or University policies.		Executive	G3	HR17

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Human Resources					
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	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 appointments.		Pro Vice Chancellor (Academic Innovation)	S3	HR106
	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
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 - not delegated	G1	HR29
04. Offers of employment	Approve and sign offers of employment for casual contracts in accordance with appointment approvals.		Head of Work Unit	G4	HR109
	Approve and sign offers of employment for written offers in accordance with appointment approvals.		Director, Human Resources	S4	HR31

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Human Resources					
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	Approve relieving appointments (acting arrangements) for Executive.		Vice Chancellor	G2	HR54
	Approve relieving appointments (acting arrangements) for Head of Work Unit.		Executive	G3	HR55

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Human Resources					
09. Relieving appointments	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 outcome of a review of classification decision for professional positions in accordance with University policy.		Vice President (Finance)	S3	HR97
	Approve the reclassification of new and existing professional staff positions in accordance with University policy.		Director, Human Resources	S4	HR88
11. Leave - without pay	Approve leave without pay applications up to and including 6 months.		Head of Work Unit	G4	HR91
	Approve leave without pay applications in excess of 6 months.		Executive	G3	HR90
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 employees below the level of Head of Work Unit.		Head of Work Unit	G4	HR95
	Accept or withdraw resignation from Executive staff.		Vice Chancellor	G2	HR78
	Accept or withdraw resignation from Head of Work Unit.		Executive	G3	HR79
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

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Legal					
Agreements	Approve and sign agreements (non-research, non-educational) where the estimated value of the arrangement is less than the specified financial limit.	\$50,000	Head of Work Unit	G4	LG108
		\$200,000	Executive	G3	LG106
	(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
	Approve and sign agreements where the University will be receiving funds for a specified purpose and will not be contributing any additional University funds.		Vice Chancellor	S2	LG117
	Execute contracts for transactions which have been approved by Council.		Vice Chancellor	S2	LG116
Agreements - Education Collaborations	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
	Approve Education Collaboration Agreements where a third party will be delivering all or part of a course on behalf of the University.		Council - not delegated	G1	LG109
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.	\$50,000	Director, Research Data and Contracts	S4	LG98
		\$500,000	Deputy Vice Chancellor (Research)	S3	LG97
		\$3,500,000	Vice Chancellor	G2	LG91
Agreements - Student loans	Sign student loan agreement within parameters of University Policy.	\$1,500	Student Financial Assistance Officer	S5	LG101
Agreements - University land	Exercise Council powers in relation to real property unless otherwise delegated in this Schedule A.	Specified in the SCU Act	Retained by Council	G1	LG79

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Legal					
Agreements - University land	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
	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
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
		\$5,000	University Lawyer	S5	LG53
	\$20,000	Senior Lawyer	S4	LG83	
	Appoint and manage external lawyers to represent the University.	\$50,000	Director, Governance Services	S3	LG52
		\$3,500,000	Vice Chancellor	G2	LG86
Intellectual property rights	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 noting.		Deputy Vice Chancellor (Research)	S3	LG112
	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
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

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
----------	-------------	--------	----------	------	----

Legal					
University premises	Ban persons other than students from University premises.		Vice Chancellor	G2	LG67

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Student Administration					
Admission	Approve readmission after Expulsion from the University.		Pro Vice Chancellor (Academic Quality)	S3	SA11
	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, Admissions	S4	SA21
	Approve method of calculating Selection Ranks for the purpose of determining eligibility for admission to coursework courses.		Pro Vice Chancellor (Academic Quality)	NT3	SA19
	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
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
	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
Admission - Higher Degree by Research Awards	Approve minimum English language proficiency and academic standards for admission to Higher Degree by Research awards.		Academic Board	NT2	SA12

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.

Category	Description	Limit*	Delegate	Code	ID
Student Administration					
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
Conferral of awards	Approve students as eligible to be conferred with an award from the University. The exercise of this delegation must be reported to the next meeting of Academic Board.		Vice President (Students) and Registrar	S3	SA30
Examination Periods	Approve Examination and Special Examination Periods.		Vice Chancellor	G2	SA6
			Pro Vice Chancellor	NT2	SA29
			Deputy Vice Chancellor	NT2	SA28
			Vice Chancellor	NT1	SA27
Graduation ceremonies	Preside at graduation ceremonies.		Chair, Audit and Risk Management Committee	NT1	SA26
			Chair, Finance Committee	NT1	SA25
			Deputy Chancellor	NT1	SA24
			Chancellor	NT1	SA23
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 - not delegated	NT1	SA10

* The Vice Chancellor has limited the delegation of Heads of Work Unit to \$20,000 until further notice.