

DELEGATIONS REGISTER

as at 16 April 2024

Category	Description	Limit*	Delegate	Code	ID
Finance					
Assets - accounting	Approve the adjustment of records.		Director, Financial Services	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).		Director, Financial Services	S4	FN96
			Head of Work Unit	G4	FN95
Banking	Enter into transactional banking arrangements in accordance with the Treasury and Investment Policy.		Director, Financial Services	S4	FN105
Borrowing	Approve changes to terms and conditions within existing borrowing facilities in accordance with Treasury and Investment Policy.		Finance and Investment Committee	S2	FN92
	Approve drawdown and repayment within existing borrowing facilities in accordance with Treasury and Investment Policy.		Vice-President (Finance)	S4	FN139
	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
Budget - Approve	Approve the University entering into new borrowing facilities.		Council - not delegated	S1	FN91
	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

* 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					
Capital projects	Approve capital projects where the total estimated value of the project is less than the specified financial limit and is within approved budget.	\$5,000,000	Vice-Chancellor	S2	
Credit cards	Approve issue or revocation of a University Corporate Credit Card to or from Vice Chancellor and set credit limit.		Chancellor	NT2	FN143
	Approve the issue, or revocation, of University Corporate Credit Cards to or from a named individual - requires approval from both Delegates.		Head of Work Unit	G4	FN140
			Director, Financial Services	S4	FN141
			Director, Financial Services	S4	FN142
Debts - write offs, refunds etc.		\$50,000	Head of Work Unit	G4	FN113
	Approve the 'write off' of debt.	\$200,000	Executive	G3	FN112
		\$5,000,000	Vice-Chancellor	G2	FN144
	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
		\$5,000,000	Vice-Chancellor	G2	FN145
	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
		\$5,000,000	Vice-Chancellor	G2	FN146
	Expenditure - budgeted	Approve, commit or incur expenditure within approved budget.	\$100,000	Director, Financial Services	S4
\$200,000			Executive	G3	FN64
Approve, commit or incur expenditure within approved budget. Amounts between \$1M and \$5M are reportable to Council.		\$5,000,000	Vice-Chancellor	G2	FN147

* 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 - 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
Expenditure - capital projects	Approve, commit or incur expenditure in relation to Council approved capital projects authorised under contracts and purchase orders and which fall within the framework and limits of the project as approved by Council. A report on expenditure relating to Council approved capital projects will be provided biannually to the Finance and Investment Committee.	Total Approved Capital Project Value	Vice-Chancellor	S2	
		\$50,000	Head of Work Unit	G4	
		\$200,000	Executive	G3	
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.	\$1,000,000	Vice-Chancellor	G2	FN148
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.		Council - not delegated	G1	FN74

* 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					
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
	Scholarships: Approve higher degree research scholarships.		Senior Deputy Vice-Chancellor	S3	FN136
	Scholarships: Approve international coursework scholarships.		Pro Vice-Chancellor (Academic Quality)	S3	FN134
Statutory payments	Approve expenditure for any one transaction for statutory payments including taxes, dues and payments which are required by law to be paid including but not limited to staff payroll, Superannuation, PAYGW, Payroll Tax, GST.		Manager in Financial Services work unit	S5	FN138
Student grants	Approve a student grant.	\$5,000,000	Vice-Chancellor	G2	FN149
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 Services	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 (Future Students and Outreach)	S3	GV89
	Accept charitable grants, donations or transfer of property in accordance with University Policy where the value is less than the financial limit.	\$5,000,000	Vice-Chancellor	G2	GV139
Clinical trial approval	Approve related clinical trial documentation such as Investigators Brochure 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
		\$5,000,000	Vice-Chancellor	S2	GV140
Commercial activities - other	Approve Commercial Activities not otherwise covered in this Schedule where the estimated value of the activities is less than the specified limit.	\$5,000,000	Vice-Chancellor	S2	GV141
Commercial activities - research	Approve application for the establishment of Cooperative Research Centres or equivalent for financial liability.		Senior Deputy Vice-Chancellor	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	Senior Deputy Vice-Chancellor	S3	GV95
		\$5,000,000	Vice-Chancellor	S2	GV142
	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	Senior Deputy Vice-Chancellor	S3	GV98
		\$5,000,000	Vice-Chancellor	S2	GV143

* 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 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
		\$5,000,000	Vice-Chancellor	S2	GV144
	Approve Commercial Activities involving the delivery of University courses by a third party.		Council - not delegated	G1	GV90
Companies, controlled entities and foundations	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
	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
	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	

* 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 a new course in an approved Broad Field of Education.		Academic Board	NT2	GV146
	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		Senior Deputy Vice-Chancellor	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		Senior Deputy Vice-Chancellor	S3	GV124
	Approve discontinuation of course accreditation.		Academic Board	NT2	GV147
	Approve the University ceasing to offer curriculum in a Broad Field of Education.		Council - not delegated	NT1	GV148
	Approve the University offering curriculum in a new Broad Field of Education.		Vice-Chancellor	S1	GV145
	Authorise approvals relating to University courses and units other than as specified in this register		Academic Board	NT2	GV131
	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
Must be reported to next Council or Academic Board meeting.			Vice-Chancellor	S2	GV104
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

* 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 relating to academic and research matters as set out in the Terms of Reference - Academic Board Rule		Academic Board	NT2	GV107
	Approve departures from Vice Chancellor approved Policies.		Vice-Chancellor	G2	GV110
	Approve, amend or rescind Internal Audit Policies.		Audit and Risk Management Committee	NT3	GV150
	Approve, amend or rescind Policies related to the Investment of University funds.		Council - not delegated	NT1	GV151
Governance Documents - 2. Policy	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
	Approve, amend or rescind 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 (Future Students and Outreach)	NT3	GV149
	Approve, amend or rescind Policies relating to the University's Commercial Activities.		Council - not delegated	NT1	GV153
	Approve, amend or rescind SCU Health Clinic Policies.		Clinical Governance Board	NT2	GV166
	Approve, amend or rescind the Policies of the University except where otherwise designated by Council.		Vice-Chancellor	NT2	GV169
	Approve, amend or rescind University's banking arrangements Policy.		Council - not delegated	NT1	GV168
	Approve, amend or rescind Human Resources Procedures.		Director, Human Resources	S3	GV167
Governance Documents - 3. Procedures	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 academic and research matters as set out in the Terms of Reference - Academic Board Rule.		Chair, Academic Board	S3	GV164
			Academic Board	S2	GV165
	Approve, amend or rescind Procedures relating to the University's Commercial Activities in accordance with Rules and Policy.		Vice-Chancellor	S2	GV113

* 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, amend or rescind Procedures unless otherwise designated by Council.		Executive	S3	GV152
	Approve, amend or rescind 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 (Future Students and Outreach)	S3	GV163
	Approve, amend or rescind SCU Health Clinic Procedures.		Clinical Governance Board	NT2	GV162
Governance Documents - 4. Guidelines	Approve, amend or rescind University Guidelines.		Head of Work Unit	G1	GV161
Insurance	Approve the appointment of insurers/brokers.		Executive	G3	GV43
Internal audit	Approve the appointment of internal auditors.		Audit and Risk Management Committee	NT2	GV160
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		Senior Deputy Vice-Chancellor	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	Senior Deputy Vice-Chancellor	S3	GV77
		\$5,000,000	Vice-Chancellor	S2	GV159
Strategic plan	Approve the University's Strategic Plan.		Council - not delegated	S1	GV158
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

* 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	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) .		Council Secretary	NT2	GV121
			Chancellor	NT2	GV119
			Deputy Chancellor	NT2	GV120
			Vice-Chancellor	G2	GV118
	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 relevant delegate (any two delegates signing jointly).		Vice-Chancellor	NT2	GV154
			Deputy Chancellor	NT2	GV155
			Chancellor	NT2	GV156
			Council Secretary	NT2	GV157

* 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.		People and Culture 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.		Head of Work Unit	G3	HR117
	Determine remuneration for Vice Chancellor.		People and Culture 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, 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.		Head of Work Unit	G4	HR118
	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 Deans, Directors and Executive appointments.		Senior Deputy Vice-Chancellor	S3	HR119
	Executives, Directors, Deans, Heads of Work Unit - Approve the appointment of a candidate based on the recommendations of a selection panel.		Vice-Chancellor	G1	HR120
	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	Sign offers of employment in accordance with appointment approvals.		Director, Human Resources	S2	HR121
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

* 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 - convert casual	Approve applications for conversion from casual to non-casual employment for professional staff.		Executive	G3	HR110
			Director, Human Resources	S3	HR111
05. Employment conditions and variations - convert fixed-term	Approve applications for conversion from fixed-term to continuing employment for academic and professional staff.		Executive	G3	HR112
			Director, Human Resources	S3	HR113
05. Employment conditions and variations - fractions	Vary full time or part time appointment fractions.		Head of Work Unit	G4	HR122
05. Employment conditions and variations - redeployment	Approve redeployment of staff as the result of redundancy and other transfers within the University.		Vice-Chancellor	G2	HR123
07. Workload matters - allocation	Approve allocation of 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
	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

* 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					
10. Employment classification	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 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 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)	\$5,000,000	Vice-Chancellor	G1	LG118
	Approve and sign agreements where the University will be receiving funds for a specified purpose and will not be not contributing any additional University funds.		Vice-Chancellor	S2	LG117
	Execute contracts for transactions which have been approved by Council.		Vice-Chancellor	S2	LG116
Agreements - capital projects	Approve and execute agreements relating to a Council approved capital project which fall within the framework and limits of the project as approved by Council.	Total Approved Capital Project Value	Vice-Chancellor	S2	
		\$50,000	Head of Work Unit	G4	
		\$200,000	Executive	G3	
Agreements - confidentiality and non-disclosure	Approve and sign confidentiality and non-disclosure agreements of nil value.		Head of Work Unit	G4	LG125
Agreements - Education Agents	Approve and sign Education Agent Agreements.		Executive Director, Global	S4	LG119
	Approve and sign Master Agency Agreements which allow the other party to enter into agreements with Education Agents to recruit international onshore students on behalf of the University.		Vice-Chancellor	S2	LG120
Agreements - Education Collaborations	Approve and sign 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
	Approve and sign Education Collaboration Agreements 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

* 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 - Other	Within delegate's financial delegation limit, approve and enter into any Agreement not covered elsewhere in this Schedule.	\$5,000,000	Vice-Chancellor	G2	LG121
Agreements - Research	Approve and 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	Senior Deputy Vice-Chancellor	S3	LG97
		\$5,000,000	Vice-Chancellor	S2	LG122
Agreements - Student loans	Approve and 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	Council - not delegated	G1	LG79
	Exercise Council's power to acquire, sell, lease, licence or develop real property within the specified financial limit and other limits imposed by the SCU Act.	\$200,000	Vice-President (Operations)	S3	LG123
		\$5,000,000	Vice-Chancellor	S2	LG124
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
		\$5,000,000	Vice-Chancellor	G1	LG126
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
	Appoint and manage external lawyers to represent the University.	\$20,000	Senior Lawyer	S4	LG83
		\$50,000	Director, Governance Services	S3	LG52
	\$5,000,000	Vice-Chancellor	S2	LG128	
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.		Senior Deputy Vice-Chancellor	S3	LG112

* 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					
Intellectual property rights	Approve assignment of Intellectual Property (IP) rights in accordance with University Policy, as it relates to Research.		Senior Deputy Vice-Chancellor	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.	\$5,000,000	Vice-Chancellor	S2	LG129
Memorandum of Understanding	Approve and sign memorandums of understanding.		Head of Work Unit	G4	LG127
Settlements	Settle court, legal or other proceedings and bind the University.	\$5,000,000	Vice-Chancellor	G1	LG130
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

* 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
			Deputy Vice-Chancellor	NT2	SA28
			Chancellor	NT1	SA23
			Deputy Chancellor	NT1	SA24
Graduation ceremonies	Preside at graduation ceremonies.		Chair, Finance and Investment Committee	NT1	SA25
			Chair, Audit and Risk Management Committee	NT1	SA26
			Vice-Chancellor	NT1	SA27
			Pro Vice-Chancellor	NT2	SA29
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.