

Delegations Rule Schedule A

20 February 2020

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

Description of delegation		Limit	Delegate	Code	ID	Note
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	S1	FN92	
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
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	
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 - 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	Director, Financial Operations	NT2	FN67	

Description of delegation		Limit	Delegate	Code	ID	Note
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	
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						
	Invest funds in accordance with the Treasury policy.		Manager, Corporate Finance	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	
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	
02. Remuneration - allowances and payments					
Approve Academic Special Duties Payments.		Head of Work Unit	G4	HR9	
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	

Description of delegation	Limit	Delegate	Code	ID	Note
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	
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 - 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.		Deputy Vice Chancellor (Academic)	S3	HR100	
Approve redeployment of Executive Staff as the result of redundancy and other transfers within the University.		Vice Chancellor	G2	HR93	
07. Workload matters - allocation					
Allocate individual workloads for academic staff in accordance with University policy.		Head of Work Unit	G4	HR46	

Description of delegation	Limit	Delegate	Code	ID	Note
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 reclassification of new and existing professional staff positions in accordance with University policy.		Director, Human Resources	S4	HR88	
Approve the outcome of a review of classification decision for professional positions in accordance with University policy.		Vice President (Finance)	S4	HR97	
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	
14. Terminate employment - other					
Terminate employment (except via resignation/retirement).		Vice Chancellor	G2	HR76	
14. Terminate employment - resignation					

Description of delegation	Limit	Delegate	Code	ID	Note
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	S5	HR96	

Description of delegation		Limit	Delegate	Code	ID	Note
3. Legal						
Contracts C: Research Agreements						
	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	
Contracts E: 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	
Contracts F: SCU 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)	G3	LG81	
		Exercise Council powers in relation to real property unless otherwise delegated in this Schedule A.	Specified in the SCU Act	Council	G1	LG79
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	Head, Governance Services	S4	LG52	
		\$20,000	Manager, Legal Office	S5	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.		Deputy Vice Chancellor (Academic)	S3	LG95	
Settlements						
	Settle court, legal or other proceedings and bind the University.	\$3,500,000	Vice Chancellor	G2	LG88	

Description of delegation		Limit	Delegate	Code	ID	Note
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					
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	
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	

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 Student Loan Policies.		Director, Student Administration Services	S4	GV32	
	Approve the Policies of the University except where otherwise designated by Council.		Vice Chancellor	G2	GV33	
	Approve University's banking arrangements Policy.		Council	G1	GV34	
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	G4	GV66	
Governance Documents - 4. Guidelines						
	Approve University Guidelines.		Head of Work Unit	G4	GV41	
Insurance						
	Approve the appointment of insurers/brokers.		Executive	G3	GV43	

	Description of delegation	Limit	Delegate	Code	ID	Note
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	
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	
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)	G3	GV89	
Commercial activities - research						
	Approve application for the establishment of Cooperative Research Centres or equivalent for financial liability.		Deputy Vice Chancellor (Research)	S3	GV2	

Description of delegation		Limit	Delegate	Code	ID	Note
5. Student Administration						
Admission						
	Approve readmission after Expulsion from the University.		Deputy Vice Chancellor (Academic)	S3	SA11	
Examination Periods						
	Approve Examination and Special Examination Periods.		Vice Chancellor	G2	SA6	
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	
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	NEW
	Approve senior secondary studies, English language test scores, courses, qualifications and professional experience as comparable to English language proficiency requirements approved by Academic Board for coursework courses.		Deputy Vice Chancellor (Academic)	NT2	SA15	NEW
	Determine whether an applicant meets the minimum English language proficiency requirements approved by the Academic Board where they do not meet the criteria set by Academic Board.		Deputy Vice Chancellor (Academic)	NT2	SA16	NEW
	Approve minimum academic standards for admission to coursework courses.		Deputy Vice Chancellor (Academic)	NT2	SA17	NEW
	Approve Minimum ATARs for admission to coursework courses.		Deputy Vice Chancellor (Academic)	NT2	SA18	NEW
	Approve method of calculating Selection Ranks for the purpose of determining eligibility for admission to coursework courses.		Deputy Vice Chancellor (Academic)	NT2	SA19	NEW
	Determine whether an applicant's qualifications and professional experience are comparable to the academic standards for admission to a coursework course approved by Academic Board.		Head of School	S3	SA20	NEW

Description of delegation		Limit	Delegate	Code	ID	Note
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	
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	NEW
Approve minimum English language proficiency and academic standards for admission to Higher Degree by Research awards.			Academic Board	NT1	SA12	NEW